

**Saint Louis University**  
**2016-2017**  
**Student Handbook**



**SAINT LOUIS**  
**UNIVERSITY™**

— EST. 1818 —

## 2016-2017 Student Handbook

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## Oath of Inclusion

We as Students form a diverse and vibrant university community. We do not enter into this community by proximity, but by virtue of a shared Jesuit vision - to pursue higher truths, obtain greater knowledge, and strive for a better world. In this endeavor, we do not succeed by our individual ambitions, but by our discovery of each other. We find higher truths when we seek to understand the complexity of our neighbors' identities, we obtain greater knowledge when we consider the perspectives of our fellow Students, and we begin to strive for a better world when we build a stronger community.

As a Student and a member of the SLU community, I will live by this oath.

I will embrace people for the diversity of their identities, creating a community inclusive of race, ethnicity, sex, age, ability, faith, orientation, gender, class, and ideology.

I will challenge my worldview through education inside and outside the classroom.

I will show that I am proud to be a Billiken by enriching the culture of our University.

I will foster a community that welcomes all by recognizing the inherent dignity of each person.

I will work for social justice in the Saint Louis community and beyond.

This is the SLU I believe in.

This is the community I am building.

This is our SLU.

## Letter from the Vice President for Student Development



Dear Students:

A new academic year brings with it excitement, anticipation and opportunity. Perhaps you are a new student just starting out at Saint Louis University (SLU), or maybe you are a returning student ready to take on new challenges. Whatever your circumstances are, great opportunities await you at SLU!

A SLU education, which is deeply rooted in the Jesuit, Catholic tradition, is life changing. At SLU you will be challenged academically by a world-class faculty. Exceptional out-of-class experiences also provide important opportunities for learning, as well as for socializing, serving the community and recreation. Whatever your passions and interests, I encourage you to get involved and be engaged in the vibrant life of the campus. You might want to consider joining a student organization. Student groups at SLU cover a wide range of interests, including academic disciplines, community service, faith and spirituality, fraternities and sororities, leadership, residence life, and social identities and cultures.

Health, counseling, academic support, and career services are also available and designed to help you get the most out of your SLU experience. Please actively seek out the services that will help you develop to your fullest potential.

Learning does not happen in isolation. At SLU, we aspire to create a dynamic environment in which students are able to effectively interact, learn and develop as a “whole” people, and as part of a diverse and inclusive community. To get the most from this experience, you must be committed to growing as a person and developing yourself, while at the same time supporting, respecting and engaging with others in this community.

Within this Student Handbook, you will find many policies and important information that should help you navigate your way at SLU. Also included are SLU's Community Standards (code of conduct), which you should review to better understand your rights and responsibilities as a SLU student.

If you find that you need some assistance, please reach out to one of our outstanding staff and faculty, or even to another student. The SLU community cares about you. To help you achieve your goals and aspirations, we will provide both challenge and support.

Thank you for being a Billiken and best wishes for a great year. Let's go Bills!

Sincerely,

A handwritten signature in black ink that reads "Kent Potterfield". The signature is written in a cursive, slightly slanted style.

## The Division of Student Development and University Student Services

### Associate Vice President & Dean of Students

Mona Hicks, Ed.D  
Busch Student Center, Suite 350  
20 N. Grand Blvd.  
St. Louis, MO 63103  
(314) 977-1572  
<http://www.slu.edu/division-of-student-development>

### Assistant Vice President

Leanna Fenneberg, Ph.D  
Busch Student Center, Suite 350  
20 N. Grand Blvd.  
St. Louis, MO 63103  
(314) 977-1572

### Assistant Vice President

Jill Carnaghi, Ph.D  
Busch Student Center, Suite 319  
20 N. Grand Blvd.  
St. Louis, MO 63103  
(314) 977-1572

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### Dean of Students Office

Associate Dean: Ben Morton  
Assistant Dean: Donna Bess Myers  
Busch Student Center, Room 313  
20 North Grand Blvd.  
St. Louis, MO 63103  
(314) 977-9378  
<http://www.slu.edu/dean-of-students-office>

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### Athletics

Director: Chris May  
Chaifetz Arena, 1st Floor  
3330 Laclede Ave.  
St. Louis, MO 63103  
314-977-3167  
<http://slubillikens.com/>

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Barnes and Noble Bookstore

General Manager: Debbe Schneider  
Busch Student Center, Suite 100  
20 N. Grand Blvd.  
St. Louis, MO 63103  
(314) 531-7925  
<http://slu.bncollege.com/>

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Busch Student Center

Coordinator: Cindy Bush  
Busch Student Center, Suite 204B  
20 N. Grand Blvd.  
St. Louis, MO 63103  
(314) 977-2049  
[www.slu.edu/busch-student-center](http://www.slu.edu/busch-student-center)

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Business and Auxiliary Services

Director: Evelyn Shields Benford  
Wool Center, Room 250  
3545 Lindell Boulevard  
Saint Louis, MO 63103  
(314) 977-7288

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Campus Ministry

Assistant to the Vice President: Sue Chawszczewski, PhD  
Eckelkamp Center for Campus Ministry, Wuller Hall  
3711 West Pine Blvd.  
St. Louis, MO 63108  
(314) 977-1530  
<http://www.slu.edu/campus-ministry>

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Campus Recreation

Director: Eric Anderson  
Simon Recreation Center  
3639 Laclede Ave.  
St. Louis, MO 63108  
(314) 977-3975 or (314) 977-3181  
<http://www.slu.edu/simon-recreation-center>

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Salus Fitness Center

3545 Lafayette Avenue Lower Level  
St Louis, MO 63104  
(314) 977-8250

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Center for Service and Community Engagement

Director: Bryan Sokol, Ph.D  
Center for Global Citizenship, Suite 130  
3672 West Pine Blvd.  
St. Louis, MO 63103  
(314) 977-3929  
[www.slu.edu/service](http://www.slu.edu/service)

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Cross Cultural Center

Director: Director: TBD  
Center for Global Citizenship, Suite 134  
3672 West Pine Blvd.  
St. Louis, MO 63103  
(314) 977-2119  
<http://www.slu.edu/cross-cultural-center>

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Department of Public Safety (DPS)

Assistant Vice President/Director: James Moran  
Wool Center, Suite 114  
3545 Lindell Blvd.  
St. Louis, MO 63108  
(314) 977-2376  
[dps.slu.edu](http://dps.slu.edu)

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Dining Services Catered by Aramark

Resident District Manager: Jeffrey Marshall  
Busch Student Center, Suite 206  
20 N. Grand Blvd.  
St. Louis, MO 63103  
(314) 977-1559  
[dineslu@slu.edu](mailto:dineslu@slu.edu)

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Housing and Residence Life

Director: Melinda Pullen-Carlson

Housing & Residence Life

DuBourg Hall, Room 157

St. Louis, MO 63108

(314) 977-2811

<http://www.slu.edu/housing-and-residence-life>

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Office of Institutional Equity and Diversity

Director: Michelle Lewis

DuBourg Hall, Room 36

221 North Grand Blvd.

St. Louis, MO 63103

(314) 977-3838

<http://www.slu.edu/general-counsel-home/office-of-institutional-equity-and-diversity>

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Office of Student Responsibility and Community Standards

Director: Katherine Weathers, J.D.

Wuller Hall 2<sup>nd</sup> Floor, North

3711 West Pine Mall

St. Louis, MO 63108-3306

(314) 977-7326

<http://www.conduct.slu.edu>

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Parent and Family Programs

Assistant Dean: Donna Bess Myers

Busch Student Center, Suite 313

20 North Grand Blvd

St. Louis, MO 63103

(314) 977-9378

<http://www.slu.edu/parents>

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Student Health Center

Director: Deborah M. Scheff, RN, BSN

Marchetti Towers East

3518 Laclede Ave.

St. Louis, MO 63103

(314) 977-2323

<http://www.slu.edu/student-health-center>

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Student Involvement Center

Director: Susan Fanale  
Busch Student Center, Room 319  
20 N. Grand Blvd.  
St. Louis, MO 63103  
(314) 977-2805  
involvement.slu.edu

Student Success Center

Career Services

Director: Kim Reitter, Ed.D  
(314) 977-2828  
Busch Student Center, Suite 331  
20 N. Grand Blvd.  
St. Louis, MO 63103  
[www.slu.edu/success](http://www.slu.edu/success)

Retention and Academic Success

Director: Lisa Israel, PhD  
Student Success Center:  
Leadership Team, Suite 356  
Student Success Coaches, Suite 331  
Busch Student Center (314) 977-3484  
School of Nursing (314) 977-8992  
[www.slu.edu/success](http://www.slu.edu/success)

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Title IX Coordinator

Anna Kratky, J.D.  
Office of Institutional Equity and Diversity  
DuBourg Hall, Ground Floor Room 36  
20 North Grand Blvd.  
St. Louis, MO 63103  
(314) 977-3065  
<http://www.slu.edu/here4you>

Deputy Title IX Coordinators

Leanna Fenneberg, Ph.D.  
Student Development  
Busch Student Center, Suite 350  
20 N. Grand Blvd.  
St. Louis, MO 63103  
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Shannon Morse  
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Arike Mercer  
Billiken Athletics  
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3330 Laclede Ave  
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(314) 977-3509

Cathy Koetting, DNP, APRN, CPNP, NP-C  
Medical (South) Campus  
School of Nursing, 2nd Floor  
3525 Caroline Street  
St. Louis, MO 63104-1099  
[ckoettin@slu.edu](mailto:ckoettin@slu.edu)  
(314) 977-8940

Herb Caldwell  
School for Professional Studies  
Brouster Hall  
3840 Lindell Blvd.  
St. Louis, MO 63108  
[caldwellph@slu.edu](mailto:caldwellph@slu.edu)  
(314) 977-3431

Marta C. Maruri Valle Iturriaga  
SLU  
Madrid Campus  
Director of Student Life  
[mmaruriv@slu.edu](mailto:mmaruriv@slu.edu)  
(+34) 915538203  
Extension 213

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University Counseling Center  
Director: Steve Byrnes, Psy.D.  
Wuller Hall, Second Floor  
3711 West Pine Mall  
St. Louis, MO 63108  
(314) 977- TALK (8255)  
<http://www.slu.edu/counselingcenter>

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Web & Digital Projects  
Coordinator: Michelle Peltier  
Busch Student Center  
20 N. Grand Blvd. Room 247D  
St. Louis, MO 63103  
314-977-1782

## 2016 - 2017 University Policies and Procedures

The following policies apply to all undergraduate, graduate and professional Students attending Saint Louis University, unless otherwise superseded by the policies adopted by a particular college or school. All Student rules and regulations are consistent with the Catholic, Jesuit mission and values of the University. Students and Student Organizations are responsible for knowing and following these provisions. The appropriate Vice President shall resolve any questions involving the application or interpretation of University policies and procedures. In such instances, the decision of the Vice President shall be final and binding.

The University encourages the pursuit of knowledge by representation and exploration of diverse ideas in a manner consistent with its Catholic, Jesuit mission. It is understood though, that providing a forum for the open discussion of ideas does not imply or represent University approval or endorsement of any views expressed.

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- 1.2 [Alcohol on Campus](#)
- 1.3 [Appropriate Use Policy](#)
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- 1.16 [Responsible Action Protocol \(RAP\)](#)
- 1.17 [Sexual Misconduct Policy](#)
- 1.18 [Student Grievances \(Non-academic\)](#)
- 1.19 [Student Identification](#)
- 1.20 [Student Records](#)
- 1.21 [University Events](#)

### 1.1 Academic Policies

Each college or school may adopt policies, regulations and procedures covering academic matters. Academic policies, regulations and procedures are available in the Dean's office for each school. Students are expected to become aware of these requirements. In instances in which a specific policy does not exist at the University or the particular college or school, the Dean has the authority to handle and process all academic matters. See the University's Undergraduate Academic Catalog, Appendix B, in this Handbook.

## 1.2 Alcohol on Campus

The law of the State of Missouri states: "Any person under the age of twenty-one who purchases or attempts to purchase, or has in his possession any intoxicating liquor...is guilty of a misdemeanor. Furthermore, anyone guilty of a misdemeanor shall, upon conviction, be punished by a fine of not less than fifty dollars, nor more than one thousand dollars, or by imprisonment for a term not exceeding one (1) year, or by both such fine or jail sentence."

Saint Louis University recognizes both the letter and spirit of the law, as well as the needs of Students for social activities. Alcohol consumption causes a number of marked changes in behavior. Low doses impair the judgment and coordination required to drive a car safely. Low to moderate doses increase the incidence of a variety of aggressive acts and impairs decision-making abilities. Alcohol has been found to play a significant role in sexual misconduct on college campuses. In more than three-quarters of sexual assault at colleges and universities one or both parties had been drinking. <sup>1</sup> Moderate to high doses of alcohol cause impairments in higher mental functions that can severely alter a person's ability to learn and remember information. Very high doses cause respiratory depression and death. Repeated use of alcohol can lead to dependence.

Withdrawal symptoms from alcohol include severe anxiety, tremors, hallucinations and convulsions. Long-term consumption of large quantities of alcohol also can lead to permanent damage to vital organs such as the brain and liver.

The following Alcohol Policy and Guidelines set parameters within which alcohol use will reflect this increasing awareness of concern for us and each other.

1.2.1.1 In observance of the laws of Missouri and local ordinances, no person under the age of 21 may purchase or attempt to purchase, or have in his or her possession, any alcoholic or intoxicating beverage on Campus or at University activities.

Therefore, no alcoholic beverage may be served or sold to anyone under 21 years of age on Campus or at University activities. Students must present two forms of valid photo identification or comply with University reasonable age verification procedures at events held on the University's premises at which alcohol is available.

Students found presenting false identification or taking other steps to acquire alcohol as a minor will be subject to disciplinary action under the University Community Standards and could risk criminal prosecution.

1.2.1.2 Consumption of alcoholic beverages by those who are over 21 years of age, on Campus, must be in compliance with Housing and Residence Life guidelines while in a residence hall, and is permitted ONLY at those Student events or locations that have been expressly approved by the Student Involvement Center and ONLY in those locations for which the University has a license. Approval for alcohol service at events sponsored by University departments must be obtained from the appropriate director, dean or Vice President.

1.2.1.3 University funds may not be used to pay for any portion of an event at which alcohol may be provided, served to or consumed by minors.

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<sup>1</sup> Abbey, A. (1991). "Acquaintance Rape and Alcohol Consumption on College Campuses: How Are They Linked?" *College Health* 39:165-169.

1.2.1.4 Arrangements for food and beverages for on-campus events must be made with DineSLU, which has the responsibility for verifying the legality of persons seeking to purchase or obtain alcohol. No food or beverages may be brought to an event by an outside caterer except with special authorization.

1.2.1.5 Monitoring and enforcing compliance with the policy and guidelines are the responsibility of the Department of Public Safety (DPS) for outside events, and the director/manager of the building for inside events. Compliance with the policy in the residence halls and University-owned/managed housing is the responsibility of the Director of Housing and Residence Life and the Residence Life staff.

1.2.1.6 University departments and Student Organizations also may impose additional, more stringent restrictions on the use and distribution of alcohol by their members. Additional University alcohol-related policies include the Community Standards Alcohol Violations (sections 2.7.2-2.7.5); Student Organization Alcohol Policy (section 3.5); and the Residence Life policies (section 4.0). Alcohol guidelines for Student athletes can be obtained from the Athletic Department, located in the Chaifetz Arena. Copies of the Greek Social Event Policy, intended to provide risk management guidelines and govern the use and distribution of alcohol at fraternity and sorority events, are available at the Student Involvement Center, Room 319, Busch Student Center.

As a Catholic, Jesuit educational institution, Saint Louis University expects its Students to develop a responsible philosophy on the appropriate use of alcoholic beverages. The University encourages Students to consider all the implications of drinking and to arrive at a conscientious decision about how they will personally use alcohol.

The University may take reasonable steps to protect the rights of others threatened by illegal or immoderate drinking on Campus or at social events sponsored by the University. The University, therefore, prohibits drinking that infringes on the rights of others, prohibits misconduct due to drinking or drinking by anyone under 21 years of age. The University prohibits any drinking patterns that lead to behaviors detrimental to the health and welfare of the individual, Student group or University community. Social activities are expected to have clear purposes, other than the consumption of alcoholic beverages. The University encourages moderation in the use of alcohol for those of legal age who choose to drink. The University strongly asserts that choosing not to drink is as socially acceptable as choosing to drink.

Finally, in accord with our policy, the University will sponsor programs and develop guidelines to help community members understand the advantages of a healthy lifestyle, the consequences of use and abuse of alcohol, the moral implications of alcohol use, and the importance of personal and community responsibility.

In accordance with the Drug Free Schools and Communities Act, the University annually communicates to Students information that includes the University Alcohol and Drug Policies, counseling and assistance programs, University and legal sanctions, health risks, and uses and effects of controlled substances. All Students should become familiar with this information.

For assistance and information on issues relating to alcohol, please contact the University Counseling Center at (314) 977-8255.

## 1.3 Appropriate Use Policy

### I. Introduction

Information technology ("IT"), the vast and growing array of computing and electronic data communications facilities and services, is used daily to create, access, examine, store, and distribute material in multiple media and formats. Information technology plays an integral part in the fulfillment of Saint Louis University's research, education, clinical, administrative, and other roles. Users of Saint Louis University's IT resources have a responsibility not to abuse those resources and to respect the rights of the members of the community as well as the University itself. This Saint Louis University IT Appropriate Use Policy (the "Policy" or "AUP") provides guidelines for the appropriate use of Saint Louis University's IT resources, as well as for the University's access to information about and oversight of these resources.

Most IT use parallels familiar activity in other media and formats, making existing University policies important in determining what use is appropriate. Using electronic mail ("e-mail") instead of standard written correspondence, for example, does not fundamentally alter the nature of the communication, nor does it alter the guiding policies. University policies that already govern freedom of expression and related matters in the context of standard written expression govern electronic expression as well. This Policy addresses circumstances that are particular to the IT arena and shall augment but not supersede other relevant University policies.

Users should familiarize themselves with any supplementary or specifically tailored policies that also govern use of information technology systems. The Division of Information Technology Services ("ITS") and other divisions that manage IT Systems may develop and promulgate system-specific policies in association with appropriate governing bodies. External service-providing organizations may also have specific usage policies. Such policies must be consistent with this Policy and provided to the Vice President/Chief Information Officer.

### II. Definitions

**IT Systems.** These include but are not limited to the computers, terminals, printers, networks, modem banks, online and offline storage media and related equipment, software, and data files that are owned, managed, or maintained by Saint Louis University. For example, IT Systems include institutional and departmental information systems, faculty research systems, computers, the University's campus network, and University general access computer labs.

**User.** A "User" is any person, whether authorized or not, who makes any use of any IT System from any location.

**Systems Authority.** While Saint Louis University is the legal owner, manager or operator of all IT Systems, it may delegate oversight of a particular system to an individual of a specific subdivision, department, or office of the University ("Systems Authority" or "Systems Administrator"), or to an individual faculty member, in the case of IT Systems purchased with research or other funds for which he or she is personally responsible.

**Specific Authorization.** This means documented permission from an authorized University official.

### III. Purpose

The purpose of this Policy is to ensure an information technology infrastructure that promotes the basic mission and purpose of the University in teaching, learning, research, patient care, and administration. In particular, this Policy aims to promote the following goals:

To ensure the integrity, reliability, availability, and performance of IT Systems;

To ensure that use of IT Systems is consistent with the principles and values of Saint Louis University and those principles and values that govern use of other University facilities and services;

To ensure that IT Systems are used for their intended purposes; and

To establish procedures for addressing policy violations and sanctions for violators.

### IV. Scope

This Policy applies to all Users of IT Systems, including but not limited to University Students, faculty, and staff. It applies to the use of all IT Systems. These include systems, networks, and facilities administered by ITS, as well as those administered by individual schools, departments, University laboratories, and other University-affiliated entities.

Use of IT Systems, even when carried out on a privately owned computer that is not managed or maintained by Saint Louis University, is governed by this Policy.

This Policy does not alter the University's position or policy on intellectual property ownership for faculty and research data.

### V. Appropriate Use of IT Systems

Although this Policy sets forth the general rules of appropriate use of IT Systems, faculty, Students, and staff should consult their respective unit policies for more detailed statements on permitted use and the extent of use that the University considers appropriate in light of the varying roles within the community. In the event of conflict between this and other specific IT policies, this Appropriate Use Policy will control.

**A. Appropriate Use.** IT Systems are established and maintained to support the research, education, clinical, administrative, and other functions of Saint Louis University. Personal use of IT Systems that is not incompatible with the University mission and subject to the provisions of this Policy as provided in V.C is also allowed; however, the particular purposes of any IT System, as well as the nature and scope of personal use may vary according to the duties and responsibilities of the User or the type of personal use.

**B. Proper Authorization.** Users are entitled to access, modify, or delete only those elements of IT Systems that are consistent with their authorization. Any attempt to accumulate unauthorized information or misuse of information appropriately obtained is strictly prohibited.

**C. Specific Proscriptions on Use.** The following categories of use are inappropriate and prohibited:

**1. Use that impedes, interferes with, impairs, or otherwise causes harm to the authorized activities and responsibilities of others.** Users must not deny or interfere with or attempt to deny or interfere with service to other users in any way, including, without limitation, "resource hogging," misuse of mailing lists, propagating "chain letters"



or virus hoaxes, "spamming" (spreading e-mail or postings widely and without good purpose), or "bombing" (flooding an individual, group or system with numerous or large e-mail messages). Knowing or reckless distribution of unwanted mail or other unwanted messages is prohibited. Other behavior that may cause excessive network traffic or computing load is also prohibited.

**2. Use that is inconsistent with Saint Louis University's non-profit status.** The University is a non-profit, tax-exempt organization, and as such, is subject to specific federal, state, and local laws regarding sources of income, political activities, use of property, and similar matters. As a result, commercial use of IT Systems for non-Saint Louis University purposes is generally prohibited, unless specifically authorized and permitted under other University policies. Prohibited commercial use does not include communications and exchange of data that furthers the University's educational, administrative, research, clinical, and other roles, regardless of whether it has an incidental financial or other benefit to an external organization.

Use of IT Systems in a way that suggests University endorsement of any political candidate or political initiative is also prohibited. Users must refrain from using IT Systems for the purpose of lobbying that connotes University involvement, except for authorized lobbying through or in consultation with an authorized University official.

**3. Use in violation of University policy.** Use in violation of other University policies or use that is inconsistent with the University's Jesuit, Catholic mission and ideals also violates this Policy. Such other University policies include, but are not limited to, those regarding sexual harassment and racial and ethnic harassment, conduct codes of the various schools and colleges, and specific University departmental and work-unit policies and guidelines regarding incidental personal use of IT Systems.

**4. Use damaging the integrity of the University or other IT Systems.** This category includes, but is not limited to, the following six activities:

a. **Attempts to defeat system security.** Users must not defeat or attempt to defeat any IT System's security - for example, by "cracking" or guessing and applying, possessing, and / or using the identification or password of another User, or compromising room locks or alarm systems. (This provision does not prohibit ITS or Systems Administrators from using security scan or other similar programs within the scope of their Systems Authority.)

b. **Unauthorized access or use.** The University recognizes the importance of preserving the privacy of Users and data stored in IT systems. Accordingly, Users must honor this principle by neither seeking to obtain unauthorized access to IT Systems, nor permitting or assisting any others in doing the same. For example, a non-Saint Louis University organization or individual may not use non-public IT Systems without specific authorization.

Privately owned computers may be used to provide public information resources, but such computers may not host sites or services for non-Saint Louis University organizations or individuals across the Saint Louis University network without specific authorization. Similarly, Users are prohibited from accessing or attempting to access data on IT Systems that they are not authorized to access. Furthermore, Users must not make or attempt to make any deliberate, unauthorized changes to data on an IT System.

Users must not intercept or attempt to intercept or access data communications not intended for that user, such as promiscuous network monitoring, running network sniffers, or otherwise tapping phone or network lines.

ITS staff is prohibited from engaging in any intrusive investigations not authorized in accordance with ITS policy on intrusive investigations.

c. **Disguised use.** For purposes of this Policy, Users are prohibited from masquerading as, or impersonating others.

d. **Distributing computer viruses.** Users must not knowingly distribute or launch computer viruses, worms, or other rogue programs.

e. **Unauthorized equipment modification.** On shared-use IT Systems that serve departmental or University enterprise-wide functions, Users may only perform additions, removals, or modifications to the equipment with the approval of the appropriate Systems Authority.

f. **Use of unauthorized devices.** Without specific authorization, Users may not physically or electronically attach any network device (such as a server) to IT Systems. Upon request, a User shall promptly remove any unauthorized network device.

**5. Use in violation of law.** Any use of IT Systems in violation of civil or criminal law at the federal, state, or local levels is prohibited. Examples of such use includes but is not limited to: promoting a pyramid scheme; distributing illegal obscenity; receiving, transmitting, or possessing child pornography; infringing copyrights; and making bomb or other threats.

With respect to copyright infringement, Users should be aware that copyright law governs (among other activities) the copying, display, and use of software and other works in digital form (text, sound, images, and other multimedia). The law permits use of copyrighted material without authorization from the copyright holder for some educational purposes (protecting certain classroom practices and "fair use," for example), but an educational purpose does not automatically mean that the use is permitted without authorization.

**6. Use in violation of University contracts or licenses.** All use of IT Systems must be consistent with the University's contractual obligations, including limitations defined in software and other licensing agreements.

**7. Use in violation of external data network policies.** Users must observe all applicable policies of external data networks when using such networks.

**D. Free Inquiry and Expression.** Users of IT Systems may exercise rights of free inquiry and expression consistent with provisions contained in the Student Handbook, the Faculty Manual, or the Staff Handbook, as may be appropriate, and the principles of academic freedom at Saint Louis University.

**E. Personal Account Responsibility.** Users must maintain the security of their own IT Systems accounts and passwords, and they are responsible for any breaches in the security of those accounts or passwords which are caused by their own negligence, recklessness or unlawful actions. Any User changes of password must follow prescribed guidelines for passwords. Accounts and passwords are normally assigned to single Users and are not to be shared with any other person without authorization by the applicable Systems Administrator. Users have the responsibility to control the activities which they permit others to carry out under their IT System accounts or passwords or on their personal web pages.

**F. Encryption of Data.** University faculty and staff are authorized to encrypt files, documents, and messages for protection against unauthorized disclosure while in storage or in transit. Any encryption of University-related data

performed on an IT System must use software and protocols endorsed by ITS and such encryption must permit properly designated University officials, upon the direction of the Vice President / Chief Information Officer, to decrypt the information. Upon request of the Vice President / Chief Information Officer, a User shall decrypt any encrypted information, including without limitation, data, documents and messages.

**G. Responsibility for Content.** Official University information may be published in a variety of electronic forms. The individual under whose auspices the information is published is responsible for the content of the published document.

Users may publish information on IT Systems or over Saint Louis University's networks. Neither Saint Louis University nor individual Systems Administrators can screen such privately published material nor can they ensure its accuracy or assume any responsibility for its content. The University will treat any electronic publication provided on or over IT Systems that lacks the authorized authority of an appropriate University official as the private speech of an individual user.

**H. Registration of equipment.** Upon notice to the User, the Division of Information Technology Services may require Users to register any equipment or devices utilizing IT Systems, whether or not such equipment is personally owned or located on the property of the University.

**I. Personal Identification.** Upon request by a Systems Administrator or other University authority, Users must produce valid University identification.

**J. Privileged Access.** Users with higher levels of privileged access to IT Systems, for example Systems Administrators, Application Security Administrators, and Database Administrators, may be subject to additional constraints on the use of that privileged access as described in policies and procedures for intrusive investigations, administrative application account administration, confidentiality agreements, and other similar documents.

## **VI. University Access Without Consent of User**

The University places a value on privacy and recognizes its importance in an academic setting. There are circumstances nonetheless in which, following prescribed processes and procedural safeguards established to ensure access is gained only when and to the extent appropriate, the University may determine that certain University concerns outweigh the value of a User's privacy and warrant University access to relevant IT Systems without the consent or knowledge of the User. Accordingly, in the circumstances described below, use of University IT Systems should not be considered to be private.

**A. Conditions for Access.** In accordance with state and federal law and published University policies, the University may access any aspects of IT Systems, without the consent or knowledge of the User, in the following circumstances:

1. When necessary to identify or diagnose systems or security vulnerabilities and problems, or otherwise preserve the integrity of the IT Systems;
2. When required by federal, state or local law;

3. When there are reasonable grounds to believe that a violation of law or a breach of any of the proscriptions of Section V.C. of this Appropriate Use Policy may have taken place and access and inspection or monitoring may produce evidence related to the suspected misconduct;
4. When such access to IT Systems is required to carry out essential business functions of the University; or
5. When required to preserve public or campus health, safety, or order.

**B. Process.** Consistent with the privacy interests of Users, University access without the consent or knowledge of the User will occur only with the approval of the President, Provost, or his / her designee or the Vice President / Chief Information Officer, except when an emergency entry is necessary to preserve the integrity of facilities or to preserve public or campus health, safety, or order or when such access is necessary for IT Systems maintenance when such is conducted in accordance with established procedures and in accordance with provisions of Section VI.A.

**C. User access deactivations.** In addition to accessing the IT Systems, the University, through the appropriate Systems Administrator, may deactivate a User's access privileges, when the User is suspected of any violation of this or other policy or when such action is necessary for investigation. The Systems Administrator will attempt to notify the User of any such action if appropriate.

**D. Use of security scanning systems.** By attaching (either physically or virtually) privately owned personal computers or other IT resources to the University's network or other IT Systems, Users consent to University use of scanning programs or other security mechanisms on those resources while they are attached to the network when the use of such scanning systems is necessary and is consistent with the other provisions of this Policy.

**E. Encrypted material.** Encrypted files, documents, and messages may be accessed by the University under the guidelines set forth in Sections VI.A, and VI.B, above.

## **VII. Security**

Users of IT Systems should be aware that IT Systems and the information contained therein are not necessarily secure.

## **VIII. Enforcement Procedures**

**A. Complaints of Alleged Violations.** An individual who believes that he or she has been harmed by an alleged violation of this Policy may file a complaint in accordance with established University Grievance Procedures (including, where relevant, those procedures for filing complaints of sexual harassment or of racial or ethnic harassment) for Students, faculty, and staff. The individual is also encouraged to report the alleged violation to the Systems Authority overseeing the facility most directly involved, or to the Vice President / Chief Information Officer, who shall investigate the allegation and (if appropriate) refer the matter to an appropriate University official, University disciplinary committee, Office of Human Resources, Department of Public Safety, and/or appropriate law enforcement authorities.

**B. Reporting Observed Violations.** If an individual has observed or otherwise is aware of a violation of this Policy, even though the individual has not been harmed by the alleged violation, he or she is encouraged to report such

evidence to the Systems Authority overseeing the facility most directly involved, or to the office of the Vice President / Chief Information Officer of the University.

**C. Disciplinary Procedures.** Alleged violations of this Policy will be pursued in accordance with the applicable disciplinary procedures for faculty, staff, and Students, as outlined in the Faculty Manual, Staff Handbook, Student Handbook, various other policy manuals and applicable materials or if appropriate, through criminal or civil court proceedings. Staff members who are members of University-recognized bargaining units will be disciplined for violations of this Policy in accordance with the relevant disciplinary provisions set forth in the agreements covering their bargaining units.

Systems Administrators and employees of ITS may be required to participate in the disciplinary proceedings as deemed appropriate by the relevant disciplinary authority. Moreover, at the direction of the appropriate disciplinary authority, Systems Administrators or the Vice President / Chief Information Officer or his designees are authorized to investigate alleged violations.

**D. Temporary Suspension.** The Vice President / Chief Information Officer of the University, or his/her designee, is authorized to invoke a temporary suspension from use of, or access to, any or all IT Systems whenever in his/her sole judgment such action is necessary to comply with any federal, state or local law, ordinance, rule, or order; to preserve the security or integrity of the IT Systems and/or University facilities; to protect a User's physical or emotional safety or well-being; or to preserve public or campus health, safety, or order.

**E. Penalties.** Individuals found to have violated this Policy may be subject to penalties provided in other University policies dealing with the underlying conduct. Violators may also incur other IT-specific penalties, including, without limitation, temporary or permanent reduction or elimination of some or all IT privileges. The appropriate penalties shall be determined by the applicable disciplinary authority in consultation with the applicable Systems Administrator or the Vice President / Chief Information Officer, if desired.

**F. Legal Liability for Unlawful or Inappropriate Use.** In addition to University discipline, Users may be subject to criminal prosecution, civil liability, or both for unlawful or inappropriate use of any IT System.

**G. Appeals.** Users found in violation of this Policy may appeal or request reconsideration of any imposed disciplinary action in accordance with the appeals provisions of the relevant disciplinary procedures.

## **IX. Policy Development**

This Policy may be periodically reviewed and modified. Requests for review or modification to this Policy may be submitted to the Vice President/ Chief Information Officer. Modifications may be developed by the Vice President/ Chief Information Officer in consultation with appropriate University committees, faculty, Students, and staff. Any material change to this Policy must be approved by the President of the University.

Questions relative to this Policy should be directed to the Vice President / Chief Information Officer.

#### **1.4 Digital Millennium Copyright Act of 1998 (Information Technology)**

Saint Louis University requires the University community to accomplish its goals without infringing on the intellectual property rights of others. In accordance with the University's Copyright Policy, the Digital Millennium Copyright Act of 1998, and the Higher Education Act of 2008, Saint Louis University may terminate access and exercise disciplinary and/or other correctional measures for any copyright infringement claim, including repeated claims and/or violations or misuse of the University's information systems equipment or network connections and/or services. Users of University information technology should acquaint themselves with the use policies promulgated by the University's Information Technology Services department whose policies are incorporated herein. Such policies include, among other things, the right of the University to monitor, view, obtain, block, prohibit, and the like, any transmission or use of information via University technology services and equipment.

[Further information on this topic and other information technology policies is available online](#) from Information Technology Services, located in the Wool Center on the Frost Campus.

#### **1.5 Disruption of University Activities**

The University reserves the right to take appropriate action as it deems necessary to prevent disruption of University activities.

#### **1.6 Drugs**

Possession, use and distribution of stimulants, depressants, narcotics or hallucinogenic drugs, and other illegal agents having potential for abuse, except for a properly designated physician's or dentist's prescription, is forbidden by University policy and local, state and/or federal law. Such use, possession and conduct are prohibited on Saint Louis University's premises, or as part of any University activities. Selling, bartering, exchanging or giving away such substances to any person is illegal and prohibited. Any Student engaged in such activities may be reported to law enforcement agents and will be subject to severe conduct action, including but not limited to suspension or dismissal. Please refer to section 2.7.12 of the University Community Standards for more information about University Drug Policy.

In accordance with the Drug Free Schools and Communities Act, the University annually communicates to Students information that includes the University Alcohol and Drug Policies, counseling and assistance programs, University and legal outcomes, health risks, and uses and effects of controlled substances. All Students should become familiar with this information.

For assistance and information on issues relating to drugs, please contact the Student Health and Counseling Center at (314) 977-TALK (8255).

#### **1.7 Email Communication**

Students will receive important information via the SLU e-mail accounts set up for them when they register. This information may include but is not limited to residence hall registration, notification regarding disciplinary status, registration confirmation, emergency notification, etc. It is imperative for Students to check their SLU e-mail accounts on a daily basis. Students should contact the University's Information Technology Services (ITS) to receive account information. Also, Students may receive instructions on ways to forward mail from the SLU e-mail account to another account already in activation. Students will be held accountable for all information sent to them via e-mail. Email passwords and user ID information should not be shared with anyone outside of ITS.

## 1.8 Harassment Policy

### I. Introduction

Saint Louis University is a Catholic, Jesuit institution with a distinctive educational mission and philosophy emphasizing Christian humanism, human dignity, and the development of the total human being. These core values are manifested in the University's commitment to foster a workplace and learning environment that is free from any form of prohibited harassment.

### II. Purpose

Saint Louis University prohibits harassment because of sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, gender expression/identity, genetic information, pregnancy, or any other characteristics protected by law. This policy is intended to complement other University policies, including but not limited to, the Americans with Disabilities Act, Equal Employment Opportunity and Affirmative Action Policy, Family and Medical Leave Act Military Leave Policy and the Sexual Assault and Relationship Violence Policy.

The information contained in this policy is intended to raise awareness, facilitate reporting, and ensure that appropriate steps are taken when a report is received. In the event the complaint involves allegations of sexual assault or relationship violence in which the accused is a student, the provisions and procedures set forth in the Sexual Assault and Relationship Violence Policy will apply.

Pursuant to Title IX of the Higher Education Act, the Director of Diversity and Affirmative Action is designated as the University's Title IX Coordinator. Title IX Deputy Coordinators are also appointed to assist the Title IX Coordinator and are identified at <http://www.slu.edu/human-resources-home/diversity-and-affirmative-action/sexual-assault-policy>.

### III. Personnel Affected

This policy applies to all University faculty, staff, and volunteers, with the exception of Saint Louis University Madrid employees. In addition, this policy applies to all students of Saint Louis University.

### IV. Definitions and Examples

For purposes of this policy, the following definitions apply:

**“Harassment”** means any unwelcomed, unsolicited, and offensive conduct that is severe or pervasive and tends to injure, degrade, disgrace, or show hostility toward a person because of sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, gender expression/identity, genetic information, pregnancy, or any other characteristic protected by law. For purposes of applying this policy, “sexual” harassment includes conduct that is of a sexual nature or related to a person's gender and may include persons of the same sex.

**“Sexual assault”** is a form of harassment. “Sexual assault” refers to engaging in any form of sexual contact or conduct with another without that person's clear, knowing, and voluntary consent. Sexual assault refers to any sexual contact without consent and includes intentional touching, either of the victim or when the victim is forced to

touch, directly or through clothing, another person's genitals, breasts, things, or buttocks. Sexual assault also refers to any attempted or actual sexual penetration of any kind without the victim's consent, including vaginal, oral or anal penetration by fingers, genitals, or objects.

**“Stalking”** is when any person purposely and repeatedly engages in an unwanted course of conduct that would cause a reasonable person to fear for his, her, or others' safety, or to suffer substantial emotional distress. Stalking can be a form of Sexual Harassment and may be prohibited by the University's Policy on Harassment and Community Standards. Stalking may also present a safety concern. Reports of stalking that require immediate emergency action should be directed to the Department of Public Safety (“DPS”).

Harassment is a violation of this policy in any of the following situations:

1. If a person is promised or is given some favorable academic or employment-related action or benefit only if she or he will submit to or tolerate the harassing behavior; or
2. If a person is threatened with or suffers adverse academic or employment-related action because s/he has not submitted to or tolerated the harassing behavior; or
3. If the harassing behavior in question interferes with a person's work or academic performance, has the purpose or effect of interfering with a person's status or participation in a university course, program, or activity, is used as a basis for educational or employment decisions, or has the purpose or effect of creating an intimidating, hostile, or offensive working, learning, or living environment.

The following examples are provided so that members of the University community have a better understanding of the general range of behaviors that might constitute harassment in violation of this policy.

Examples of “harassment” in violation of this policy include the following:

1. Sexual advances, propositions, flirtations, requests or pressure of any kind for sexual favors under any of the circumstances described in paragraphs (1), (2), or (3), in Section IV, above;
2. Sexually explicit, graphic, abusive, degrading, intimidating, or offensive jokes, comments, remarks, or gestures, under any of the circumstances described by paragraphs (1), (2), or (3), in Section IV, above.
3. Physical contact or intimidation under any of the circumstances described by paragraphs (1), (2), or (3), in Section IV, above.
4. Display, circulation, or communication of any sexually suggestive, explicit, graphic, or offensive objects, pictures, or materials of any kind, under any of the circumstances described by paragraphs (1), (2), or (3), in Section IV, above.
5. Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, gender expression/identity, genetic information, pregnancy, or any other characteristics protected by this policy and/or law, under any of the circumstances described in paragraphs (1), (2), or (3), in Section IV, above.
6. Placing on walls, bulletin boards, email, social networking websites, or elsewhere on the University's premises graphic material that shows hostility or aversion to an individual group because of sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, gender expression/identity, genetic information, pregnancy, or any other characteristics



protected by this policy and/or law, under any of the circumstances described in paragraphs (1), (2), or (3), in Section IV, above.

## **V. Policy**

Saint Louis University affirms that harassment because of sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, gender expression/identity, genetic information, pregnancy, or any other protected classification is detrimental to its mission and values. The University endeavors to take steps reasonably necessary to prevent such behavior from occurring, including providing education and training to faculty, staff, and students as to their rights and responsibilities, informing persons of the appropriate procedures for reporting inappropriate behavior, promptly investigating complaints, and imposing appropriate sanctions.

Amorous relationships that occur in the context of educational or employment supervision and evaluation present serious concerns about the validity of consent. The disparity of power between persons involved in amorous relationships, such as those between a teacher and student, supervisor and subordinate, or senior and junior colleagues in the same department or unit, makes these relationships susceptible to exploitation. Those who abuse their power in such a context violate their responsibility to the University community.

Anyone who engages in a sexual relationship with a person over whom s/he has any power or authority within the University structure must understand that the validity of the consent may be questioned. In the event of a complaint is filed, the University will give very critical scrutiny to any defense based upon consent when the facts establish that a power differential existed within the relationship.

This policy shall be applied in a manner consistent with the University's provision on academic freedom set forth in *The Faculty Manual of Saint Louis University*.

## **VI. Complaints**

Any person who believes that s/he has been subjected to conduct prohibited under this policy may elect to pursue the matter as either an informal or a formal complaint. An informal complaint involves discussion and counseling as the primary means by which conduct may be constructively influenced and resolution reached. A formal complaint may result in disciplinary action against the accused, up to and including, termination of employment and/or expulsion from the University.

A complaint will be reviewed using a preponderance of the evidence standard to determine whether or not a harassment violation has occurred. This will include examining the totality of the circumstances such as the nature of the conduct, the context in which the alleged incident(s) occurred, whether the conduct was solicited or invited, and the frequency, severity, and impact of the conduct on the victim. In order to find a violation, the conduct must be both unwelcome and offensive to a reasonable person and perceived as such by the complaining party.

Any person who, in bad faith, files a false complaint or provides false information to University officials investigating a complaint shall be deemed to have violated this policy. This is not in any way meant to discourage legitimate complaints or consultation.

## **VII. Procedures**

The following procedures have been developed to receive and investigate harassment complaints. Any person who believes that s/he has been subjected to harassment may elect to pursue the matter as either an informal or formal complaint.

**A. Where to Get Help--Informal Complaints.** The persons listed below have been designated as the contact person(s) for informal complaints and to provide information and consultation regarding harassment prohibited by this policy:

Informal complaints against students involving conduct in the residence halls should be directed to the Resident Advisor, Residence Hall Coordinator, or the Director of Housing and Residence Life. All other informal complaints against undergraduate students should be reported to the Assistant Vice President for Student Development/Dean of Students or the Office of Institutional Equity and Diversity ("OIED"). Informal complaints against graduate or professional students should be directed to OIED or the Dean of the accused's or the complainant's School or College. It is recommended that the complainant keep a record of prohibited conduct such as a journal of his/her experiences, reflecting dates, times, places, nature of the incident, and names of any witness(es).

Informal complaints directed against staff should be reported to the employee's immediate supervisor, department head, unit vice president, Vice President for Human Resources, or OIED. Informal complaints directed against faculty should be reported to the faculty member's Chair, Dean, Vice President of Academic Affairs, or OIED.

All complaints involving persons who are not members of the University community, such as employees of outside vendors, should be reported to OIED.

Informal resolutions are designed to operate in an expeditious manner and to empower the parties to reach a mutually satisfactory agreement with the assistance of a neutral third party. The contact person does not make a determination of fact as to whether University policy has been violated as part of the informal resolution process. Instead, the contact person will use conflict resolution techniques to attempt to resolve the concern(s) brought forward in a manner that is satisfactory to all parties. Informal resolution is flexible and invites active participation of all the parties in order to resolve the matter. Moreover, the contact person will only speak to the individuals whose involvement is necessary to facilitate a resolution. In some instances, this might include only the parties directly involved. The informal complaint may be concluded by one of the following: (1) the complainant, or the designated contact person, may meet with the accused, discuss the behavior of the accused, and, request that such behavior be stopped, (2) a resolution of the informal complaint by agreement of the parties, (3) a decision to stop further action on the informal complaint, or (4) initiation of a formal complaint. Possible resolutions by agreement of the parties may include, but are not limited to: an apology to the complainant, assisting the respondent to better understand the effects of his or her conduct and ways in which this behavior could be changed, participation in educational programs about equal opportunity or harassment, verbal or written reprimands, or other interventions or actions aimed at ending the misconduct.

An employee may initiate the formal complaint process at any time. The University administration reserves the right to initiate the formal complaint process outlined below after taking into consideration the nature and seriousness of the complaint, and whether the accused has previously been found in violation of this Policy or the Sexual Assault and Relationship Violence Policy.

**B. Formal Complaints.** All formal complaints involving faculty, staff, volunteers, student-workers (acting in their capacity as a student-worker), or persons who are not members of the University community should be directed by the complainant or referred by University personnel to the OIED. All formal complaints against students will be referred to the Office of Student Responsibility and Community Standards and addressed pursuant to the Community Standards.

All employees and students have an obligation to cooperate with the formal complaint process. Failure to do so may result in disciplinary action. In the event that a complainant does not cooperate by failing to furnish information requested by the investigator or to make himself or herself available for interview by the investigator, the Director may dismiss the Complaint. The Director shall provide written notice of such dismissal to the complainant(s) and the respondent(s). In the event that a respondent does not cooperate by failing to furnish information requested by the investigator or to make himself or herself available for interview by the investigator, the investigator may conclude that such information or interview, if provided or conducted, would be adverse to the respondent.

OIED, or appropriate designee, is responsible for processing and investigating formal complaints against faculty and staff. Prior to initiating the investigation, OIED will contact the two levels of supervision above the accused and the appropriate Vice President to give notice of the complaint and the pending investigation. If OIED is investigating a complaint against a student-worker, the Office of Student Responsibility and Community Standards will be notified.

In order to conduct an initial review of the complaint and determine if an investigation is warranted, the OIED ordinarily will require the complainant to submit a written complaint. The complaint should be signed and dated by the complainant and set forth in writing the particulars relating to the alleged harassment, including the name and position of the accused. OIED will investigate the complaint with assistance from Human Resources or personnel from other appropriate units as needed. Alternatively, OIED may refer the complaint to some other suitable authority for investigation and possible action. Depending on the nature and severity of the allegations, steps may be taken to separate the accused and the complainant, up to and including suspension from employment pending investigation.

The investigation will include interviews of the complainant and the accused. The accused will be furnished with a copy of the complaint and will have an opportunity to respond and submit additional information. OIED will interview other witnesses and collect such additional information as OIED deems reasonably necessary to determine whether a violation of this policy did or did not occur. Within a reasonable period of time after commencing the investigation, OIED will submit a report to the appropriate Vice President, the accused, and the complaining party outlining OIED's findings and any recommended disciplinary or corrective action. If the complaint is against a student-worker, OIED will also provide a copy of the report to the Office of Student Responsibility and Community Standards.

Within five (5) working days from receipt of the report, the complainant or the accused may file a written request for reconsideration to the OIED with a statement of the specific reasons for setting aside the findings or recommendations. OIED will forward the request for reconsideration with a copy of the investigation report to the appropriate Vice President. The Vice President will review the record of the investigation conducted by OIED and may seek additional information and consult with OIED or any other person, including the complainant or the accused, as needed. Ordinarily, the Vice President will accept the investigation report, except where the Vice President concludes that the findings or the recommended actions are not reasonable or supported by the record. The Vice President also may recommend more or less severe disciplinary or other corrective action depending upon the circumstances in any particular case including, but not limited to, the prior employment record of the accused

and due consideration for effective enforcement of this policy. After reviewing the investigation report and any request for reconsideration, the Vice President will, within a reasonable time, not to exceed thirty (30) days, issue a written decision accepting or rejecting the investigation report using a preponderance of the evidence standard and outlining any disciplinary actions or proceedings that will be initiated. A copy of the decision will be sent to the accused, the complainant, and OIED.

In any instance where the accused is an officer of the University, OIED will consult with the appropriate higher ranking official(s) and a representative of the General Counsel's Office for direction on administering the complaint.

**C. Disciplinary Action.** The appropriate Vice President is responsible for ultimately determining whether disciplinary action is warranted and invoking the applicable University disciplinary policies and procedures. Potential disciplinary actions implemented under this policy may include but will not be limited to, formal warning, mandatory training and education, transfer, demotion, suspension, probation, or separation from the University, residence hall reassignment, and termination of relationships with outside contractors and vendors. The Vice President may take reasonable and necessary interim action until an investigation can be completed or a final disciplinary action can be implemented.

All interim and final disciplinary or corrective action shall be initiated consistent with the specific policies and procedures applicable to faculty, staff, or students depending upon the particular status of the accused. Disciplinary action against undergraduate students will be processed under the Community Standards contained in the Student Handbook of Saint Louis University. Cases involving disciplinary action against graduate or professional students will be referred to the Dean of the respective School or College for handling under policies and procedures governing Harassment or matters relating to the student's qualifications and fitness to continue in a particular program. Disciplinary action against faculty will be governed by the procedural requirements and standards contained in *The Faculty Manual of Saint Louis University*. Depending on the nature of the action(s) sought by the University administration, the faculty member may invoke the grievance procedures, procedures for challenging serious sanctions short of termination, or the procedures for challenging termination for cause set out in *The Faculty Manual*. Any disciplinary action against staff will be implemented consistent with the policies and procedures set forth in the Human Resources Policies and/or the Staff Handbook of Saint Louis University except where otherwise provided for employees who are covered by a collective bargaining agreement. All disciplinary actions are to be communicated to OIED.

**D. Notice of Outcome.** The University will inform the accused, complainant, and any other persons who have a legitimate need to know of the general outcome of any informal or formal complaint. Disclosure of information involving students shall be subject to any legal requirements including the Family Educational Rights and Privacy Act ("FERPA") and the Clery Act. All reasonable measures will be taken to protect the privacy of those involved in the complaint.

## **VIII. Confidentiality and Non-Retaliation Statement**

The University recognizes the sensitive nature of harassment complaints. It endeavors within this policy to respect the rights and dignity of all persons involved and to provide a neutral atmosphere in the investigation of complaints and in its efforts to end prohibited behavior. The University endeavors to maintain confidentiality on all matters relating to processing harassment complaints, subject to its need to effectively administer this policy.

The University will not tolerate retaliation against any person who, in good faith, makes a harassment complaint, exercises his/her rights under this policy, or cooperates or participates in any internal or external investigation or proceedings. Retaliation refers to any action that could discourage a reasonable person from filing a complaint or cooperating with the investigation process. Retaliation constitutes a violation of this policy.

## **IX. Review and Approval**

Changes to this policy may be necessary from time to time. At a minimum, this Policy shall be subject to annual review for compliance with applicable law, available guidance, and assessment of best practices. This Policy has been reviewed and approved by the Vice President, Human Resources, Vice President and General Counsel, and the University's Title IX Coordinator. This Policy has been approved by the President's Coordinating Counsel.

## **X. Resources**

### University Resources:

#### **Department of Public Safety (DPS)**

Wool Center, Rm. 114

Emergencies: (314) 977-3000

General Information: (314) 977-2376

#### **Employee Assistance Program**

(800) 859-9319

#### **Housing and Residence Life**

DuBourg Hall, Room 157

(314) 977-2811

#### **Office of Institutional Equity and Diversity**

Director and Title IX Coordinator

DuBourg Hall, Room 36

(314) 977-3838

#### **Office of Student Responsibility and Community Standards**

Wuller Hall, 2<sup>nd</sup> Floor

(314) 977-7326

#### **Saint Louis University HOT-LINE**

(877) 525-5669 or (877) 525-KNOW

### Other Resources

#### **U.S. Department of Education**

Office for Civil Rights

Lyndon Baines Johnson Department of Education Building

400 Maryland Avenue, SW

Washington, DC 20202-1100

800-421-3481

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

**U.S. Department of Justice**

Civil Rights Division

950 Pennsylvania Avenue, N.W.

Office of the Assistant Attorney General,

Washington, D.C. 20530

(202) 514-4609

**U.S. Equal Employment Opportunity Commission**

Robert A. Young Federal Building

1222 Spruce St., Rm 8.100

St. Louis, MO 63103

800-669-4000

## 1.9 Bias-Related Incident Protocol

### I. Scope

This Protocol applies to Bias-Related Incidents and retaliation by or against all Students in the University because of sex, gender, gender identity and expression, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veterans status, pregnancy, genetic information, or any other protected classification.

Where the Accused Party is an Employee, the investigative procedures outlined in the University's *Harassment Policy* will apply and the disciplinary action(s) and processes outlined in other University policies and/or *The Faculty Manual* may apply as appropriate.

Where the Accused Party is a Third Party or other non-University affiliated party, the University will take appropriate action and determine the appropriate manner of response consistent with the goals of this Protocol.

This Protocol provides information related to:

- Saint Louis University Statement of Values;
- Bias-Related Behavior;
- Restorative Justice;
- Reporting Options, Resources, and Accommodations; and
- Restorative Practices, and Community Engagement.
- Investigation, Hearing, and Appeal Procedures.

The definitions, reporting options, resources and statements of institutional values contained in this Protocol apply to all Students of the Saint Louis University community.

This Protocol applies to all acts where the conduct:

- Occurs on campus;
- Occurs in the context of a University program or activity; or
- Occurs in the context of a University program or activity or occurs off campus and has continuing adverse effects on members of the University community,

The University will respond to reports of Bias to ascertain the nature, severity and disposition of the report, as well as, take steps to eliminate the behavior, prevent its recurrence, and address any effects of the behavior on the Reporting Party or the University community.

### II. Purpose

This Protocol was originally established in response to actual campus incidents of bias. The campus community members involved in the development of this Protocol emphasize that in addition to providing necessary guidance for a proper educational and socially just response to such incidents, it must also engage the campus community in educational interventions that may prevent such incidents from occurring. This Protocol is also subject to reasonable interpretation and periodic revision to keep the language, scope, recommended actions, guiding principles, and other content current with all applicable legal, social, and cultural parameters.

This Protocol and the applicable procedures outlined are designed to achieve the following goals:

- Address acts of hate, bias, or other acts of intolerance that impact members of the University community.
- Provide prompt and compassionate support services.
- Create a campus environment that both facilitates and expedites the prompt reporting of Bias-Related Behavior.
- Appropriately document such incidents through the Bias Incident Report Log, and take additional measures to inform the community about such incidents, when appropriate.
- Take appropriate actions to demonstrate that Saint Louis University fosters a community of inclusivity and commits itself as an educational institution to address incidents of hate, bias, or other acts of intolerance that detract from the learning process and development of whole persons.
- Ensure that appropriate steps are followed when Bias-Related Behavior is reported.

Facilitate development of competencies in awareness, knowledge, and skills to prevent such incidents and facilitate a restorative justice process for the affected individuals and communities when and where acts of hate, bias, or other acts of intolerance have occurred.

### **III. Statement of Values**

Saint Louis University welcomes students, faculty, and staff from diverse backgrounds and identities, and strives to create a sense of community that facilitates their development as individuals for and with others. Saint Louis University affirms that harassment because of sex, gender, gender identity and expression, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, pregnancy, genetic information, or any other protected classification is detrimental to its mission and values.

Saint Louis University considers acts of hate and bias unacceptable and antithetical to its commitment to an inclusive learning community that respects the fundamental dignity of all human beings and that is committed to excellence in teaching, research, health care, and service. The University values freedom of expression and the open exchange of ideas that may include expression of controversial ideas and differing viewpoints that are a vital part of the University discourse. This value of openness protects the expressions that may be offensive, inflammatory, or contrary to some, but it does not protect harassment or expressions of bias or hate that violate the *Community Standards* outlined in the *Student Handbook* or the University's *Harassment Policy*.

Members of the Saint Louis University community should seek to understand and appreciate the University's values and mission, including respect for the dignity of all persons, individual safety, and civil engagement within the community. Those community ideals apply both in person and in contributions through social media tools and forums in order to foster meaningful and global connections. Use of any social media or other technology to engage in uncivil or harmful conduct that is abusive, threatening, harassing, retaliatory or hateful will not be tolerated.

### **IV. Oversight**

**Director of the Office of Institutional Equity & Diversity:** The University has designated the Director of the Office of Institutional Equity & Diversity to oversee all reports of Bias-Related Behavior and Harassment at the University.



The Director of the Office of Institutional Equity & Diversity may delegate certain responsibilities to a designee. Questions about the applicability of this Protocol or the University's efforts to address and prevent Bias-Related Incidents may be directed to the University's Director of the Office of Institutional Equity & Diversity:

Michelle Lewis  
DuBourg Hall, Room 36  
Ph: 314-977- 3065  
Email: [lewism1@slu.edu](mailto:lewism1@slu.edu)

## V. Definitions

**Bias-Related Incident:** Just as our laws protect our community according to our society's standards, Saint Louis University defines the parameters of its learning enterprise with policies that support and complement those laws. In the criminal and legal system, not all hateful or biased behavior rises to the level of a crime, and not all crimes are hate crimes. A Bias-Related Incident is experienced by its impact, not its intent. Behavior may be defined by community standards to be inappropriate or disruptive without being a Bias-Related offense. Additional information clarifying this distinction for the University community is provided in this Protocol. Factors such as intent, context, and severity may be used to evaluate the impact of Bias-Related Incidents or Behaviors.

This Protocol uses the term "Bias-Related Incident" to define a form of harassment that may be a violation of the *Community Standards* outlined in the *Student Handbook* and/or the *Harassment Policy*. Specifically, a Bias-Related Incident is any act that may intimidate, mock, degrade, or threaten a member or group or property based upon real or perceived consideration of sex, gender, gender identity and expression, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran's status, pregnancy, genetic information, or any other protected classification.

Examples of Bias-Related Incidents include, but are not limited to: epithets, slurs, negative stereotyping, threats, intimidation, or hostile acts of communication in spoken, written, or electronic media that relate to the classifications protected by our laws and policies.

**Hate Crime:** In the United States, federal laws that inform responses to hate crimes include the Civil Rights Act of 1968 (18 U.S.C. § 245(b)(2)), the Violent Crime Control and Law Enforcement Act of 1994 (28 U.S.C. § 994), and the Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act of 2009 (Division E of H.R. 2647). Additional laws that define and prohibit hate crimes have been enacted in various states and local jurisdictions.

Generally speaking, a hate crime (also known as a bias-motivated crime) is a criminal act that is motivated by actual or perceived membership in a social identity group such as sex, gender, gender identity and expression, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran's status, pregnancy, genetic information, genetic information, or any other protected classification.

The Jeanne Clery Disclosure of Campus Security Protocol and Campus Crime Statistics Act of 1990 (20 U.S.C. § 1092(f)) (also known as "The Clery Act") defines hate crimes for the purposes of its reporting requirements. In compliance with this federal statute, annual statistics of criminal offenses, hate crimes, and violations of the *Community Standards* outlined in the *Student Handbook*, must be disclosed in a yearly report. Any criminal offense (such as murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, or arson);

or any incident of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that is motivated by bias; must also be reported as a hate crime.

**Restorative Justice:** Restorative Justice (sometimes known as “reparative justice”) is a philosophical approach to justice and a social movement that involves a process of correcting offenses committed against people (as opposed to correcting violations of laws, statutes, or policies, which may be perceived as abstract concepts and not real actions). Restorative Justice focuses on the actions of individuals and communities involved in situations that have caused hurt or harm. Restorative Justice seeks active understanding of each victim’s and each offender’s personhood. Utilizing a variety of peaceful conflict resolution practices that emphasize relationships between individuals and communities, Restorative Justice allows victims of offenses to be active participants and encourages offenders to take responsibility for their actions and repair the harm they have caused.

**Community Standards:** Community Standards refers to the University policies and standards of conduct for students in order to create a climate of student learning and development that is rooted in the Catholic, Jesuit tradition.

**Reporting Party:** Any person or entity who submits a report or complaint alleging that a University Protocol and/or *Community Standard* has been violated.

**Accused or Accused Party:** Accused or Accused Party refers to the Student, group of Students, or University affiliated organization alleged to have committed a violation of University policies and/or *Community Standards*.

**Bias Incident Response Team (BIRT):** The BIRT is comprised of three entities within the University community. Specifically, the Director of the Office of Institutional Equity and Diversity, the Assistant to the President for Diversity and Social Engagement, and the Associate Vice President of Student Affairs/Dean of Students or their designees. The BIRT activates this protocol, provides guidance to the individuals or departments working with the Bias-Related Incident investigation, and adjudication process.

Equity & Diversity, in consultation with the Dean of Students Office (or the assembled BIRT), determines a bias-related incident may have occurred, a report of the hate crimes and bias-related incidents involving students will be documented and tracked via an Incident Report Log facilitated by the Office of Institutional Equity & Diversity. The purpose of the Incident Report Log is to inform the campus community of all reports, allegations, investigative findings, or actions taken to address acts of hate, bias, or other acts of intolerance that impact members of our University community. The log will contain relevant information related to each report within the limitations of privacy laws. The reporting language used in the log should be clear and succinct with relevant details to inform the campus, without further causing hurt to individuals or damage to communities. The log will be posted online and available to all members of the University community. E-mail notification will be sent to the University community, in accordance with Clery requirements, and on a periodic basis with information regarding on-campus resources, the Incident Report Log, and guidelines for reporting.

## **VI. Privacy**

The University will treat information that it receives in a manner that respects the privacy of both the Reporting Party and the Accused Party. Recognizing that some reports may include criminal acts that violate the security of the entire campus community, there may be instances where the University has a responsibility to investigate or

disclose information regarding the circumstances related to a specific incident. Individual and community safety considerations will be balanced with the privacy interests of all involved, as well as the applicable legal requirements, when making decisions regarding such investigations and disclosures.

The University will evaluate a request for anonymity in the context of its responsibility to provide a safe, inclusive, and non-discriminatory environment for the campus community. The University will take reasonable steps to investigate and respond to the report consistent with the Reporting Party's request to maintain anonymity or to not pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Reporting Party.

**Privacy:** Privacy generally means that information related to a report made under this Protocol will be shared only with a limited number of individuals who "need to know" in order to assist in the active review, investigation and determination of responsibility or restoration concerning the report. While not bound by confidentiality, these individuals are trained to be discreet and respect the privacy of all individuals involved in the process.

## **VII. Reporting**

The University has a strong interest in supporting individuals impacted by Bias-Related Incidents and promoting accountability for conduct that violates the University's *Community Standards*. The University encourages all community members to promptly report a Bias-Related Incident as soon as possible in order to maximize the University's ability to respond promptly and effectively. If the Accused Party is not a member of the University community at the time of the report, the University will not be able to take disciplinary action against the Accused Party. The University will, however, still seek to provide reasonably available support for the Reporting Party, identifying any information relevant to pattern or climate, and assisting a Reporting Party in identifying external reporting options. For more details regarding this support and available resources, please see section 8.0.

A Reporting Party may choose to make a report to the University to pursue an investigation and determination under this Protocol and may choose to make a report to law enforcement. When making a report, a Reporting Party may pursue either or both of these options at the same time. When making a report, a Reporting Party need not know whether they wish to request any particular course of action, nor how to label what happened. Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. Upon receipt of a report of Prohibited Conduct, the University will provide the Reporting Party a written notice describing the options listed below. Before or during this decision-making process, a Reporting Party and other reporting persons are encouraged to seek support and information from the University Counseling Center or Employee Assistance Program.

### **A. University Reporting Contacts**

While an individual is encouraged to report an incident to a person of their choice, the University has designated the following Reporting Contacts to receive reports of Bias-Related Incidents. The designated Reporting Contacts have been trained to share available reporting options and resources with a Reporting Party.

The designated Reporting Contacts are:

**Office of Institutional Equity and Diversity**

221 North Grand Blvd.  
DuBourg Hall 36  
St. Louis, MO 63103  
314-977-3838

**Special Assistant to the President for Diversity & Community Engagement**

221 North Grand Blvd.  
DuBourg Hall 201  
St. Louis, MO 63103  
314-977-4585

**Dean of Students Office**

Busch Student Center, Suite 313  
20 North Grand Blvd  
St. Louis, MO 63103  
314-977-9378  
deanofstudents@slu.edu

**Department of Public Safety and Emergency Preparedness**

Wool Center, Rm. 114  
3545 Lindell Blvd.  
St. Louis, MO 63103  
314-977-3000

**Residence Hall Professional Staff**

Department of Housing and Residence Life  
221 North Grand Blvd.  
DuBourg Hall 157  
St. Louis, MO, 63103  
314-977-2811  
Professional Staff On-Call: 314-486-4947 (24 hours)  
reslife@slu.edu

**Office of Student Responsibility & Community Standards**

Wuller Hall, 2nd Floor North  
3711 West Pine Mall  
St. Louis, MO 63108-3306  
314-977-7326  
conduct@slu.edu

A report may be filed with any of the Reporting Contacts described above. All of these Reporting Contacts will share the report with the University's Office of Institutional Equity and Diversity. When a report is received, the University will respond to and evaluate the report of the Bias-Related Behavior pursuant to Section 9.0 below.

## **B. Law Enforcement Reporting Options**

A criminal report may be filed with the St. Louis Metropolitan Police Department or appropriate jurisdiction. The Department of Public Safety and Emergency Preparedness is also available to provide assistance with contacting the St. Louis Metropolitan Police Department, or other appropriate jurisdiction.

### **St. Louis Metropolitan Police Department**

911 – *emergency*

(314) 231-1212 – *non emergency*

The University's Protocol, *Community Standards*, definitions and burden of proof may differ from Missouri criminal law. The parties involved may seek recourse under this Protocol and/or pursue their rights under Missouri law. Neither law enforcement's determination whether or not to prosecute an Accused Party, nor the outcome of any criminal prosecution, are determinative of whether a Bias-Related Incident or violation of the University's *Community Standards* and/or policies has occurred. Proceedings under this Protocol may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

## **C. Bystanders**

The University encourages all members of the University community to take reasonable and prudent action to prevent or stop Bias-Related Incidents. Taking action may include direct intervention when safe to do so, enlisting the help of friends, contacting the Department of Public Safety or local law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive, action will be supported by the University and protected from retaliation. More information regarding bystander action can be found in the Responsible Action Protocol in Section 1.16 of the University's *Community Standards* in the *Student Handbook*.

## **D. Statement Against Retaliation**

The University will not tolerate Retaliation against any Student, Employee or Third Party who reports a Bias-Related Incident, participates in an investigation related to a report of a Bias-Related Incident, or participates in a hearing or appeal process related to a report of a Bias-Related Incident. Any incidents of Retaliation should be reported to the Director of the Office of Institutional Equity and Diversity or a designated Reporting Contact and may be subject to the same investigation, hearing, and appeal process as set forth in Sections 9.0 and 11.0, below. The University will take prompt and corrective action against all acts of Retaliation.

## **VIII. Resources**

Any individual who has experienced physical or psychological impact or harm from a Bias-Related Incident is strongly encouraged to seek immediate emergency assistance from law enforcement, medical professionals or crisis counseling resources. The University recognizes that deciding whether to report a Bias-Related Incident and choosing how to proceed can be difficult decisions that evolve over time. The University encourages any individual who has questions or concerns to seek the support of campus and community resources. These professionals can provide information about available resources and procedural options and assistance to either party in the event that

a report and/or investigation under this Protocol are pursued. Individuals are encouraged to use all available resources, regardless of when or where the Bias-Related Incident occurred.

The University is committed to treating all members of the community with dignity, care, and respect. Any individual affected by a Bias-Related Incident, whether as a Reporting Party, Accused Party, witness, or a third party, will have equal access to support consistent with their needs and available University resources. This section provides contact information for University resources, resources in the Greater St. Louis community, and national resources.

### **A. Emergency Resources**

- **Saint Louis Metropolitan Police Department – 911**
- **Department of Public Safety and Emergency Preparedness**  
Wool Center, Rm. 114, (314) 977-3000 (24-hours)
- **Saint Louis University Hospital Emergency Department**  
3635 Vista at Grand Boulevard, St. Louis, MO 63110, 3140-577-6027  
<http://www.ssmhealth.com/access/now/>
- **Student Health Center**  
Marchetti Towers East  
(314) 977-2323 (24-hour line)
- **University Counseling Center**  
3711 West Pine Mall  
Wuller Hall, 2nd Floor North  
(314) 977-8255 (24-hour line)

The University also maintains a 24-hour toll free hotline available at (877) 525-5669 or (877) 525-KNOW. Bias-Related Incident reports may be submitted anonymously through the hotline. Information submitted through the University hotline will be shared with the Office of Institutional Equity & Diversity.

### **B. Confidential Resources**

The *only* University resources that afford complete confidentiality (assuming no other conditions require mandatory disclosure, *i.e.*, imminent risk of harm to self or others) are the University Counseling Center and Student Health Center which both provide broad range of services and treatment for all Students, including full-time, part-time and graduate students.

- **University Counseling Center**  
3711 West Pine Mall  
Wuller Hall, 2<sup>nd</sup> Floor  
Saint Louis, Missouri 63108  
Phone: 314-977-8255 (24-hours)

- **Student Health Services**

Marchetti Towers East  
3518 Laclede Avenue  
Saint Louis, Missouri 63103  
Phone: (314) 977-2323 (24-hours)

**C. Additional Campus Resource (Private, but not Confidential)**

In addition to the Reporting Contacts (Section 7.0), the following campus department can also provide resources, guidance and assistance to Students. This department is required to share all Bias-Related Incidents with the Director of the Office of Institutional Equity and Diversity.

- **Campus Ministry**

Eckelkamp Center for Campus Ministry  
Wuller Hall  
3711 West Pine Mall  
St. Louis, MO 63108  
Phone: 314-922-2425

With a spirit of *cura personalis*, or care for the whole person, the Department of Campus Ministry offers opportunities for cultivating an informed faith, a commitment to social justice, and an integrated way of life. Guided by the Catholic Church and the Society of Jesus, we welcome and serve students of all religious backgrounds and traditions.

**IX. Response Protocol**

The University will respond to all Bias-Related Incident reports in a timely and effective manner consistent with this Protocol.

1. All Reporting Contacts who receive a Bias-Related Incident report will immediately share all known information with the Director of the Office of Institutional Equity & Diversity.

2. If a hate crime is being reported, the Reporting Party will have the option to file a criminal report with the St. Louis Metropolitan Police Department, or appropriate jurisdiction. Declining to notify the St. Louis Metropolitan Police Department, or other appropriate jurisdiction, at the time of the initial report does not preclude the Reporting Party from filing a criminal report at a later date provided the conduct is within Missouri's applicable statute of limitations.

3. The Director of the Office of Institutional Equity, or designee, will provide to the Reporting Party information describing available resources, remedial and protective measures and reporting options, including, but not limited to, pastoral care, academic assistance, alternative housing, or a "no contact" order from the University.

4. The Director of the Office of Institutional Equity and Diversity, or designee, will document on the Incident Report Log that a Bias Incident Report has been received and notify appropriate University officials. When possible, the Director of the Office of Institutional Equity and Diversity, or designee, will limit the

information provided to University officials by taking the Reporting Party's preferences into consideration (consistent with the section on Privacy and Confidentiality).

5. The Bias Incident Report Team (BIRT) --- the Director of the Office of Institutional Equity & Diversity, the Special Assistant to the President for Diversity & Community Engagement and the Dean of Students --- will conduct an initial review and may authorize investigation or dismiss a report, in whole or in part, if the contents of the report do not fall within the Bias Incident Protocol. The BIRT will communicate this initial disposition to the Reporting Party and the Director of the Office of Institutional Equity and Diversity, or designee, will update the Incident Report Log. The initial disposition by the BIRT is final and not subject to appeal.

6. In situations where the BIRT authorizes a formal investigation, the Director of the Office of Institutional Equity & Diversity, or designee, will assign a trained investigator to conduct a prompt, thorough and impartial investigation. The investigator will determine the relevance of any available information, and will not consider statements of personal opinion, rather than direct observations or reasonable inferences from the facts, or statements as to any party's general reputation for any character trait, including honesty. At the conclusion of the investigation, the investigator will prepare and provide to the BIRT a written report that summarizes the incident. The investigator's report indicates whether information is sufficient to substantiate a charge of Harassment and/or Bias. The report will make no other recommendations with respect to other potential violations of University policy or *Community Standards*.

7. The Director of the Office of Institutional Equity will update the Incident Report Log when the formal investigation is complete.

8. Upon receipt of the investigator's report, the BIRT will administer disposition of the report in one of the following ways:

a. If it is determined that sufficient information exists to support that a report of bias, hate or intolerance has likely occurred, the case is forwarded to the appropriate governance or administrative arm of the University. For Student cases, this would be the Office of Student Responsibility and Community Standards. The Reporting Party will be notified of completion and disposition of the investigation of the Bias Incident Report. This finalized investigative report, including the written recommendation, will be given to the Hearing Officer. This recommendation is non-binding on the Hearing Officer, who bears the ultimate responsibility of determining whether the Accused Party is responsible for committing a Bias-Related Incident or violation of *Community Standards* or other University Protocol.

b. If the BIRT determines that the allegations to persons or property merit consideration for Restorative Justice, it will be offered as an option to the Reporting Party as a reparative mechanism.

c. If, upon completion of the investigation, there is not sufficient information at the time for further disposition or action, the Bias Incident Report process ends.



9. The Director of the Office of Institutional Equity and Diversity, or designee, will update the Incident Report Log to reflect the fact that a BIRT review of the investigation is complete and the appropriate disposition of the report, if any, has been determined.

## **X. Remedial and Protective Measures**

The University may recommend or impose a wide range of remedial and protective measures for Students, whether as Reporting Parties or Accused Parties, to provide support and guidance throughout the University's response to a report of a Bias Related Incident. These measures may be both remedial (designed to address a Reporting Party's safety, well-being and continued access to educational opportunities) or protective (involving action against an Accused Party). Remedial and protective measures may be imposed on an interim basis, or may be extended permanently.

## **XI. Overview of Determination of Responsibility, Sanctions, and Appeal Procedures for Complaints Against Students**

Saint Louis University's process for resolving Bias-Related Incident reports against Students will be prompt and equitable and conducted with the oversight of the Director of the Office of Institutional Equity & Diversity. In every report under this Protocol, the University will make an assessment of any risk of harm to the Reporting Party or to the broader campus community and will take steps necessary to address those risks. These steps may include remedial and/or protective measures to provide for the safety of the parties and the campus community. The initial assessment will consider the nature of the report, the Reporting Party's expressed preference whether to proceed with an investigation, and the appropriate course of action. The appropriate course of action may include remedial and/or protective measures that do not involve disciplinary action against an Accused Party or a formal investigation and determination as to whether there has been a Protocol violation, and if so, whether sanctions are warranted. In determining whether this University's *Community Standards* or policies have been violated, the University will apply the preponderance of the evidence standard (more likely than not).

### **A. Determination of Responsibility and Sanctions**

The Hearing Officer is an administrator designated by the University to determine responsibility whether a Bias-Related Incident occurred that violates the University's *Community Standards* or other relevant Protocol(s) and impose, as appropriate, any sanctions. At the conclusion of the individual meetings, or upon receipt of additional written comment, the Hearing Officer will make a determination as to whether, based on the preponderance of the evidence standard, the Accused Party committed a Bias-Related Incident that violates the University's *Community Standards* or other Protocol(s).

If the Hearing Officer determines that the Accused Party is responsible for one or more Bias-Related Incidents that violate the University's *Community Standards* or other applicable Protocol(s), the Hearing Officer will determine the appropriate sanctions. A determination of sanctions will be based on the facts and circumstances of each case and will be designed to eliminate the Bias-Related Incident and prevent any reoccurrence of such Bias-Related Incident. Any determination for sanctions will be rooted in the University's educational mission, institutional values and restorative practices. Sanctions for Employees and University Contractors are found in the University's *Harassment Policy* and *Faculty Manual*.

## **B. Appeals**

The Accused Party may appeal the decision of the Hearing Officer. All appeals are due, in writing, to the Director of the Office of Institutional Equity & Diversity, or designee, within three (3) University business days following delivery of the Notice of Outcome. If a request is not received within three (3) business days, the Hearing Officer's determination is final. The appeal shall consist of a written statement outlining the basis for appeal and all relevant information to substantiate the grounds. The appeal will be decided by a panel of three members of the University community.

The grounds for appeal may only be one or more of the following:

- There was a material deviation from the procedures set forth in this Protocol or applicable provisions of the *Student Handbook* that would significantly impact the outcome of the case or may have resulted in a different finding;
- New or relevant information, not available at the time of the investigation or determination of responsibility, has arisen that would significantly impact the outcome of the case.

Dissatisfaction with the outcome of the investigation, and failure of a party or witness to attend or participate in the investigation or hearing process, are not grounds for appeal.

Appeals are not intended to be a full rehearing of the report (de novo). In most cases, appeals are limited to a review of the written documentation and pertinent documentation regarding the grounds for appeal. Absent extraordinary circumstances the appeal panel will not meet with either party. The decision of the appeal panel is a final determination.

## **XII. Restorative Practices and Community Engagement**

When communities have been harmed by bias-related incidents of misconduct, restorative practices place the Reporting Party and/or Complaining Party, as well as the Accused Party (and the affected communities) at the center of the reconciliation and healing process. Bias-Related Incidents involve individuals and communities and affect us so deeply because they are incidents that confront our various social identities. The Bias-Incident Reponse Team proposes that restorative practices are an appropriate method for addressing Bias-Related Incidents. As restorative practices and community engagement is applied, the Director of the Office of Institutional Equity & Diversity will initiate and maintain ongoing contact to communicate information about the resources, supports, Protocol and applicable policies and procedures.

### **1.10 Indebtedness**

University Students must make satisfactory settlement with the Office of Student Financial Services for any and all debts to the University. Satisfactory payment arrangements must be made before future registration will be allowed. No degree will be conferred on, nor any diploma, certificate or transcript or a record issued to, a Student who has an outstanding debt to the University. Federal aid cannot be posted toward a prior balance larger than \$200 for any previous academic year.

### **1.11 Insurance**

Saint Louis University does not endorse or affiliate itself with any insurance company for the purpose of life or property insurance for its Students. Therefore, no insurance salesman, agent or broker has prior authority to sell insurance anywhere on the campus of the University. In view of the above, you are requested to inform the Student Involvement Center of any situation contrary to the above statements so that necessary corrective action may be taken.

Accident and hospitalization insurance is required for every Student enrolled at the University. All Students automatically will be enrolled and assessed a fee for coverage in the University's accident and hospitalization insurance program unless they submit proof of insurance and request not to be enrolled in the University's plan in a timely manner, according to published/mailed dates and deadlines.

### **1.12 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally known as the "Campus Security Act"), 20 USC Section 1092, was enacted by the United States Congress and signed into law by President George H.W. Bush in 1990. This law, which applies to all institutions of higher education that participate in any federal Student aid programs, requires schools, among other things, to publicly disclose 3 years of campus crime statistics, and to publicly describe security policies.

In accordance with the Clery Act, the University annually publishes its Campus Safety Report. It can be accessed on-line at the DPS webpage: [securityreport.slu.edu](http://securityreport.slu.edu). Copies of the report and other information required under the Act can also be obtained during normal business hours from the Department of Public Safety (DPS), Wool Center, Room 114.

## 1.13 Missing Students

### I. Purpose

In accordance with the Higher Education Opportunity Act of 2008, 20 U.S.C. § 1092(j), this policy establishes procedure and protocol by which the Saint Louis University community will respond to a report of a missing Residential Student. All current faculty, staff, and students ("University Community Members") share the responsibility of **immediately** reporting, in accordance with the below-described protocol, a belief that a student is missing. This policy also establishes a framework for cooperation among University Community Members aimed at locating and assisting Residential Students who are reported missing.

### II. Scope

This policy addresses missing Residential Students. However, all reports of missing Students may be directed to the Dean of Students Office or to the Department of Public Safety (DPS). Parents and legal guardians may also report to the Dean of Students Office or DPS when they believe their student may be missing.

### III. Dissemination

All Residential Students will be informed of this policy and its procedures during mandatory floor meetings, or, for apartment style housing, mandatory building meetings.

### IV. Definitions

For purposes of this policy, the following definitions pertain:

#### **"Missing Person Contact" and "General Emergency Contact"**

*Missing Person Contact* consists of one or more persons designated by the student as those to be notified in the event the student is determined to be missing. This contact information is registered confidentially. It will be used only in the event the student is determined to be missing, and will be accessed only by authorized University officials. It may not be disclosed except to law enforcement personnel conducting a missing person investigation.

In contrast, a *General Emergency Contact* will be used for communications regarding any form of emergency situation.

*Missing Person Contact* information is therefore separate and distinct from *General Emergency Contact* information. So, each student must make two discreet designations, even if specifying the same contact(s) for both.

**"Determined Missing"**- Among University Community Members, only DPS is authorized, upon investigation, to determine that a Student is missing.

**"Residential Student"**- A Residential Student is a Student who resides in on-campus housing pursuant the terms of a housing contract and is currently enrolled at Saint Louis University.

**"Student"**-A Student is any individual who is currently enrolled at Saint Louis University.

**"University Community Member"**- University community members include current faculty, staff, and students.

## **V. Designating Missing Person Contact(s)**

All Students must provide Missing Person Contact information, as defined in Section IV, when completing the electronic Application for Student Housing.

The Residential Student is responsible for ensuring that the contact information is up-to-date and accurately maintained. To change this information, the Student will contact the Department of Housing and Residence Life at 314-977-2811 or [reslife@slu.edu](mailto:reslife@slu.edu)). The Department of Housing and Residence Life (HRL) will assure the indicated updates are made.

## **VI. Reporting and Notification Procedures**

Any University Community Member who receives a report that a Student may be missing, or has independent information that a Student may be missing, must immediately report the information or evidence to one of the following:

Dean of Students Office: 314-977-9378; [deanofstudents@slu.edu](mailto:deanofstudents@slu.edu);  
Busch Student Center 313

**Department of Public Safety: 314-977-3000**

**DPS can be reached 24 hours a day, seven days a week, at 314-977-3000, or in person at the Wool Center, 3545 Lindell, Room 129.**

If the Dean of Students Office receives the report, that official will promptly notify DPS. If DPS receives the report, that department will promptly assure that the Dean of Students Office is aware.

DPS will begin an investigation of the report. If the Student thought to be missing is a Residential Student, DPS will conduct an investigation in concert with HRL.

If investigation fails to locate the Student, and the Student's whereabouts has been unknown for 24-hours, DPS will declare the student "Determined Missing." Prior to reaching this 24-hour threshold, if it becomes evident to DPS that the Student is actually missing, DPS may make the declaration any time prior to the threshold.

Within a 24-hour period following this "Determined Missing" declaration, the University will complete the following notifications:

1. Any Missing Person Contact(s) designated by the Student.
2. The local law enforcement agency that has area jurisdiction, unless the missing person report originated with that agency.
3. If the Student is under 18 years of age, and is not emancipated, the Student's custodial parent or guardian.

The notification to the local law enforcement agency will be made by DPS. The Dean of Students Office will make the other notifications.

## **VII. Investigative Role of HRL**

1. A Department of Housing and Residential Life staff member ("Staff Member") will attempt to contact the Residential Student via his or her listed personal cell phone and University e-mail account. If the Residential Student cannot be reached by telephone, two (2) Staff Members will visit the room of the Residential Student in question to verify his or her whereabouts and/or conduct a health and safety inspection.
2. If the Residential Student is located, the Staff Members will ask the Residential Student to contact the parent, family member, or other individual who initiated the report.
3. If the Residential Student is not in the room, but it is occupied, the Staff Members will attempt to gain information on the Residential Student's whereabouts and/or health and safety from questioning the occupants.
4. If there is no response when the Staff Members knock on the door of the room, the Staff Members will enter into the room in question, by key if necessary, to perform a health and safety inspection. The Staff Members will take note of the condition of the room and look for visible personal property (wallet, keys, cell phone, clothing, etc.) which might provide clues as to whether the subject Student has taken an extended trip or leave from the residence hall or apartment.
5. If (3) or (4) occur, the Staff Members will attempt to gain information on the Student's whereabouts from roommates, other members of the residential community, or other friends. The Staff Members will also attempt to acquire additional phone numbers for the subject Student (if not already on file) and use them to initiate contact.
6. At any step in the process, Staff Members will immediately report any suspicious findings to DPS.
7. If all of these steps do not provide Staff Members with an opportunity to speak with the Residential Student or to learn his or her whereabouts, the Department of Housing and Residential Life will: (a) contact DPS to investigate further and (b) notify the Dean of Students Office.
8. If these steps provide Staff Members with an opportunity to speak with the Residential Student, they will attempt to verify the Residential Student's state of health and intention of returning to campus. If needed, the Residential Student will be referred to the University Counseling Center.

### **VIII. References**

- Higher Education Opportunity Act of 2008, 20 U.S.C. § 1092(j)
- Saint Louis University's Parental Notification Policy, Section 2.16

#### **1.14 Parking**

Rules and regulations for the operation of motor vehicles (cars, trucks and motorcycles) are essential to safeguard the rights of pedestrians and drivers, and to permit parking as equitably as possible. Students who park or drive on campus must register their vehicle with Parking and Card Services, Room 33, DuBourg Hall. A Parking Policies and Procedures brochure is issued with each permit. Failure to comply with these regulations may result in the imposition of parking fines, a denial of parking privileges, or other disciplinary or appropriate action. Unidentified (no permit) vehicles are subject to ticket and tow regulations. Unpaid fines will be considered a debt to the University. Parking Policies and Procedures are available in [Parking and Card Services, DuBourg Room 33](#).

#### **1.15 Recording of Name and Address Changes**

Any changes in a Student's name or address must be timely recorded with the Office of the University Registrar. All official notices will be sent to local addresses, and failure to receive notices, through neglect in changing address, will not be accepted as an excuse.

## 1.16 Responsible Action Protocol

### I. Scope

As a Jesuit, Catholic university, Saint Louis University (SLU) strives to create an atmosphere that supports the holistic development of its Students. For the University and its Students to thrive, we all must share the responsibility to create a community that protects both individuals and property from harm.

The University recognizes that, at times, it can be a challenge for Students to make decisions that demonstrate responsibility as it pertains to living in community with others. At times, Students may find themselves facing an ethical dilemma. Sometimes, a series of poor choices leads to a situation that results in alcohol intoxication, drug overdose, sexual misconduct, or physical assault, and a Student is in serious need of medical treatment or professional assistance. A companion of the "Endangered Student" or a witness may be afraid to seek help for fear of disciplinary repercussions. The purpose of this protocol is to provide guidance and encouragement for an "Assisting Student" to act in ways that help and care for the "Endangered Student."

In situations where Students seek appropriate help, Saint Louis University considers such actions, first and foremost, as responsible health and safety interventions. The University has accepted the following Responsible Action Protocol, which it hopes will help alleviate Students' concerns about seeking help for Endangered Students and therefore promote responsible action on the part of all Students.

### II. Definition of Terms

For the purposes of this protocol, the following definitions apply:

**Endangered Student:** any Student whose physical or mental safety is impaired and is in need of emergency medical assessment and possibly treatment or other professional support and assistance. The sources of impairment may be, but are not limited to, alcohol poisoning, drug overdose, sexual assault, or physical assault.

**Assisting Student:** any Student trying to assist an "Endangered Student" by seeking help.

### III. Purpose

The Responsible Action Protocol (RAP) is intended to encourage Students to act as concerned citizens of the campus community by helping Endangered Students seek the assistance they may need. In situations where a Student may need help due to a possible alcohol or drug overdose, this protocol encourages responsible Students to assist Students whose lives may be Endangered. Because Students sometimes have concerns about calling for immediate emergency assistance due to a fear of "getting in trouble", the RAP establishes a protocol that may eliminate altogether, or at least lessen, a disciplinary response for Students involved in an Endangered Student situation.

### IV. Protocol

In situations whereby Students seek help for Endangered Students, the University will consider the positive impact of the Assisting Student's actions when determining any corresponding disciplinary actions. The University will strive to balance the Assisting Student's actions against the series of choices that led to the emergency situation. In many cases, the Assisting Student will not be assigned any Community Standard sanctions. In other cases, when the



Assisting Student's actions prior to seeking help negatively contributed to the Endangered Student's situation, some educational requirements (i.e., drug/alcohol assessment, reflection paper, counseling, etc.), may be imposed.

Without question, when a Student acts responsibly to assist an Endangered Student, such actions will be viewed positively by the University when determining whether any conduct action, including parental notification, is required. For more information about parental notification, refer to the University's policy in the Student Handbook. It is important to note that all incidents reported on campus are documented and that educational, community, and health interventions may be required for Students that are a part of in an incident involving an Endangered Student. In cases where more serious or egregious incidents have occurred (particularly those involving severe injury, assaults, and damage, etc.), Students may still be subject to formal Community Standards action, but the University will consider an Assisting Students' efforts to summon aid as a mitigating factor when assessing possible sanctions.

Helping an Endangered Student does not provide the Assisting Student with blanket amnesty. Students who demonstrate consistent and repeated patterns of engaging in at-risk behaviors or who have contributed to an Endangered Student's condition may be subject to disciplinary action, medical review and/or treatment. Failure to complete requirements or sanctions may be treated as a conduct matter by the Office of Student Responsibility and Community Standards. The RAP does not preclude or prevent action by police or other legal authorities. Students may be held accountable for misconduct and/or damages accompanying the use and/or abuse of alcohol or other substances.

Students who fail to take responsible actions in emergency situations void all protections under the RAP and may be held responsible for contributing aggravating factors in a Community Standards proceeding. Failure to act responsibly may lead to serious consequences when such failure to act results in a violation of University rules, regulations, or policies.

In a situation involving imminent threat or danger to the health or safety of any individual(s), Students are generally expected to:

- 1. Call** emergency officials (DPS) at 314-977-3000 and/or to report the incident to the a Housing and Residence Life staff member (if the situation is located in or around a residence hall),
- 2. Stay** with the individual(s) needing emergency response so long as it is safe to do so, and cooperate with emergency officials,
- 3. Cooperate** with appropriate University officials after the incident by meeting with them to provide identification and eyewitness testimony, debrief the incident, and assist with any University investigation after the incident.

Remember: **Call. Stay. Cooperate.**

## **V. Frequently Asked Questions about RAP**

### **A. What is the purpose of the Responsible Action Protocol (RAP)?**

The Responsible Action Protocol (RAP) is designed to encourage Students to help other Students. In situations where an Endangered Student may need medical attention or professional intervention due to a possible alcohol or drug overdose, this protocol recognizes and supports responsible Students who seek help on behalf of other Students. It is the University's hope that this protocol will reduce an Assisting Student's concerns about calling for

immediate emergency assistance by eliminating or lessening the University's disciplinary response for Students involved in the situation.

### **B. How does the Responsible Action Protocol (RAP) work?**

In an emergency situation, particularly where an alcohol or drug overdose is suspected or where other medical attention may be warranted, responsible Students are asked to take the following steps:

- **Call** DPS at 977-3000 and/or contact a Housing and Residence Life staff member immediately,
- **Stay** with the individual needing assistance (unless it is unsafe to do so).
- **Cooperate** fully with emergency officials at the scene and with University officials after the fact.

In other words: **Call. Stay. Cooperate.** Students who follow these steps may receive no (or lessened) conduct action from the University.

### **C. If Students follow the RAP, does that mean that no conduct action is taken?**

In many cases, the answer is yes; however Students may be then required to meet with University official(s) and complete educational or developmental exercises. For example, Students may be asked to complete an alcohol/drug assessment or write a reflection paper.

In cases where more serious or egregious incidents have occurred (particularly those involving severe injury, assaults, damage, etc.), Students may still be subject to formal conduct action, but the University will consider the Students' efforts to summon aid as a mitigating factor when assessing possible sanctions.

### **D. Does this protocol protect the Endangered Student from sanctions?**

The RAP seeks to reduce an Assisting Student's concerns about calling for immediate emergency assistance by eliminating or lessening the University's conduct actions for Students involved in the situation. In situations where help is sought, a Student's decision to seek help will be considered favorably and will be considered in any decision to pursue possible conduct action.

### **E. What records are kept regarding incidents involving the Responsible Action Protocol?**

The Office of Student Responsibility and Community Standards (SRCS) maintain Student disciplinary records. In accordance with the federal Family Educational Rights and Privacy Act (FERPA) and University policy, in most circumstances, information from a Student's disciplinary record may only be shared with others when the Student has given consent to do so. If you act in accordance with the RAP and no conduct action is taken by the SRCS, information about the incident in question will not be part of your Student disciplinary record. If you are a witness and your name is in the incident report involving another Student, your name will be redacted from that record prior to the record being shared unless the request is made via a subpoena.

### **F. Is there a limit to the number of times the Responsible Action Protocol can be used?**

Students are always encouraged to look after and care for their friends and peers and are expected to take responsible actions at all times. The SRCS will inquire further if it appears a Student is abusing the RAP in order to avoid being held accountable for actions that are in violation of the Community Standards. In addition, a Student

who demonstrates consistent and repeated patterns of such behavior may require further assessment and/or intervention. Failure to complete such referrals will be treated as a conduct matter.

**G. Will my parents find out?**

Possibly, but not necessarily. The University reserves the right, consistent with the Family Educational Rights and Privacy Act (FERPA), to contact parents or guardians when Students under the age of 21 have violated University policies regarding alcohol or drugs or where there is a health or safety emergency. As stated previously, the goal of the RAP is to help reduce Students' apprehensions about seeking help for an Endangered Student because of their concerns about possible conduct action being taken by the University as a result of their actions. It is the University's hope that the RAP will reinforce to Students that they should always take responsible action to assist an Endangered Students and that by doing so, the University is less likely to take any punitive action against them or notify their parents.

**H. Does the Responsible Action Protocol protect Students from the police or legal action?**

No. The Responsible Action Protocol only applies to University conduct action; it does not prevent or preclude police or other legal actions.

**I. Does the Responsible Action Protocol cover Student clubs/organizations, fraternities, and sororities?**

Yes, in certain situations. Student clubs/organizations, including fraternities and sororities (herein referred to as "Student groups"), are held to a high standard, and following the RAP should not be construed as a way for a Student group to avoid conduct actions altogether. That being said, responsible behavior does help the cause of the Student group and is a factor in determining sanctions.

Student groups are expected to incorporate the RAP into their risk management plans, and thus always comply with the Responsible Action Protocol. The University will therefore deem the failure of a Student group to comply with the RAP as an egregious factor when determining conduct actions or sanctions.

**J. What is alcohol poisoning?**

Alcohol poisoning is another term for an alcohol overdose, when individuals consume so much alcohol that their bodies can no longer process it quickly enough. Alcohol poisoning and overdoses are potentially lethal; the human body simply cannot tolerate or process excessive amounts of alcohol.

**K. What are the signs or symptoms of alcohol poisoning or overdose?**

The signs of alcohol poisoning and overdose include (not all of these need to be present in any affected individual):

- Confusion or stupor
- Vomiting
- Seizures
- Slow, irregular or abnormal breathing
- Cold, clammy, pale or bluish skin
- Loss of consciousness: Inability to rouse a person with shouts or shaking (unconscious) or inability of a person to

remain awake for more than a few minutes or to carry on a coherent conversation when awake (semi-conscious) A person who has lost consciousness and cannot be roused is in danger of dying. Help is needed immediately.

#### **L. How do I aid a friend who might be experiencing alcohol poisoning or overdose?**

First, call 314-977-3000. If you are in a residence hall, also call or send someone else to notify your RA or the RA on duty, but don't leave the person alone.

Second, stay with the person needing assistance until emergency help arrives. During this time, here are some additional pieces of advice:

- **DO**: Turn the person on his/her side to prevent choking if the person vomits.
- **DO**: Be prepared to tell emergency personnel as much information as possible, such as the amount and type of alcohol or substances consumed and how much time has elapsed since the Endangered Student began exhibiting symptoms.
- **DO NOT**: Leave the person alone.
- **DO NOT**: Leave the person on his/her back.
- **DO NOT**: Try to make the person vomit.
- **DO NOT**: Try to get the person to eat or drink anything, even water. (In cases of alcohol poisoning, the stomach is already severely irritated and cannot handle anything else.)
- **DO NOT**: Put the person in a cold shower. (This will not lower a person's blood alcohol content and could cause shock.)

Third, after the help arrives, be prepared to meet with University officials to discuss the events that led to this situation.

## 1.17 Sexual Misconduct Policy

### I. Scope

This policy applies to all forms of sexual and gender-based harassment and violence, intimate partner violence, stalking and retaliation by or against University community members of any gender, gender identity, gender expression or sexual orientation (collectively referred to as Prohibited Conduct).

This Policy provides information related to:

- Saint Louis University Statement of Values;
- Effective Consent;
- Prohibited Conduct;
- Reporting Options, Resources and Accommodations;
- Privacy and Confidentiality;
- Investigation, Hearing, and Appeal Procedures; and
- Programing and Training for Students, Faculty and Staff.

The definitions, reporting options, resources and statements of institutional values contained in this Policy apply to all members of the Saint Louis University community, including Students (as defined in Section 2.1 of the Community Standards), Employees (faculty and staff) and Third Parties (visitors, guests, contractors, vendors or other third parties).

This Policy applies to all acts where the conduct:

- Occurs on campus;
- Occurs in the context of a University program or activity; or
- Occurs off campus and has continuing adverse effects on campus or in the context of a University program or activity.

The University will respond to reports of Prohibited Conduct to eliminate the conduct, take steps to prevent its recurrence and address any effects of the conduct on the Reporting Party or the University community.

Where the Accused Party is a Student, the procedures outlined in the Investigation, Hearing, and Appeal Procedures section of this Policy apply.

Where the Accused Party is an Employee, the investigative procedures outlined in the University Harassment Policy will apply and the disciplinary action(s) and processes outlined in other University policy and/or *The Faculty Manual* will apply as appropriate.

Where the Accused Party is a Third Party or other non-University affiliated party, the University will take appropriate corrective action and determine the appropriate manner of response consistent with the goals of this Policy, which may include reporting the conduct to law enforcement as appropriate.

## **II. Purpose**

This Policy, the Harassment Policy and the applicable procedures outlined in each are designed to achieve the following goals:

- Provide prompt and compassionate support services.
- Provide a comprehensive framework in which the needs and decisions of all parties concerned are central in determining further administrative response and assistance.
- Create a campus environment that both facilitates and expedites the prompt reporting of Prohibited Conduct.
- Cultivate a climate of community empowerment and education in which behaviors that contribute to Prohibited Conduct are not tolerated.
- Ensure that appropriate steps are followed when Prohibited Conduct is reported.
- Protect the rights of the Reporting Party, the Accused Party, and other parties involved in or affected by Prohibited Conduct.

## **III. Statement of Values**

As a Catholic, Jesuit educational institution, Saint Louis University is committed to fostering a safe and supportive environment conducive to the academic pursuit and healthy personal development of all persons. It is committed to the preservation of personal dignity and the safety of its community members. The University views the forms of Prohibited Conduct identified in this Policy as offenses that can affect individuals of all identities – race, ethnicity, sex, age, ability, faith, sexual orientation, gender, gender identity, gender expression, class, and ideology. All members of the University community share responsibility for fostering this environment by adhering to standards of conduct. Any form of Prohibited Conduct is a serious violation of these standards and will not be tolerated. Any individual found in violation of this Policy may face sanctions up to and including, suspension, expulsion or termination.

The University seeks to create a supportive climate that will encourage individuals to report incidents. While this Policy sets out various courses of action, reporting incidents involving Prohibited Conduct is the only mechanism by which those who are responsible can be officially sanctioned by the University, thereby reducing the risk of repeat occurrences. Reporting is essential for the University to acquire an accurate account of the campus environment. Reporting provides the opportunity for the University to provide compassionate, effective intervention, support and remediation, and most importantly, to help prevent such incidents from occurring.

Members of the Saint Louis University community should seek to understand and appreciate the University values and mission, including respect for the dignity of all persons, individual safety, and civil engagement within the community. Those same community ideals apply to contributions through social media tools and forums in order to foster meaningful and global connections. Use of any social media or other technology to engage in uncivil or harmful conduct that is abusive, threatening, harassing, retaliatory or hateful will not be tolerated.

#### **IV. Notice of Non-Discrimination Under Title IX**

Saint Louis University prohibits discrimination based on race, color, sex, national origin, religion, age, disability, or veteran status. In addition to these federally protected classes and based on our Catholic values and tradition we are committed to protecting the dignity of each person and therefore extend our non-discrimination policy to include sexual orientation, gender identity, and gender expression. All University policies, practices, and procedures are administered in a manner consistent with our Catholic Jesuit identity.

This policy addresses all forms of sexual discrimination, sexual and gender-based harassment and violence, intimate partner violence, stalking and retaliation. Saint Louis University does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

Sexual and gender-based harassment are also prohibited under Title VII of the Civil Rights Act of 1964, the Missouri Human Rights Act, and other applicable statutes. The University's response to sexual assault, intimate partner violence and stalking are also governed by the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA). The Annual Security Report can be found on the Department of Public Safety and Emergency Preparedness (<http://www.slu.edu/public-safety-and-emergency-preparedness-home/clery-report-log-and-policy/annual-disclosure-of-crime-and-fire-statistics>)

**Title IX Coordinator:** The University has designated a Title IX Coordinator to oversee all reports of Prohibited Conduct at the University and to facilitate the University's compliance with Title IX and related authority. The Title IX Coordinator is also responsible for:

- Conducting an annual report and review of all reports to identify and address any patterns or systemic problems within the University community;
- Overseeing the prompt and equitable investigation and determination of responsibility for all reports of Prohibited Conduct involving all members of the University community;
- Evaluating the need for, and imposing, reasonably available remedial and protective measures;
- Assuring that sanctions and remedies are reasonably designed to eliminate Prohibited Conduct, prevent its recurrence and address its effects on the Reporting Party and the University community;
- Knowing and training the University community in policies and procedures and relevant state and federal laws;
- Advising any individual, including the Reporting Party, Accused Party, or a third party, about the courses of action available at the University and in the community;
- Evaluating a Reporting Party's request for anonymity or that no investigation or disciplinary action be taken;

- Providing assistance to any University employee regarding how to respond appropriately to a report of Prohibited Conduct;
- Monitoring compliance with all procedural requirements and time frames outlined in this policy; and
- Training, prevention, and education efforts and periodic review of climate and culture.

The Title IX Coordinator may delegate certain responsibilities to the Title IX Deputy Coordinators, as appropriate. Contact information for the Title IX Deputy Coordinators is available through the Office of Institutional Equity and Diversity and at [www.slu.edu/here4you](http://www.slu.edu/here4you).

Questions about the applicability of this Policy or the University's compliance with Title IX can be directed to the University's Title IX Coordinator or the Office for Civil Rights:

Anna Kratky  
 Title IX Coordinator  
 Dubourg Hall, Room 36  
 Ph: 314-977-3886  
 Email: [akratky@slu.edu](mailto:akratky@slu.edu)

Office for Civil Rights  
 Kansas City Office  
 US Department of Education  
 One Petticoat Lane  
 1010 Walnut Street, Suite 320  
 Kansas City, MO 64106  
 Ph: 816-268-0550  
 Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

## V. Consent

### What is Effective Consent:

- Effective Consent is an affirmative, knowing and voluntary decision – clearly communicated through mutually understandable words (e.g., saying “yes”) and/or actions – to willingly engage in mutually acceptable sexual activity (e.g., to do the same thing, at the same time, in the same way, with another individual(s)).
- Effective Consent must be given freely, willingly, consciously and knowingly by each participant to any desired sexual contact.
- Consent may be withdrawn by any consenting party at any time during the sexual activity. Withdrawal of consent must be demonstrated by words and/or actions that indicate a desire to end sexual activity. Once an individual has communicated withdrawal of consent, all sexual activity must end.

### What is NOT Effective Consent:

- Conduct will be considered “without consent” if no clear consent, verbal or nonverbal, is given.
- Effective Consent cannot be given by someone who is Incapacitated.



- Effective Consent cannot be gained through force, threat, intimidation or coercion.
- A current or previous dating or sexual relationship, by itself, does not constitute Effective Consent. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.
- Effective Consent cannot be inferred from silence, passivity or lack of resistance. Without outward communication or action, Effective Consent does not exist.
- Effective Consent cannot be inferred from an individual's attire or physical appearance.
- Effective Consent cannot be inferred from an individual's offer, acceptance, or participation in any form of non-physical sexual activity (e.g. social media forums, date/activity, consumption of alcohol, or invitation to a dorm room or private area).
- A verbal "no," even if perceived to be indecisive constitutes a lack of consent.

The expectations of our community regarding Consent include, but are not limited to, the following:

- It is the responsibility of the person initiating the sexual activity to obtain the other party's Effective Consent. It is not the responsibility of the intended recipient of such sexual contact to affirmatively deny such consent.
- All parties must have Effective Consent throughout the duration of the sexual activity.
- Effective Consent can be given by words and/or actions. Relying solely upon non-verbal communication, however, can lead to misunderstanding and as a result a potential violation of this Policy.
- Effective Consent to one form of sexual activity is not, by itself consent to other forms of sexual activity.

### **Incapacitation, Alcohol and/or Drugs, Force and Coercion:**

**Incapacitation:** A person violates this Policy if they have sexual contact with someone they know, or should know, to be mentally incapacitated or to have reached the degree of intoxication that results in incapacitation.

An individual who is incapacitated cannot communicate Effective Consent to sexual activity. Incapacitation is the inability, temporarily or permanently, to give consent or communicate unwillingness, because an individual is mentally and/ or physically helpless, unconscious, asleep or unaware that the sexual activity is occurring.

Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual's: decision-making ability; awareness of consequences; ability to make informed judgments; capacity to appreciate the nature and the quality of the act; or level of consciousness.

A person is considered incapacitated, or unable to give consent, if they cannot understand the when, where, why, how or who of the sexual encounter. Where alcohol or other drugs are involved, incapacitation may result from rapid or excessive consumption (voluntarily or involuntarily). The impact of alcohol and other drugs varies from person to person. Warning signs that a person may be so impaired by alcohol and/or drugs that they no longer have the capacity to give Effective Consent may include, but is not limited to:

- Difficulty walking, stumbling or falling down;

- Being unable to stand or walk without assistance;
- Slurred speech or an inability to communicate clearly;
- Inability to focus or confusion about what is happening;
- Urinating, defecating or vomiting; or
- Combativeness, emotional volatility or other marked change in demeanor.

The test of whether an individual should know about another's incapacitation is whether a reasonable, sober person in the same position would know or should have been aware of the Reporting Party's incapacitation. An Accused Party cannot rebut a charge of Prohibited Conduct merely by asserting that they were drunk or otherwise impaired and, as a result did not know that the other person was incapacitated. Alcohol, drugs or other intoxicants do not negate or diminish the responsibility of an individual to obtain Effective Consent.

**Force/Coercion:** In some situations, an individual's ability to freely, willingly, and knowingly give Effective Consent is taken away by another person or circumstance. Examples include, but are not limited to:

- When an individual is physically forced to participate. Force is the use or threat of physical violence and/or imposing on someone physically in order to gain sexual access. There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. Any sexual activity that is forced is by definition without Effective Consent.
- When an individual is intimidated, threatened – even a perceived threat – isolated, or confined. Such intimidation could involve the use or threat of a weapon.
- When an individual is coerced or unreasonably pressured to participate in sexual activity. When someone makes clear that they do not want to engage in sexual activity, that they want something to stop, or that they do not want to go past a certain point of sexual interaction – continued pressure past that point can be coercive behavior. When evaluating coercive behavior, factors such as the frequency, duration, location (isolation of recipient of unwanted contact), and intensity of coercive behaviors will be considered. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity.

## **VI. Privacy and Confidentiality**

The University seeks to respect the privacy of all parties. The University will treat information that it receives in a manner that respects both the Reporting Party and the Accused Party. Recognizing that Prohibited Conduct can include criminal acts that violate the security of the entire campus community, there may be instances where the University has a responsibility to investigate or disclose information regarding the circumstances related to a specific incident. Individual and community safety considerations will be balanced with the privacy interests of all involved, as well as the applicable legal requirements, when making decisions regarding such investigations and disclosures. Further information about how the University evaluates a Reporting Party's request that their name or other identifying information not be disclosed to the Accused Party, or that no investigation or disciplinary action be taken is provided in Section 11.0., below.

The terms privacy and confidentiality have two distinct meanings under this Policy.

- **Privacy:** Privacy generally means that information related to a report made under this Policy will only be shared with a limited number of individuals who “need to know” in order to assist in the active review, investigation and determination of responsibility concerning the report. While not bound by confidentiality, these individuals are trained to be discreet and respect the privacy of all individuals involved in the process.
- **Confidentiality:** Confidentiality means that information shared by an individual with certain campus or community professionals *cannot* be revealed to any other individual without express permission of that individual, unless there is an imminent threat of harm to self or others, or the conduct involves suspected abuse of a minor (which requires notifying child protective services and/or local law enforcement)<sup>2</sup>. These campus and community professionals include: clergy, physicians, and mental health providers, all of whom have privileged confidentiality that has been recognized by the law<sup>3</sup>.
- **Employee Reporting Responsibilities:** All employees who are aware of Prohibited Conduct are required to report the information to the Title IX Coordinator unless otherwise designated as a Confidential Resource.

All University proceedings are conducted in compliance with the requirements of Title IX, the Clery Act, VAWA, FERPA, state and local law, and University policy. No information shall be released from proceedings under this policy except as required or permitted by law and University policy.

- **Release of Information:** The Clery Act requires the University to maintain anonymous statistical information in the University’s daily crime log and Annual Security Report regarding reports of Clery-identified crimes. The information contained in the Clery report tracks the number of Clery reportable offenses occurring at campus locations and does not include the names or any other identifying information about the persons

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<sup>2</sup> Missouri state law mandates reporting “When any physician, medical examiner, coroner, dentist, chiropractor, optometrist, podiatrist, resident, intern, nurse, hospital or clinic personnel that are engaged in the examination, care, treatment or research of persons, and any other health practitioner, psychologist, mental health professional, social worker, day care center worker or other child-care worker, juvenile officer, probation or parole officer, jail or detention center personnel, teacher, principal or other school official, minister as provided by section 352.400, peace officer or law enforcement official, or other person with responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report to the division in accordance with the provisions of sections 210.109 to 210.183. No internal investigation shall be initiated until such a report has been made. As used in this section, the term ‘abuse’ is not limited to abuse inflicted by a person responsible for the child's care, custody and control as specified in section 210.110, but shall also include abuse inflicted by any other person.” See R.S.Mo. 210.115.1

<sup>3</sup> Missouri state law acknowledges the confidential nature of these communications for:

“Any person practicing as a minister of the gospel, priest, rabbi or other person serving in a similar capacity for any organized religion, concerning a communication made to him or her in his or her professional capacity as a spiritual advisor, confessor, counselor or comforter; and

A physician licensed pursuant to chapter 334, a chiropractor licensed pursuant to chapter 331, a licensed psychologist or a dentist licensed pursuant to chapter 332, concerning any information which he or she may have acquired from any patient while attending the patient in a professional character, and which information was necessary to enable him or her to prescribe and provide treatment for such patient as a physician, chiropractor, psychologist or dentist.” See R.S.Mo. 491.060.

involved in the incident. The University may also share non-identifying information about reports received in aggregate form, including data about outcomes and sanctions. In addition, if a report of Prohibited Conduct discloses a serious and continuing threat to the campus community as defined in the Clery Act, the University will issue a timely notification to the community to protect the health or safety of the community. At no time will the University release the name of the Reporting Party to the general public without the express consent of the Reporting Party or as otherwise permitted or required by law.

## VII. Prohibited Conduct

Saint Louis University prohibits all forms of sexual misconduct. Sexual misconduct is a broad term that includes, but is not limited to, sexual and gender-based harassment and violence, intimate partner violence, stalking and retaliation. The following definitions and examples focus on conduct that is specifically prohibited by the University's Sexual Misconduct Policy, Sexual Harassment Policy, and Community Standards.

**“Sexual Misconduct”** refers to a wide range of behaviors and encompasses any sexual behavior that was committed without consent. Sexual Misconduct may vary in severity and consist of behaviors including, but not limited to, the following prohibited conduct that violate Saint Louis University's Sexual Misconduct Policy, Harassment Policy, and Community Standards as well as a person's rights, dignity, and integrity.

**“Sexual or Gender-Based Harassment”** refers to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature if

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, living environment, employment, or participation in a University-related activity or [University program](#);
- (2) submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual's education, living environment, employment, or participation in a University-related activity; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance, i.e. it is sufficiently serious, persistent or pervasive that it creates an intimidating, hostile, offensive, or abusive environment for that individual's education, living environment, employment, or participation in a University-related activity under both an objective and subjective standard.

Sexual harassment also includes harassment based on gender, gender identity, gender expression or sexual orientation, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex/gender or sex/gender-stereotyping, even if the acts do not involve conduct of a sexual nature.

Conduct reported as sexual or gender-based harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the conduct at issue. Although repeated incidents generally create a stronger claim, a single incident, if sufficiently severe, may create a hostile environment. Sexual and gender-based harassment:

- May be committed by or against anyone, regardless of sex, gender, sexual orientation, gender expression/gender identity;

- May occur between people of the same sex or different sexes;
- Does not have to be “directed at” a specific person or persons to constitute harassment;
- May include both intentional conduct and conduct that results in negative effects, even if those negative effects were unintended;
- Often includes a power differential between the parties based on differences in age or educational, employment, or social status;
- May be committed by a stranger, an acquaintance, or someone with whom the Reporting Party has a current or previous relationship, including a romantic or sexual relationship;
- May occur in the classroom, in the workplace, in residential settings, or in any other setting; and
- May be committed in the presence of others, when the parties are alone together, or through remote communications, including email, text messages, or social media.

**“Sexual Assault”** refers to engaging or attempting to engage in any form of sexual contact or sexual intercourse with another without Effective Consent and/or by force.

Sexual Contact is:

- any intentional contact with the breasts, buttocks, groin, genitals, or mouth with any object or body part, whether it is over or under clothing;
- making another touch you or themselves with or on any of these body parts; or
- any other intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Sexual Intercourse is:

- vaginal penetration, however slight, by a penis, object, tongue or finger;
- anal penetration, however slight, by a penis, object, tongue, or finger; or
- oral copulation (mouth to genital or anal contact or genital or anal to mouth contact).

**“Sexual Exploitation”** occurs when an individual takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute any other form of Prohibited Conduct. Examples of Sexual Exploitation include, but are not limited to:

- invasion of sexual privacy, including observing or allowing another individual to observe another’s nudity or sexual activity without the Effective Consent of all individuals’ involved;

- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- engaging in voyeurism;
- knowingly exposing another individuals to a sexually transmitted infection or virus without that individuals' knowledge of the exposure;
- exposing or inducing another to expose their genitals without consent; or
- inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

**“Stalking”** is when a person engages in a course of conduct or repeatedly commits acts toward another individual under circumstances that would cause a reasonable person to fear for their or others' safety, or to suffer substantial emotional distress.

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

Examples of stalking may include:

- Unwelcome and repeated visual or physical proximity to a person;
- Repeated oral or written threats;
- Unwelcome/unsolicited written communication, including letters, cards, emails, instant messages, and messages on on-line bulletin boards;
- Unwelcome/unsolicited communications about a person, their family, friends, or co-workers; or
- Sending/posting unwelcome and/or unsolicited messages with another's username; or
- Implicitly threatening physical conduct or any combination of these behaviors directed toward an individual person.

**“Intimate Partner Violence”** includes any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a romantic, sexual, dating, spousal, domestic, or other intimate relationship. Whether a dating relationship exists will depend on the length, type, and frequency of interaction. A domestic relationship also includes a current or former cohabitant, a person with whom a victim shares a child in common, a person similarly situated to a spouse under domestic or family violence law, or anyone else protected under domestic or family violence law. Intimate Partner Violence may include any form of Prohibited Conduct under this policy, including Sexual Assault, Stalking, and Abusive Behavior (as defined in the Community Standards).

**“Abusive Behavior”** is any act, including verbal or written communications that intimidates, coerces, threatens, or significantly disrupts the health, safety or well-being of any person. Abusive Behavior will be addressed under this policy if it involves Sexual or Gender-Based Harassment, Intimate Partner Violence, is part of a course of conduct of Stalking, or is an act of Retaliation.

**“Aiding or Facilitating”** is when any individual or group of individuals aids, facilitates, promotes, colludes or encourages another to commit a violation under this policy. Aiding or facilitating may also include failing to take action to prevent an imminent act when it is reasonably prudent and safe to do so. Aiding or facilitating includes

gaining academic or personal advantage or privilege with negative impact on others or the community through violation of the policy or any other community standards.

“**Retaliation**” refers to any adverse action or attempts including harassment, threats, intimidation, or coercion that would discourage a reasonable person from reporting Prohibited Conduct or participating in the investigation or hearing process. Retaliation also refers to any acts, threats, or attempts to seek retribution against a Reporting Party, the Accused Party, or any individual or group of individuals involved in the investigation, and/or determination of responsibility for Prohibited Conduct under this Policy. Retaliation can be committed by any individual or group of individuals, not just a Reporting Party or Accused Party.

### **VIII. Resources**

Any individual who has experienced Prohibited Conduct is strongly encouraged to seek immediate emergency assistance from law enforcement, medical professionals or crisis counseling resources. The University recognizes that deciding whether to report Prohibited Conduct and choosing how to proceed can be difficult decisions that evolve over time. The University encourages any individual who has questions or concerns to seek the support of campus and community resources. These professionals can provide information about available resources and procedural options and assistance to either party in the event that a report and/or investigation under this policy are pursued. Individuals are encouraged to use all available resources, regardless of when or where the incident occurred.

The University is committed to treating all members of the community with dignity, care, and respect. Any individual affected by Prohibited Conduct, whether as a Reporting Party, Accused Party, witness, or a third party, will have equal access to support consistent with their needs and available University resources. This section provides contact information for University resources, resources in the Greater St. Louis community, and national resources.

Prompt intervention can do much to mitigate trauma associated with acts of Prohibited Conduct and enhance recovery. Reporting Parties are encouraged to utilize appropriate resources whether or not they report the Prohibited Conduct to law enforcement or the University. Any campus community member in need of resources or assistance relating to any of the matters covered by this Policy is encouraged to contact one of the on-campus or off-campus resources or Reporting Contacts listed this Policy.

#### **A. Emergency Resources**

The priority response to any report of Prohibited Conduct is to address the safety of the Reporting Party. The University will help the Reporting Party get to a safe place and assist them in contacting law enforcement, seeking immediate medical treatment, accessing crisis counseling resources and assisting them in taking steps to preserve evidence. For emergency assistance, Reporting Parties are strongly encouraged to contact the Department of Public Safety (DPS), the local police department, University emergency medical or counseling services.

**EMERGENCY ASSISTANCE AND MEDICAL CARE**

**Saint Louis Metropolitan Police Department - 911**

**Department of Public Safety and Emergency Preparedness**

Wool Center, Rm. 114, (314) 977-3000

**Saint Louis University Hospital Emergency Department**

3635 Vista at Grand Boulevard, St. Louis, MO 63110

**Student Health Center**

Marchetti Towers East, (314) 977-2323 (24-hour line)

**University Counseling Center**

3711 West Pine Mall, Wuller Hall, 2<sup>nd</sup> Floor, (314) 977-8255 (24-hour line)

The University also maintains a 24-hour toll free hotline available at (877) 525-5669 or (877) 525-KNOW. Reports or information related to Prohibited Conduct can be submitted anonymously through the hotline. Information submitted through the University hotline will be shared with the Title IX Coordinator.

**University Hotline**

(877) 525-5669 or (877) 525-KNOW (24-hour toll free line)

**B. Confidential Resources**

The *only* University resources that afford complete confidentiality (assuming no other conditions require mandatory disclosure, *i.e.*, suspected child abuse or neglect or imminent risk of harm to self or others) are:

- Disclosure to a licensed counselor in the University Counseling Center;
- Disclosure to a medical professional in the context of the physician-patient relationship; and
- Disclosure to a member of the clergy when the communication is made in their professional capacity of giving religious or spiritual advice.

Speaking confidentially with a licensed counselor in the University Counseling Center does not require a report to Department of Public Safety, Title IX Coordinator, or any other reporting body, without the consent of the Reporting Party.

**University Counseling Center**

3711 West Pine Mall  
Wuller Hall, 2<sup>nd</sup> Floor  
Saint Louis, Missouri 63108  
Phone: 314-977-8255

The University Counseling Center provides a broad range of services for all Students, including full-time, part-time and graduate students, including individual and couples counseling, educational and therapy groups, psychiatry, outreach and programming, and consultation to groups, departments, and organizations. University counselors are trained to provide services to persons impacted by sexual violence. Mental health information and records are not available to anyone outside or within the University without the client's express permission.



For mental health emergencies, a trained and licensed staff therapist is on call 24 hours per day, 7 days per week, 365 days per year and can be available by contacting 314-977-TALK (8255).

**Student Health Services**

Marchetti Towers East  
 3518 Laclede Avenue  
 Saint Louis, Missouri 63103  
 Phone: (314) 977-2323 (24 hours)

Student Health Services provides medical treatment, outpatient services, and a variety of educational programs for all Students, including full-time, part-time and graduate students. The staff of Student Health include: nurses, physicians of various specialties, medical assistants, patient care coordinators, and many support staff.

**Medical Services in the Greater St. Louis Community**

Medical professionals in designated hospitals can provide a forensic medical examination. A forensic exam obtained from a hospital has two goals: first, to diagnose and treat the full extent of any injury or physical effect (sexually transmitted infection or possibility of pregnancy) and, second, to properly collect and preserve evidence. The exam may include testing and prophylactic treatment for HIV/AIDS, STIs, and pregnancy, a vaginal/anal examination, collecting fingernail scrapings and/or clippings, examining for injuries, and a blood draw. There is a limited window of time (typically 72 to 96 hours) following an incident of sexual assault to preserve physical and other forms of evidence. Taking the step to gather evidence immediately does not commit an individual to any course of action. The decision to seek medical attention and gather evidence will preserve the full range of options through the University’s processes or criminal action.

St. Louis area hospitals that have the capacity to conduct forensic exams include:

<b>St. Louis University Hospital</b>	(314) 577-8777
<b>St. Mary’s Health Center</b>	(314) 768-8360
<b>Barnes/Jewish Hospital</b>	(314) 362-9123
<b>Missouri Baptist Hospital</b>	(314) 996-5225
<b>Mercy Hospital St. Louis</b>	(314) 569-6090

**Additional Confidential Resources in the St. Louis Area**

<b>St. Louis Regional Sexual Assault Center (YWCA)</b>	314-531-7273 (24 hour access) www.ywcastlouis.org
<b>Alternatives to Living in Violent Environments (ALIVE)</b>	314-993-2777 (24 hour access/crisis line)

<b>Crime Victims Advocacy Center</b>	314-652-3623 (24 hour access)
<b>Legal Advocates for Abused Women</b>	314-664-6699
<b>LGBT Center of St. Louis</b>	1-888-350-4477 (volunteers available daily from 12:00 – 9:00 pm) <a href="http://www.lgbtcenterstl.org/">http://www.lgbtcenterstl.org/</a>
<b>Life Crisis</b>	314-647-4357
<b>Women’s Resource Center: Sexual Assault Response Team</b>	314-531-7273 (24 hour access)
<b>Safe Connections</b>	Crisis Hotline: (314) 531-2003 Counseling & Support Services: (314) 646-7500 Tty: 314-646-0505 <a href="http://www.safeconnections.org">www.safeconnections.org</a>
<b>Bridgeway Sexual Assault Center Hotline</b>	(877) 946-6854 <a href="http://bridgewaybh.com">http://bridgewaybh.com</a>
<b>Provident Life Crisis Hotline</b>	314-647-HELP (4357) 1-800-273-TALK (8255)
<b>Saint Martha’s Hall (domestic violence shelter)</b>	314-533-1313 <a href="http://www.saintmarthas.org">www.saintmarthas.org</a>
<b>Kathy J. Weinman Shelter for Victims of Domestic Violence</b>	314-423-1117 <a href="http://www.friendsofweinman.org">www.friendsofweinman.org</a>
<b>Legal Services of Eastern Missouri</b>	Immigration Law Program 314-256-8756 Lasting Solutions Unit 314-534-4200 <a href="http://www.lsem.org">www.lsem.org</a>

**C. Campus Resources (Private, but not Confidential)**

The following campus departments can provide resources, guidance and assistance to Students. These departments are required to share all reports of Prohibited Conduct with the Title IX Coordinator.

**Office of the Dean of Students**

Busch Student Center, Suite 350  
20 N Grand Blvd  
St. Louis, MO 63103  
314-977-1572  
deanofstudents@slu.edu

The Office of the Dean of Students provides an increased level of support to the University community through various educational efforts, programmatic opportunities and mechanisms of coordinated care and community commitment.

**Student Responsibility and Community Standards**

Wuller Hall, 2nd Floor North  
3711 West Pine Mall  
St. Louis, MO 63108-3306  
314-977-7326  
conduct@slu.edu

The Office of Student Responsibility and Community Standards is committed to working with students and the University community to foster values that reflect the mission of the University.

**Housing and Residence Life**

221 N. Grand Blvd.  
DuBourg Hall, Room 157  
St. Louis, MO, 63103  
314-977-2811  
Professional Staff On-Call: 314-486-4947 (24 hours)  
reslife@slu.edu

Housing and Residence Life at Saint Louis University is dedicated to providing a secure and inclusive educational environment that facilitates student learning and holistic development through intentional experiences and engagement in community.

**Office of Institutional Equity and Diversity**

221 North Grand Blvd.  
DuBourg Hall 36  
St. Louis, MO 63103  
314-977-3838

The mission of the Office of Institutional Equity and Diversity is to promote a deep understanding and appreciation among the diverse members of the University community, to promote justice and equality in educational and employment opportunities, as well as to lead efforts to create an inclusive academic and work environment. For additional resources and handouts regarding how to report an incident, please visit [www.here4you@slu.edu](http://www.here4you@slu.edu).

**Saint Louis University Department of Public Safety and Emergency Preparedness**

Wool Center, Rm. 114  
3545 Lindell Blvd.  
St. Louis, MO 63103  
314-977-3000

The Department of Public Safety will assist students in contacting appropriate law enforcement authorities, enforcing no contact or civil protective orders, providing safety escorts or emergency transportation to law enforcement or medical professionals.

**Campus Ministry**

Eckelkamp Center for Campus Ministry  
Wuller Hall  
3711 West Pine Mall  
St. Louis, MO 63108  
Phone: 314-922-2425

With a spirit of *cura personalis*, or care for the whole person, the Department of Campus Ministry offers opportunities for cultivating an informed faith, a commitment to social justice, and an integrated way of life. Guided by the Catholic Church and the Society of Jesus, we welcome and serve students of all religious backgrounds and traditions.

#### D. National Resources

The following chart outlines national resources available on line. These resources may help identify available resources in other communities outside of St. Louis or Missouri.

<b>Not Alone.gov</b> Locate services, resources and supports in an area	<a href="https://www.notalone.gov/">https://www.notalone.gov/</a> <a href="https://www.notalone.gov/resources/">https://www.notalone.gov/resources/</a>
<b>National Domestic Violence Hotline</b> <b>National Sexual Assault Online Hotline</b>	1.800.799.SAFE (24 hour) <a href="http://www.thehotline.org">http://www.thehotline.org</a>
<b>Domestic Abuse Helpline for Men and Women</b>	1.888.743.5754 <a href="http://www.dahmw.org/">http://www.dahmw.org/</a>
<b>Stalking Resource Center</b>	<a href="http://www.victimsofcrime.org/our-programs/stalking-resource-center">http://www.victimsofcrime.org/our-programs/stalking-resource-center</a>
<b>Rape, Abuse, and Incest National Network (RAINN)</b>	<a href="http://www.rainn.org">http://www.rainn.org</a> 1-800-656- HOPE (4673) (24 hour hotline)

#### E. Employee Resources

Saint Louis University is concerned with the well-being of its staff members and their families and is aware that personal problems can influence job performance. Staff members, their family members, or any member of the staff member’s household are encouraged to contact the Employee Assistance Program (EAP). The EAP provides employees and their families’ access to professional licensed counselors on a confidential and cost-free basis.

Confidential professional counseling is provided through ComPsych at no personal cost for staff and their families who are coping with a personal or family crisis.

Call 1-800-859-9319 to make an appointment or visit [www.guidanceresources.com](http://www.guidanceresources.com) for more information.

#### IX. Reporting Contacts and Options

The University has a strong interest in supporting individuals impacted by Prohibited Conduct and promoting accountability for conduct in violation of this Policy. The University encourages all community members to promptly report all incidents of Prohibited Conduct as soon as possible in order to maximize the University’s ability to respond promptly and effectively. **The University does not, however, limit the time frame for reporting.** If the Accused Party is not a member of the University community at the time of the report, the University will not be able to take disciplinary action against the Accused Party. The University will, however, still seek to meet its Title IX obligations by providing reasonably available support for the Reporting Party, identifying any information relevant to pattern or

climate, and assisting a Reporting Party in identifying external reporting options. For more details regarding this support and available resources, please see section 12.0.

A Reporting Party may choose to make a report to the University to pursue an investigation and determination under this Policy and may choose to make a report to law enforcement. When making a report, a Reporting Party may pursue either or both of these options at the same time. When making a report, a Reporting Party need not know whether they wish to request any particular course of action, nor how to label what happened. Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. Upon receipt of a report of Prohibited Conduct, the University will provide the Reporting Party a written notice describing the options listed below. Before or during this decision-making process, a Reporting Party and other reporting persons are encouraged to seek support and information from the University Counseling Center or Employee Assistance Program.

### **A. University Reporting Contacts**

While an individual is encouraged to report an incident to a person of their choice, the University has designated the following Reporting Contacts to receive reports of Prohibited Conduct. The designated Reporting Contacts have been trained to share available reporting options and resources with a Reporting Party.

Although certain individuals or entities are designated Reporting Contacts, *all employees* who are aware of Prohibited Conduct, are *required* to report the information to the Title IX Coordinator unless otherwise designated as a Confidential Resource.

The designated Reporting Contacts are:

- Title IX Coordinator  
Dubourg Hall, Room 36  
314-977-3886  
Email: [akratky@slu.edu](mailto:akratky@slu.edu)
- Department of Public Safety and Emergency Preparedness  
Wool Center, Rm. 114  
3545 Lindell Blvd.  
St. Louis, MO 63103  
314-977-3000
- Dean of Students  
Busch Student Center, Suite 350  
20 N Grand Blvd  
St. Louis, MO 63103  
314-977-1572  
[deanofstudents@slu.edu](mailto:deanofstudents@slu.edu)

- Residence Hall Professional Staff  
Department of Housing and Residence Life  
Brown Hall, Village Apartments  
3744 West Pine Mall Blvd.  
St. Louis, MO, 63108-3306  
314-977-2811  
Professional Staff On-Call: 314-486-4947 (24 hours)  
reslife@slu.edu
- Office of Student Responsibility & Community Standards  
Wuller Hall, 2nd Floor North  
3711 West Pine Mall  
St. Louis, MO 63108-3306  
314-977-7326  
conduct@slu.edu
- Office of Institutional Equity and Diversity  
221 North Grand Blvd.  
DuBourg Hall 36  
St. Louis, MO 63103  
314-977-3838

A report may be filed with any of the Reporting Contacts described above. All of these Reporting Contacts will share the report with the University's Title IX Coordinator. When a report is received, the University will respond to and evaluate the report of Prohibited Conduct pursuant to Section 10.0 and 11.0, below.

## **B. Law Enforcement Reporting Options**

A criminal report may be filed with the St. Louis Metropolitan Police Department or appropriate jurisdiction. A Reporting Party that is 17 years of age or older has the right to notify or decline to notify law enforcement. The Department of Public Safety and Emergency Preparedness is also available to provide assistance with contacting the St. Louis Metropolitan Police Department, or other appropriate jurisdiction.

The Title IX Coordinator or Reporting Contact can assist in setting up an initial meeting with law enforcement and can accompany a Reporting Party to that meeting. Filing a report with law enforcement does not obligate a Reporting Party to participate in any subsequent criminal proceedings.

### **St. Louis Metropolitan Police Department**

911 – *emergency*

(314) 231-1212 – *non emergency*

(314) 444-5385 – *domestic abuse division*

(314) 444-5385 – *sex crimes division*

The University's policy, definitions and burden of proof may differ from Missouri criminal law. The parties involved may seek recourse under this policy and/or pursue their rights under Missouri law. Neither law enforcement's

determination whether or not to prosecute an Accused Party, nor the outcome of any criminal prosecution, are determinative of whether a violation of this policy has occurred. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

At the request of law enforcement, the University may agree to defer its Title IX fact gathering until after the initial stages of a criminal investigation. The University will nevertheless communicate with the Reporting Party regarding Title IX rights, procedural options and the implementation of remedial and protective measures to assure safety and well-being. The University will promptly resume its Title IX fact gathering as soon as it is informed that law enforcement has completed its initial investigation.

### **C. Bystanders**

The University encourages all members of the University community to take reasonable and prudent steps to prevent or stop incidents of Prohibited Conduct. Taking action may include direct intervention when safe to do so, enlisting the help of friends, contacting the Department of Public Safety or local law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive, moral obligation will be supported by the University and protected from Retaliation. More information regarding bystander action can be found in the Responsible Action Protocol in Section 1.16 of the University's Community Standards.

### **D. Amnesty**

To encourage reporting, individuals who in good faith report Prohibited Conduct, either as a Reporting Party, witness or bystander, will not be subject to disciplinary action by the University for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

### **E. Statement Against Retaliation**

The University will not tolerate Retaliation against any Student, Employee or Third Party who makes a report of Prohibited Conduct, participates in an investigation related to a report of Prohibited Conduct, or participates in a hearing or appeal process related to a report of Prohibited Conduct. Any incidents of Retaliation should be reported to the Title IX Coordinator or a designated Reporting Contact and may be subject to the same investigation, hearing, and appeal process as set forth in Section 13.0, below. The University will take prompt and corrective action against all acts of Retaliation.

### **X. Response Protocol**

The University will respond to all reports of Prohibited Conduct in a timely and effective manner consistent with this Policy.

1. All University Employees who are aware of Prohibited Conduct, through first-hand knowledge, receipt of a disclosure, or other indirect means, are required to immediately report all known information, including the names of the individuals involved, the date and location of the alleged incident, the nature of the report and any supporting evidence and/or documentation, to the Title IX Coordinator unless otherwise designated as a confidential resource.
2. All Reporting Contacts who receive a report of Prohibited Conduct will immediately share all known information with the Title IX Coordinator.
3. The Reporting Contact will assist the Reporting Party in getting to a safe place if necessary. In doing so, the Reporting Contact will coordinate with DPS as needed.
4. The Reporting Contact will encourage the Reporting Party to seek immediate medical attention for treatment of injuries and preservation of evidence, discuss the reasons why prompt medical treatment is important, and arrange for transportation to the hospital if the Reporting Party agrees to such medical treatment.
5. The Title IX Coordinator will inform DPS of all reports of Prohibited Conduct consistent with the University's Clery obligations.
6. The Reporting Party will have the option to file a criminal report with the St. Louis Metropolitan Police Department, or appropriate jurisdiction. Declining to notify the St. Louis Metropolitan Police Department, or other appropriate jurisdiction, at the time of the initial report does not preclude the Reporting Party from filing a criminal report at a later date provided the conduct is within Missouri's applicable statute of limitations.
7. The Reporting Contact will coordinate with the on-call sexual assault counselor from the University Counseling Center and a victim's advocate from the St. Louis Regional Sexual Assault Center if the Reporting Party so wishes. The on-call sexual assault counselor and/or victim's advocate are available to accompany the Reporting Party at each stage of the reporting, investigation, or hearing process, if requested by the Reporting Party.
8. The Reporting Contact will provide to the Reporting Party information describing available resources, remedial and protective measures and reporting options, including, but not limited to, pastoral care, academic assistance, alternative housing, or a "no contact" order from the University. The information will be discussed at the time of the initial report and provided in writing by the Title IX Coordinator (or designee) to the Reporting Party.
9. If the Reporting Party wishes to pursue a report through University processes, the Reporting Contact will arrange for the appropriate office (Office of Student Responsibility & Community Standards for reports against Students) to contact the Reporting Party within one (1) business day of receiving the report.
10. If the Reporting Party does not wish to pursue a report through University processes, the Title IX Coordinator will evaluate that request in light of its broader obligations to campus safety, as set forth in Section 11.0, below.



11. The Reporting Contact and on-call sexual assault counselor will arrange for follow-up counseling, if requested by the Reporting Party.

12. The Reporting Contact will make notifications to appropriate University officials, including the Title IX Coordinator, and, where possible, limit the information provided to such officials by taking the Reporting Party's preferences into consideration (consistent with the section on Privacy and Confidentiality).

13. The Reporting Contact will also assist, at the request of the Reporting Party, in coordinating follow-up services, including referrals to appropriate resources listed in Section 8.0, above.

14. The Title IX Coordinator will initiate and maintain ongoing contact to communicate information about the resources, supports, Policy and applicable procedures.

15. The Accused Party will be notified if an investigation by the University is requested. Resources will be made available to the Accused Party by the Title IX Coordinator. For more information please see section 13.0

## **XI. Evaluating a Reporting Party's Request for Anonymity, or That No Investigation or Disciplinary Action Be Pursued**

Recognizing that Prohibited Conduct can include criminal acts that violate the security of the entire campus community, there may be instances where the University has a responsibility to investigate or disclose information regarding the circumstances related to a specific incident despite a Reporting Party's request to the contrary. The University will balance individual and community safety considerations with the privacy interests and agency/autonomy of a Reporting Party, as well as the applicable legal requirements, when making decisions regarding such investigations and disclosures.

The University's ability to act to protect the interests of the Reporting Party and other Students is limited by the information provided to it. For example, the University's ability to respond to a report of Prohibited Conduct may be limited if the Reporting Party requests that their name, or other identifiable information not be disclosed to the Accused Party, that no investigation occur, or that no disciplinary action be taken. Additionally, while the Reporting Party is under no obligation to reveal the identity of the Accused Party, the Reporting Party will be encouraged to do so in the interest of protecting all members of the University community and preventing future incidents of Prohibited Conduct.

Where a Reporting Party chooses not to participate in University processes or pursue the report as a criminal matter, the University will nevertheless assess whether to pursue University disciplinary action for the safety of the Reporting Party and the University community. In assessing the appropriate University action(s), the University will consider the Reporting Party's express preference(s) in light of the following factors:

- The seriousness, persistence, or pervasiveness of the Prohibited Conduct;

- The respective ages and roles of the Reporting Party and Accused Party;
- Whether there have been other reports of Prohibited Conduct against the Accused Party;
- The right of the Accused Party to receive notice and relevant information before disciplinary action is sought;
- Whether the circumstances suggest there is an increased risk of the Accused Party committing additional acts of Prohibited Conduct;
- Whether the Accused Party has a history of arrests or prior conduct violations (at the University or elsewhere) indicating a history of violence;
- Whether the Accused Party threatened further acts of Prohibited Conduct or other violence against the Reporting Party or others;
- Whether the Prohibited Conduct was committed by multiple individuals;
- Whether the circumstances suggest there is an increased risk of future acts of Prohibited Conduct under similar circumstances;
- Whether the Prohibited Conduct was perpetrated with a weapon, by force, or through the use of predatory behavior, including the use of incapacitating substances;
- Whether the University possesses other means to obtain relevant information (e.g., security cameras or personnel, physical evidence);
- The Accused Party's right to receive information if such information is maintained in an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 C.F.R. Part 99; and,
- The University's obligation to provide a safe and non-discriminatory environment.

The University will evaluate a request for anonymity in the context of its responsibility to provide a safe and non-discriminatory environment for the campus community. The University will take reasonable steps to investigate and respond to the report consistent with the Reporting Party's request to maintain anonymity or to not pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Reporting Party. Where the University determines that action should be taken that is inconsistent with the request of the Reporting Party, the Title IX Coordinator will inform the Reporting Party about the chosen course of action, which may include the University initiating disciplinary action against an Accused Party. Where the University determines that University disciplinary action is appropriate, the University will not require the Reporting Party's participation in any investigation or determination of responsibility if the Reporting Party does not wish to participate in any such action. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve disciplinary action against an Accused Party or disclosing the identity of the Reporting Party.

## **XII. Remedial and Protective Measures**

Following a report of Prohibited Conduct, the University will offer reasonable and appropriate measures to protect a Reporting Party and facilitate the Reporting Party's continued access to University employment or education programs and activities. The University offers a wide range of remedial and protective measures for Students and Employees, whether as Reporting Parties or Accused Parties, to provide support and guidance throughout the University's response to a report of Prohibited Conduct. These measures may be both remedial (designed to address a Reporting Party's safety and well-being and continued access to educational opportunities) or protective (involving action against an Accused Party). Remedial and protective measures may be imposed on an interim basis, or may be extended permanently.

The University offers the following range of remedial and protective measures:

- Imposition of a No Contact Order which prohibits either Party from communicating through any manner or medium with the other Party. Parties will be notified of such orders via their SLU email and failure to comply with such orders may result in disciplinary action.
- Rescheduling of exams and assignments;
- Providing alternative course completion options;
- Change in class schedule, including the ability to transfer course sections or withdrawal from a course without penalty;
- Change in an Employee's work schedule or job assignment;
- Change in a Student's University-sponsored or controlled housing;
- Assistance from University support staff in completing housing relocation;
- Limit of an individual's or organization's access to certain University facilities or activities pending the outcome of the matter;
- Voluntary leave of absence;
- Providing an escort to ensure safe movement between classes and activities;
- Providing access to medical services;
- Providing academic support services, such as tutoring;
- University-imposed administrative leave or separation;
- Interim suspension or leave;
- Assistance in obtaining a civil protection order; and/or
- Any other remedy which can be tailored to the involved individuals to achieve the goals of this policy.

Remedial measures are available regardless of whether a Reporting Party pursues a complaint or investigation under this policy. The University will maintain the privacy of any remedial and protective measures provided under this policy to the extent practicable and will promptly address any violation of the protective measures. The Title IX Coordinator has the discretion to impose and/or modify any remedial or protective measure based on all available information, and is available to meet with a Reporting Party or Accused Party to address any concerns about the provision, scope, or application of remedial and protective measures.

The University will provide reasonable remedial and protective measures to Third Parties as appropriate and available, taking into account the role of the Third Party and the nature of any contractual relationship with the University.

A civil Order of Protection may also be available from the St. Louis City Circuit Court located in the Civil Court Building, 10 N. Tucker 9<sup>th</sup> Floor, Adult Abuse Office, or other appropriate jurisdiction. The Title IX Coordinator or Department of Public Safety is available to assist with this process.

### **XIII. Overview of Investigation, Determination of Responsibility, Sanctions and Appeal Procedures for Complaints Against Students**

Saint Louis University's process for resolving reports of Prohibited Conduct against Students will be prompt and equitable and conducted with the oversight of the Title IX Coordinator. In every report under this policy, the University will make an immediate assessment of any risk of harm to the Reporting Party or to the broader campus community and will take steps necessary to address those risks. These steps will include remedial and/or protective measures to provide for the safety of the parties and the campus community. The initial assessment will consider the nature of the report, the Reporting Party's expressed preference whether to proceed with an investigation, and the appropriate course of action. The appropriate course of action may include remedial and/or protective measures that do not involve disciplinary action against an Accused Party or a formal investigation and determination as to whether there has been a policy violation, and if so, whether sanctions are warranted. In determining whether this Policy has been violated, the University will apply the preponderance of the evidence standard (more likely than not). All University employees involved in investigating or responding to a report of Prohibited Conduct will receive appropriate training in support of their role, and will be impartial and free from actual conflict of interest or bias.

#### **A. Right to an Advisor**

Throughout the process, a Reporting Party or Accused Party may have an advisor provided by the University or an advisor of their choice present at any meeting related to the investigation or disciplinary proceeding. An advisor of choice may include an attorney retained by a Party at their own expense. An advisor provided by the University will be trained in regard to University policies, procedures, and resources.

Any person who serves as an advisor should plan to make themselves available for meetings throughout the process. Advisors may participate in University processes in an advisory capacity, but they may not take part directly in the investigation, meeting with the Hearing Officer, or appeal. If a party wishes to speak privately with their advisor during the investigation, meeting with the Hearing Officer, or appeal, they may request a brief recess from the meeting or proceeding. The University has the right at all times to determine what constitutes appropriate behavior on the part of an advisor. The advisor may not be a fact witness or otherwise have any conflicting role in the process.

## **B. Timeframe for Investigation, Determinations and Appeal**

Except for good cause, the University will conclude its investigation, hearing, and appeal process within sixty (60) calendar days following receipt of a report. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness, fairness, and impartiality. The University may extend this time frame for good cause and will communicate any delay in the process in writing to the parties, including an updated timeframe for completion and the reason(s) for any delay. Good cause may exist for a variety of factors, including the complexity of the circumstances of each allegation, the integrity and completeness of the investigation, to comply with a request by external law enforcement, to accommodate the availability of witnesses, to account for University breaks or vacations, or to address other legitimate reasons.

## **C. Investigation**

Where a decision has been made to pursue an Investigation, the Title IX Coordinator, or designee, will assign a trained investigator to conduct a prompt, thorough and impartial investigation of reports of Prohibited Conduct. All parties and witnesses are expected to provide truthful information. Knowingly providing false or misleading information is a violation of University policy and can subject a Student or Employee to disciplinary action. The investigator or designee will provide timely updates, as appropriate or requested, about the timing and status of the investigation.

It is the responsibility of the University, not the parties, to gather relevant evidence, to the extent reasonably possible. The investigator will conduct a fair and reliable fact-gathering in light of the circumstances of the report. The investigator will be responsible for interviewing the Reporting Party and Accused Party; interviewing potential witnesses; collecting relevant documentation and physical evidence, including documents, communications between the parties, and other electronic records as appropriate; creating a timeline; and preparing a written report documenting the complete investigation.

The Reporting Party and Accused Party will have an equal opportunity to be heard, to submit information, and to identify witnesses who may have relevant information. Witnesses must have observed the acts in question or have information relevant to the incident and cannot be participating solely to speak about an individual's character.

The investigator will determine the relevance of any proffered information, and will not consider statements of personal opinion, rather than direct observations or reasonable inferences from the facts, or statements as to any party's general reputation for any character trait, including honesty.

Medical and counseling records of a Reporting Party or Accused Party are privileged confidential records that individuals are not required to disclose. However, these records may contain relevant and material information and a party may voluntarily chose to share such records with the investigator. Any records provided by a party become part of the file and are available to review by the opposing party.

A Reporting Party's prior sexual history will never be used as evidence of character or reputation, and will only be considered during an investigation under limited circumstances. For example, where there is a current or ongoing relationship between the Reporting Party and the Accused Party, and the Accused Party asserts that the conduct was consensual, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties. The mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Any prior sexual history of the Reporting Party with other individuals is typically

not relevant and will only be permitted if it is probative of a material fact, for example, to explain an injury or physical finding.

In gathering information, the investigator may also consider other reports of, or findings of responsibility for, similar conduct by the Accused Party to the extent such information is relevant and available. Such information may be relevant to prove motive, intent, absence of mistake, pattern or another material fact.

Where a sufficient informational foundation exists, the investigator, in consultation with the Title IX Coordinator, will assess the relevance, form, and reliability of the information and determine if it is appropriate for inclusion in the written investigation report for consideration by the Hearing Officer in its determination of responsibility and/or any assigning of a sanction.

The investigator and Title IX Coordinator have the discretion to consolidate multiple reports against an Accused Party into one investigation if the evidence related to each incident would be relevant and probative in reaching a determination on the other incident.

At the conclusion of the investigation, the investigator will prepare a written report that summarizes the report, details the information gathered, identifies the potential policy violations and synthesizes the areas of agreement and disagreement between the parties and any supporting information or accounts. In preparing the report, the investigator will review all facts gathered to determine whether the information is relevant and material to the determination of responsibility given the nature of the allegation. Before the report is finalized, the Reporting Party and Accused Party will be given the opportunity to review a preliminary investigative report that contains all information to be relied upon in reaching a determination. The Reporting Party and Accused Party may submit any additional comment or information to the investigator within five (5) business days of the opportunity to review the report.

Upon receipt of any additional information by the Reporting Party or Accused Party, or after the five (5) day comment period has lapsed without comment, the investigator will finalize the report. This finalized report will include a written recommendation at the conclusion of the report detailing whether there is or is not sufficient information alleged to support a finding that Prohibited Conduct occurred using a preponderance of the evidence standard. This finalized report, including the written recommendation, will be given to the Hearing Officer. This recommendation is non-binding on the Hearing Officer, who bears the ultimate responsibility of determining whether the Accused Party is responsible for committing Prohibited Conduct in violation of this policy.

The investigator will seek to complete the investigation and make a recommendation to the Hearing Officer within twenty-five (25) business days of receiving the complaint, but this time frame may be extended depending on the complexity of the circumstances of each case.

#### **D. Determination of Responsibility and Sanctions**

The Hearing Officer is an administrator designated by the University to determine responsibility and impose, as appropriate, any sanctions. The Hearing Officer will provide both the Reporting Party and Accused Party an opportunity to review the final investigative report and meet with the Hearing Officer separately to discuss the recommended findings and underlying facts. Alternatively, the parties may submit written comments in lieu of an in-person meeting with the Hearing Officer. Any Party may submit written questions that they want to be asked by the

Hearing Officer of another Party. The Hearing Officer will review the questions prior to them being asked of another Party to ensure they are appropriate and relevant. At the conclusion of the individual meetings, or upon receipt of additional written comment, the Hearing Officer will make a determination as to whether, based on the preponderance of the evidence standard, the Accused Party committed an act or acts of Prohibited Conduct in violation of this policy.

If the Hearing Officer determines that the Accused Party is responsible for one or more forms of Prohibited Conduct, the Hearing Officer will determine the appropriate sanctions. A determination of sanctions will be based on the facts and circumstances of each case and will be designed to eliminate the Prohibited Conduct and prevent any reoccurrence of such Prohibited Conduct. Any determination for sanctions will be rooted in the University's educational mission, institutional values, and Title IX obligations. Sanctions for Employees and University Contractors are found in the University's Harassment Policy and Faculty Manual.

Sanctions for Students for a violation of this policy may include: expulsion; suspension; disciplinary probation; mandated counseling assessment which may include anger management course(s), alcohol and/or drug education program(s), and other requirements based upon the counseling assessment; restrictions on campus privileges including restrictions on campus housing or participation in student activities; community service; and/or other education sanctions.

In determining the appropriate sanction, the Hearing Officer may consider the following factors:

- the nature and violence of the conduct at issue;
- the impact of the conduct on the Reporting Party;
- the impact of the conduct on the University community;
- prior misconduct by the Accused Party, including the Accused Party's relevant prior discipline history, both at the University or elsewhere, and any criminal convictions;
- how the University has previously sanctioned similar conduct;
- whether the Accused Party has accepted responsibility for the conduct;
- maintenance of a safe and respectful learning, living and working environment;
- protection of the University community; and
- any other mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate outcome in each case.

Both the Reporting Party and Accused Party will simultaneously receive a written notice of the outcome of the Hearing Officer's findings, any sanctions, the rationale for each and the right to appeal.

If an Accused Party wishes to return to campus after completing his or her period of suspension, the University shall notify the Reporting Party if a.) the Accused Party's request to return has been approved and b.) the Reporting Party is currently enrolled in the University.

## **E. Appeals**

Either party may appeal the decision of the Hearing Officer. All appeals are due, in writing, to the Title IX Coordinator in the Office of Institutional Equity and Diversity, or her designee, within three (3) University business days following receipt of the Notice of Outcome. If a request is not received within three (3) business days, the Hearing Officer's determination is final. The appeal shall consist of a plain, concise and complete written statement outlining the basis for appeal and all relevant information to substantiate the grounds. The appeal will be decided by

a panel of three members comprised of faculty or staff who receive, at a minimum, annual training. The members of the appeal panel will be appointed by the Title IX Coordinator.

The grounds for appeal may only be one or more of the following:

- There was a material deviation from the procedures set forth in this Policy or applicable provisions of the Student Handbook that would significantly impact the outcome of the case or may have resulted in a different finding;
- New or relevant information, not available at the time of the investigation or determination of responsibility, has arisen that would significantly impact the outcome of the case.

Dissatisfaction with the outcome of the investigation, and failure of a party or witness to attend or participate in the investigation or hearing process, are not grounds for appeal.

The other party will have an opportunity to review the appeal and may submit a written response to the appeal to the Title IX Coordinator in the Office of Institutional Equity and Diversity, or designee, within three (3) University business days following a Party's review of the appeal. No additional submissions by either Party will be permitted.

Appeals are not intended to be a full rehearing of the report (de novo). In most cases, appeals are limited to a review of the written documentation and pertinent documentation regarding the grounds for appeal. Absent extraordinary circumstances the appeal panel will not meet with either party. The decision of the appeal panel is a final determination.

Except in extraordinary circumstances, appeals will be resolved within ten (10) University business days following receipt of the request for appeal. All parties will receive written notification following the final determination of any appeal.

#### **XIV. Programming and Training**

In accordance with the University's philosophy and mission, as well as Federal guidelines, programming and training about the Policy regarding the expectations of our community regarding Prohibited Conduct, reporting options, resources, and prevention are required for all Students and Employees.

Students who wish to be involved in the University's efforts regarding peer-led prevention and awareness campaigns should contact Anna Kratky, Title IX Coordinator, Kim Sahr, Sexual Misconduct Investigator, and Arathi Srikanta, Wellness Program Director. Additionally, UNA ([una.slu@gmail.com](mailto:una.slu@gmail.com)) and the Rainbow Alliance ([alliance@slu.edu](mailto:alliance@slu.edu)) are two student organizations that have expressed their support of those impacted by sexual violence and encourage members of the University to inquire regarding prevention opportunities. Both organizations are located in the Busch Student Center, Room 127.

#### **XV. Review and Approval**

Changes to this policy may be necessary from time to time. At a minimum, this Policy shall be subject to annual review for compliance with applicable law, available guidance, and assessment of best practices. This Policy has been reviewed and approved by the Vice President, Student Affairs, Vice President and General Counsel, and the University's Title IX Coordinator. This Policy has been approved by the Senior Executive Staff. Policy



documentation, including a record of all changes to the charter, will be maintained by the Title IX Coordinator and available for inspection in the Office of Institutional Equity and Diversity, DuBourg Hall, Room 36.

**XVI. Revision History**

<b>EFFECTIVE DATE</b>	<b>VERSION NUMBER</b>	<b>MODIFICATION</b>
August 18, 2011	1.0	
August 16, 2012	2.0	
August 22, 2013	3.0	
August 19, 2014	4.0	
August 26, 2015	5.0	
July 1, 2016	6.0	

## 1.18 Student Grievance (Non-academic)

### I. Introduction

The following grievance procedure is available to students if a student believes he or she has not received fair treatment with respect to services provided by the University, outside of the classroom.

### II. Purpose

In support of Saint Louis University's commitment to *cura personalis* or "care for the whole person," the Office of the Ombuds is committed to serve as a fair and impartial intermediary to connect undergraduate and graduate students to resources, explore solutions, and provide appropriate conflict resolution to address non-academic student grievances. Located within the Dean of Students Office, the Office of the Ombuds is a safe environment for students to share their concerns. The role of the Ombuds is to listen to concerns, help identify options for navigating through difficult matters, provide information on university policies and procedures, make appropriate referrals, and work to facilitate a fair resolution of issues.

In alignment with Saint Louis University's Standards of Conduct, the Office of the Ombuds is committed to serving undergraduate and graduate students by demonstrating the University's shared values:

- **Competence:** The Ombuds researches and presents all possible options to a student with a grievance.
- **Conscience:** The Ombuds strives to help a student with a grievance reach a state of resolution or lesser conflict within ten (10) University business days.
- **Compassion:** The Ombuds is transparent with a student about the role of the Ombuds and what can be done, and clearly states that the Ombuds role is that of a guide and not someone who finds a solution for the student.
- **Commitment:** The Ombuds helps facilitate positive change for a student with a grievance normally within ten (10) University business days after initial contact. Upon the completion of the ten (10) business days, the Ombuds will check in with the student and they will collectively determine whether there is need to continue to work together.
- **Community:** The Ombuds will work to promote fairness and justice for all students.

### III. Definitions

For purposes of this policy, the following terms are defined as follows:

1. The term "Conflict Coaching" refers to the conflict resolution process whereby Students get advice or "coaching" from the Ombuds to guide them in engaging in resolving the grievance more effectively.
2. The term "Facilitated Dialogue" refers to the conflict resolution process whereby the Ombuds facilitates a conversation between the student and a representative from the department involved in the grievance in order for the parties to gain an understanding of the others point of view. In this conflict resolution process, parties maintain ownership of the outcome.

3. The term “Grievance” refers to situations where a student believes he or she has not received fair treatment with respect to services or programs provided by the University, outside of the classroom. For purposes of this policy, the Ombuds only has authority to engage with a Student regarding a non-academic Grievance.
4. The term “Mediation” refers to a voluntary, semi-structured process where the Ombuds assists the student and a representative from the department involved in the grievance in identifying, and hopefully satisfying, their individual and mutual interests relative to the dispute. The Ombuds or his/her designee serves as the mediator in the process and provides a written outcome to which both parties agree.
5. The term “Non-Academic” refers to concerns not related to academic processes, academic departments, Colleges or Schools. Examples of non-academic concerns include but are not limited to services (e.g. financial services, housing services, etc.) and resources for students provided by the University.
6. The terms “Ombuds” and “Ombudsperson” refers to a representative committed to serve in a fair and impartial manner to help undergraduate and graduate students connect with appropriate resources, explore solutions, and facilitate mediation of grievances.
7. The term “Student” refers to any and all persons enrolled at or taking courses through the University in any capacity.
8. The term “University” refers to Saint Louis University and all of its affiliated schools, divisions, departments and related entities, campuses and controlled properties.

#### **IV. Overview and Application of Policy**

This policy applies to all undergraduate and graduate students enrolled at Saint Louis University. The role of the Ombuds is limited to non-academic grievances. Academic grievances should be addressed with the academic College or School in which the student is enrolled. The Office of the Ombuds will help guide a student to appropriate resources and support that are outside the scope of this policy, if necessary.

#### **V. Procedures**

The objective of the Ombuds is to facilitate resolution to the student grievance within ten (10) University business days after initial contact. Upon the completion of the ten (10) University business days, the Ombuds will follow-up with the student to mutually determine if further communication is needed.

##### **Grievance Report Process:**

1. A Student who believes that he/she has a grievance may complete an Incident Report form available at: [grievance.slu.edu](http://grievance.slu.edu)  
Other forms of communication will be accepted upon request.
2. The Student will receive an e-mail confirmation that the report was submitted and routed to the Ombuds for review.
3. The Ombuds will contact the Student via e-mail within five (5) University business days of receipt of the Incident Report to schedule a meeting.
4. The Ombuds will then conduct an initial review to confirm the grievance is non-academic and that the student has tried to resolve the grievance within the appropriate department where the services

are provided. The Ombuds will then investigate the grievance by interviewing all related parties and reviewing available and relevant information.

5. Upon completion of the investigation and full review, the Ombuds will contact the Student to discuss the investigation findings.
6. The Ombuds will make a recommendation for a proposed resolution of the grievance to the Student and appropriate parties. Recommendations may require the student and a representative from the involved department to participate in a conflict resolution process which may include (1) Conflict Coaching, (2) Facilitated Dialogue, and/or (3) Mediation.
7. If the matter has not been resolved within ten (10) University business days, the Ombuds will communicate to the Student an appropriate revised timeframe for resolution.
8. If the Student is not satisfied with the recommended resolution, the Student may complete the [Grievance Appeal Form](#). It must be submitted within two (2) University business days after the recommended resolution has been provided. The appeal will be reviewed by the Dean of Students.
9. The Dean of Students will have five (5) University business days to respond in writing to the appeal.
10. If the student is not satisfied with the Dean of Students' determination, the student may submit an appeal to the Vice President who oversees the department in which the grievance is directed. It must be submitted within two (2) University business days after the Dean of Students determination.
11. The Vice President or designee will notify the Student of the final decision within ten (10) University business days of receipt of the appeal.

## **VI. Responsibilities of the Office of the Ombuds**

### ***The Office of the Ombuds shall:***

- Facilitate a reasonable, fair and equitable process for all parties.
- Uphold University policies and guidelines.
- Work diligently to respond to Student Grievances within ten (10) University business days.
- Be knowledgeable of University governance structures.
- Be knowledgeable of mediation and emergency response protocols.

### ***The Office of the Ombuds shall not:***

- Advocate for any individual point(s) of view.
- Make University policies and guidelines.
- Respond to an academic grievance or directly engage in the academic grievance appeal processes.
- Address parental and family grievances.
- Respond to any Title IX reporting regarding sexual discrimination, sexual harassment, or sexual assault.
- Respond to complaints regarding harassment or bias incidents.

## **VII. Contact information**

Office Location: Busch Student Center, Suite 313

Email: [cura@slu.edu](mailto:cura@slu.edu)

Incident Report: [grievance.slu.edu](http://grievance.slu.edu)

## **VIII. Relevant University Policies and Other References**

### Saint Louis University Policies - Code of Student Responsibility and Community Standards

#### **1.19 Student Identification**

All registered Students are expected to carry their University Identification Card (SLU ID card) at all times for identification purposes. Lost, stolen or damaged cards must be replaced by Parking and Card Services immediately, at the Student's expense. SLU ID's are the property of Saint Louis University and must be shown to any University official, or his or her designated agent, upon request.

#### **1.20 Student Records**

The Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S. C. § 1232g, as amended, is a federal law giving certain rights to parents or students regarding education records at schools of every level receiving funding from the U.S. Department of Education.

At the postsecondary school level, the rights afforded by FERPA belong, in general, to the student rather than the parent.

These rights, as summarized in the Department of Education regulations, 34 C.F.R § 99.7, are as follows:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
3. The right to consent to disclose personally identifiable information contained in the student's education records, except to the extent that FERPA and the regulations authorize disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the institution to comply with the requirements of FERPA and the regulations.

#### **1.21 University Events**

1.21.1 Outdoor events and gatherings on campus at which alcohol will be sold or consumed must be registered with Event Services and approved by the Student Involvement Center, (314) 977-2805, BSC 319. Alcoholic beverages may be dispensed ONLY WITH SPECIAL LICENSE from the state and/or city, obtained by DineSLU, at least 14 days planning time is required.

1.21.2 Alcoholic beverages in outdoor locations are permitted ONLY at registered/approved events. For safety reasons, no glass bottles are permitted.

1.21.3 Procedures for Planning Student Events (A step-by-step checklist for planners of social activities at which alcoholic beverages will be served or sold):

1.21.3.1 Decide on a Date. You may wish to consult the activities calendar online to avoid duplication or over-booking.

1.21.3.2 Register the Activity. Obtain a Program Planning Form, found online from the Student Involvement Center and follow the policies outlined in the Program, Presentation, and Speaker Policy set forth in section 3.3 of the Student Organization Policies. Complete the form and submit it to the Student Involvement Center in Busch Student Center, room 319 at least twenty (20) business days before the event.

1.21.3.3 Select the Location. After you receive approval for your event from the Student Involvement Center, reserve any space on campus by contacting Event Services at 977-6338. For off-campus locations, call the hotel, banquet or other facility of your choice and obtain information and a letter of intent or sample contract. No contracts on behalf of the University may be signed by any unauthorized individual. Contracts may only be signed by authorized University officials. Personal liability for the event may result for the individual signing contracts on behalf of the University without authorization. Consult the Student Involvement Center at (314) 977-2805 for details.

1.21.3.4 Arrange for Food and Beverage Service. On campus, all food and beverage service must be provided by DineSLU. Discuss your needs with the catering manager at (314) 977-1559.

1.21.3.5 Confirm the Location. If the event will be held in a location on campus not reservable through Event Services (such as Simon Recreation Center), take the approved copy of the Program Planning Form with the contract, to the appropriate office. Pay any applicable deposit or fee. Keep your copy of the form for reference. If the event is at an off-campus location, complete your arrangements with the facility.

## 2.0 Community Standards

### Preamble

Saint Louis University is committed to the preservation of personal dignity and the safety of its community members. All members of the University community share responsibility for fostering this environment by adhering to standards of conduct. Those standards of conduct are provided in the University's Community Standards which help create an educational climate of excellence that is rooted in the Jesuit, Catholic tradition. Saint Louis University Students are expected to strive for excellence, to develop their talents through discovery and reflection, and to be concerned for the care of each individual (*cura personalis*). Students are expected to contribute to the development and sustainability of their campus community through word and action. The Saint Louis University community is characterized by respect for the dignity of others and the pursuit of truth.

In order to demonstrate respect for the dignity of others, it is essential that Students assume responsibility for their behavior and that of their guests. When Students and/or their guests negatively infringe on the rights of others, the University may intervene and take disciplinary action when necessary. Processes initiated in accordance with the Community Standards and other University policies are integral to the educational mission of the University and are administered in a manner consistent with our "Catholic Jesuit Identity". Disciplinary actions taken under the Community Standards are not intended to imitate or to serve as a substitute for civil or criminal proceedings, but rather have been created to maintain and preserve the educational nature of the University and ensure an inclusive community.

### Statement of Rights and Responsibilities

In joining the SLU community, Students are afforded certain rights and assume certain responsibilities that are necessary for the safety and success of everyone in the community. These rights include:

- The right to learn, which includes the right of access to ideas, the right of access to facts and opinions, the right to express ideas, and the right to discuss those ideas with others.
- The right of peaceful coexistence, which includes the right to be free from violence, force, threats, and abuse, and the right to move about freely.
- The right to be free of any action that unduly interferes with a student's rights and/or learning environment.
- The right to express opinion, which includes the right to state agreement or disagreement with the opinions of others and the right to an appropriate forum for the expression of opinion.
- The right of privacy, which includes the right to be free of unauthorized search of personal property.

### Notice of Non-Discrimination

All Saint Louis University programs and activities are open to all Students without regard to sex, race, color, religion, national origin, ancestry, ability, age, sexual orientation, marital status, military status, veteran's status, pregnancy or any other characteristic protected by law.

- 2.1 [Definitions](#)
- 2.2 [Policy Overview and Applicability](#)
- 2.3 [Professional Standards](#)
- 2.4 [Violation of Law and the University Community Standards](#)
- 2.5 [Conduct Occurring Off Campus](#)

- 2.6 [Residence Hall/Apartment Rules and Regulations](#)
- 2.7 [Community Standards Violations](#)
- 2.8 [Hearing Procedures](#)
- 2.9 [Sanctions](#)
- 2.10 [Disciplinary Records](#)
- 2.11 [Parental Notification](#)
- 2.12 [Interpretation and Revision](#)

## 2.1 Definitions

2.1.1 The term "**Accused**" refers to the Student, group of Students, or University affiliated organization alleged to have committed a violation of the University's Community Standards.

2.1.2 The term "**Advisor**" refers to an individual provided by the University or selected by a Reporting Party or Accused Party, who is present at any meeting related to an investigation or disciplinary proceeding. An advisor of choice may include an attorney retained by a Party at their own expense. An advisor provided by the University will be trained in regard to University policies, procedures, and resources. Advisors may participate in University processes in an advisory capacity, but they may not take part directly in the investigation, meeting with the Hearing Officer, or appeal. If a party wishes to speak privately with their advisor they may request a brief recess from the meeting or proceeding. The University has the right at all times to determine what constitutes appropriate behavior on the part of an advisor. The advisor may not be a fact witness or otherwise have any conflicting role in the process.

2.1.3 The term "**Appeal Body**" refers to any University official or group authorized by the University to hear appeals of decisions implemented by a Hearing Officer. (See UAB and SAB below).

2.1.4 The term "**Campus**" includes all land, buildings, facilities and other property in the possession of, owned, used or controlled by the University including adjacent streets and sidewalks.

2.1.5 The term "**Community Standards**" refers to University policies and standards of conduct provided to create an educational climate of excellence that is rooted in the Jesuit, Catholic tradition.

2.1.6 The term "**Complaint**" refers to a written statement by the Reporting Party, identifying the Accused and setting forth information relative to the alleged Community Standards violation, which may include the dates, times, witnesses and a brief description of the alleged misconduct.

2.1.7 The term "**Director of Student Responsibility and Community Standards, or designee**" (Director) refers to the University official authorized to administer, enforce and facilitate the rules and procedures set forth in the Community Standards and other University policies, procedures, rules and regulations. The Director, or designee, is authorized to serve as a Hearing Officer or on the UAB and may impose any and all sanctions in all cases.

2.1.8 The term "**Hearing Officer**" refers to an individual authorized by the University to determine whether a student or organization has violated the University's Community Standards and the appropriate sanction(s).

2.1.9 The term "**Reporting Party**" refers to any person or entity who submits a Complaint alleging that a Student violated the Community Standards.



2.1.10 The "**Student**" refers to any and all persons enrolled at or taking courses through the University in any capacity. Persons who withdraw after allegedly violating the University Community Standards, those persons not officially enrolled at the University but who maintain a continuing relationship with the University, those persons who have been notified of their admitted status to the University, individuals living in University owned/operated residential facilities, and those persons suspended from the University are also deemed "**Students**" under the Community Standards.

2.1.11 The term "**Student Appeal Board**" (SAB) refers to the panel authorized by the University to hear appeals of decisions made by a Hearing Officer. Each SAB consists of a three member student panel selected from a larger trained pool of students. The SAB reviews appeals of non-suspendable violations. SAB appeal members receive annual training on the Community Standards process.

2.1.12 The term "**Student Organization**" refers to any number of persons who have complied with the formal requirements for University recognition or registration.

2.1.13 The term "**University**" refers to Saint Louis University and all of its affiliated schools, divisions, departments and related entities, campuses and controlled properties.

2.1.14 The term "**University Activity**" refers to any on-campus or off-campus event or function conducted, approved, sponsored or funded, in whole or in part, by the University or any Student Organization.

2.1.15 The term "**University Appeal Board**" (UAB) refers to the panel authorized by the University to hear appeals of decisions made by a Hearing Officer. Each UAB consists of a three member panel selected from a larger trained pool of individuals comprised of faculty, staff, and student representatives. Every effort will be made to have student representation on each UAB, however, certain periods of the year make ensuring such representation difficult. UAB appeal members receive annual training on the Community Standards process.

## **2.2 Policy Overview and Applicability**

The Community Standards apply to misconduct that occurs On-Campus, at University sponsored events, and to Off-Campus misconduct, including Study Abroad, that may adversely affect the University community or the pursuit of the University's objectives. Each Student is responsible for their conduct from the time of application for admission through the actual awarding of a degree. The Community Standards apply to a Student's misconduct even if the Student withdraws from the University while a disciplinary matter is pending. The Vice President for Student Development, or designee has the right to amend or modify the procedural requirements of the Community Standards as appropriate in his/her sole discretion.

The University reserves the right to initiate action and seek appropriate outcomes for misconduct which is not specifically identified in the Community Standards or in other University policies, rules and regulations whenever in the judgment of the Vice President for Student Development or his or her designee, it is determined to be in the best interest of the University. This includes misconduct that occurs Off-Campus, regardless of whether it is named in the University Community Standards.

## **2.3 Professional Standards**

All undergraduate, graduate and professional program Students at the University are both members of a particular school and college, as well as general Members of the University Community. Because social behavior, professional behavior and discipline in certain professional groups may be closely related to professional suitability, the dean of a particular school or other similarly situated person will have and may assume full authority and responsibility to handle incidents involving professional suitability. Standards of professional behavior and policies and procedures for handling such matters observed by the individual academic units may take precedence over the policies set forth in the Community Standards at the discretion of the Vice President for Student Development, or designee. A Student may be accused of and sanctioned for violating the Community Standards and for violating academic unit policies arising under the same facts, circumstances and actions.

#### **2.4 Violation of Law and the University Community Standards**

Community Standard proceedings may be instituted against a Student charged with misconduct that potentially violates both the criminal law and the University's Community Standards, without regard to cases that may also be pending criminal litigation. Proceedings under the Community Standards may be carried out prior to, simultaneously with, or following civil or criminal proceedings off Campus at the discretion of the Vice President for Student Development or designee. Outcomes of criminal charges will have no bearing on the determination made or sanctions imposed under the Community Standards. When a Student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a Student. If the alleged offense is also being processed under the University's Community Standards, the University may advise off-Campus authorities of the existence of the Community Standards matter and how such matters are typically handled within the University community. The University will cooperate with law enforcement authorities and other agencies in the enforcement of criminal laws on Campus and in the conditions imposed by criminal or civil courts for the rehabilitation of Student violators (provided the conditions do not conflict with University rules or outcomes).

#### **2.5 Conduct Occurring Off-Campus**

The Director of Student Responsibility and Community Standards, or designee, or the Vice President for Student Development has ultimate discretion in determining whether or not off-Campus incidents will be addressed under the Community Standards. Factors that are considered in determining whether or not an off-Campus incident will be addressed under the Community Standards include but are not limited to:

- The extent to which the behavior significantly impairs, obstructs, or interferes with the mission, processes or functions of the University.
- The impact of the behavior upon other members of the University.
- The potential positive impact that a resolution of the matter under the Community Standards would have on the University community and the Student.

#### **2.6 Residence Hall/Apartment Rules and Regulations**

Students and guests in the residence halls/apartments are subject to the rules and policies appearing in the Residence Life Guide, Residence Hall/Apartment Contract, and the Community Standards. Individual floors and halls/apartments also have authority to formulate standards of behavior for the residents in addition to those contained herein, subject to the approval of the Director of Housing and Residence Life and are incorporated herein.

These policies will be established using the processes and criteria published by the Department of Housing and Residence Life. Floor and hall/apartment policy changes must be posted in designated areas or distributed to the affected individual Students at least 72 hours before they become effective. In the event of a conflict between any floor or hall policy and those policies contained in the Community Standards or elsewhere, the more stringent policy will take precedence.

## **2.7 Community Standards Violations**

### **2.7.1 Abusive Behavior**

Any act, including verbal or written communications that intimidates, coerces, or threatens, or significantly disrupts the health, safety or well-being of any person. Abusive Behavior will be addressed under the University's Sexual Misconduct policy if it involves Sexual or Gender-Based Harassment, Intimate Partner Violence, is part of a course of conduct of Stalking, or is an act of Retaliation.

### **2.7.2 Aiding or Facilitating**

The act by an individual or group to aid, facilitate, promote, collude, or encourage another to commit a violation under this policy. Aiding or facilitating may also include failing to take action to prevent an imminent act when it is reasonably prudent and safe to do so. Aiding or facilitating includes gaining academic or personal advantage or privilege with negative impact on others or the community through violation of the policy or any other community standards. Aiding or facilitating may also include bringing any guest onto Campus or to a University sponsored/related activity who the student should reasonably know to be restricted from Campus access.

### **2.7.3 Alcohol - Underage Drinking**

Any unlawful use or possession of alcoholic beverages by any student under the age of 21.

### **2.7.4 Alcohol - Public Intoxication**

Under the influence of alcohol in public to the degree that they are a danger to themselves and/or others, or causing a significant disruption in the community.

### **2.7.5 Alcohol - Fake ID**

Using, possessing, or providing a driver's license or other identification with information inconsistent with information maintained by the University for the purpose of purchasing alcohol or entering an establishment that requires patrons to be 21.

### **2.7.6 Alcohol - Open Containers**

Open containers of alcohol are not allowed in any area of Campus unless otherwise designated. Alcohol is not permitted to be removed from areas designated for alcohol consumption in public areas. Specific to residential living, no person is allowed to have open or unopened containers of alcohol in a common area (including, but not limited to, hallways, lounges, kitchens, bathrooms, elevators, or game rooms) or in outdoor public areas. No alcohol is permitted on a balcony/patio at any time.

### **2.7.7 Alcohol - Purchasing or Providing Alcohol to Minors**

Buying alcohol for or providing alcohol to anyone under the age of 21. This includes, but is not limited to, providing alcohol at a party where underage students are drinking.

#### 2.7.8 Assault

Intentionally committing physical harm against any person.

#### 2.7.9 Complicity

a. Complicity with or failure of any student to take action to prevent or appropriately address known or obvious violations of any University policy or the University Community Standards.

b. Complicity with or failure of any organized group or student organization to take action to prevent or appropriately address known or obvious violations of any University policy or the University Community Standards.

#### 2.7.10 Destruction of Property

Attempted or actual damage to University property or services, property belonging to a member of the University community, or other personal or public property, on or off Campus.

#### 2.7.11 Dishonesty

Acts of dishonesty, including the following:

a. Providing false and/or misleading information to a University official, Faculty, an authorized University agent, or other member of the University community;

b. Inappropriately manufacturing, altering, possessing in violation of University policy, or otherwise misusing any University or legal document(s), record, or instrument of identification.

c. Providing false emergency contact information (emergency telephone numbers, addresses, contact names, e-mails, etc.) to or in the Banner Information System, Office of the Registrar, or other University agent; and,

d. Academic Dishonesty which includes but is not limited to:

i. Falsification;

ii. Plagiarism or intentional representation of someone else's thoughts or words as if they were one's own or plagiarism;

iii. Academic Cheating or the use of unauthorized assistance to gain an academic advantage over other students through unauthorized assistance of technical aids, resources not approved by the instructor;

iv. Sabotage; and,

v. Collusion and Concealment.

Academic Dishonesty violations may be adjudicated under the University's Academic Integrity Policy, which can be found at the Academic Affairs website, <http://www.slu.edu/the-office-of-the-provost/academic-affairs-policies>.

#### 2.7.12 Disorderly Conduct

Breach of peace; leading or inciting others to disrupt scheduled or normal activities within any Campus building or area or near any Campus building or area.

#### 2.7.13 Disruptive Behavior

Behavior that disrupts, interferes with, obstructs, sabotages or prevents classroom activities, studying/learning in residential housing, teaching, research, advising or other University learning or scholarly activities and functions or undermines the academic success of others.

#### 2.7.14 Drugs

Use, possession, manufacturing, sale or distribution of illicit drugs, controlled substances, or drug paraphernalia except as expressly permitted by law. Factors such as odor, student's physical appearance, and conditions within the room will be taken into consideration when determining whether a drug violation has occurred. (See University Policies 1.6 and Residence Life Policies 4.5) Possession of marijuana under a valid medical marijuana card is not permitted on Campus.

#### 2.7.15 Failure to Comply

Failure to comply with a University agreement, written or verbal instructions, a reasonable request of a University staff member while acting within the appropriate performance of their duties, authorized University agent, or law enforcement official and/or failure to properly identify oneself to these persons when requested to do so.

#### 2.7.16 Failure to Evacuate

Failure to evacuate a University-owned or controlled building during an emergency or when advised to do so by a University Official.

#### 2.7.17 Fraud

Wrongfully deceiving a University official, authorized agent, or member of the University Community for the purpose of academic, financial, or personal gain.

#### 2.7.18 Harassment

Any unwelcome, unsolicited, and offensive conduct that injures, degrades, shows hostility, or disrupts from the formation of an inclusive environment directed toward a person or group of people because of sex, race, color, religion, national origin, ancestry, ability, age, sexual orientation, marital status, military status, veteran status, pregnancy or any other characteristic protected by law. (See the University Harassment Policy, 1.8).

#### 2.7.19 Hazardous Materials

Acquiring, creating, possessing, distributing, or using a hazardous or potentially hazardous material or substance.

#### 2.7.20 Hazing

Any act which has the ability to endanger the mental or physical health or safety of a Student, or fosters an environment for such acts, or which has the potential to humiliate a Student, for the purpose of initiation, admission, affiliation, or as a condition for continued membership in a group or organization. Participation by the student being initiated is not a defense for the Accused. Apathy or acquiescence in the presence of hazing may be considered violations under these Community Standards. (See Missouri Revised Statute 578.360).

#### 2.7.21 Inappropriate Conduct

Behavior that fails to uphold the University's mission, values, objectives and responsibilities; behavior that fails to model good citizenship.

#### 2.7.22 Indecent Conduct

Sexually explicit, graphic, abusive, degrading, intimidating, or offensive jokes, comments, remarks, gestures, and acts. Engaging in sexual acts in a residence hall while others are present will be a violation under this community standard.

#### 2.7.23 Intimate Partner Violence

Any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a romantic, sexual, dating, spousal, domestic, or other intimate relationship. See the University's Sexual Misconduct Policy, 1.17.

#### 2.7.24 Retaliation

Any harassment, threats, intimidation, or coercion, or attempts thereof, that would discourage any person from reporting a violation of University Policy, the Community Standards, or from participating in an investigation or hearing process. (For Sexual Misconduct violations, see the University's Sexual Misconduct Policy, 1.17)

#### 2.7.25 Safety Violation

- a. Intentionally or recklessly starting a fire.
- b. Misusing fire safety equipment or elevators.
- c. Intentionally or recklessly endangering the welfare of any individual.
- d. Intentionally or recklessly obstructing fire, police, or emergency services.
- e. Using, possessing, or storing dangerous chemical, fireworks, or explosives on University property, or illegally possessing dangerous chemicals, fireworks or explosives on an off-Campus property.
- f. Utilizing any instrument in a manner that endangers or tends to endanger any person.
- g. Obstructing the free flow of pedestrian or vehicular traffic on or adjacent to University premises or at University events.

- h. Failing to comply with the reasonable and lawful directions of University officials and University police.
- i. Failure to evacuate a building in an emergency or when directed to do so by a University Official.

#### 2.7.26 Sexual or Gender-Based Harassment

Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature if:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, living environment, employment, or participation in a University-related activity or University Program;
- b. submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual's education, living environment, employment, or participation in a University-related activity; or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance, i.e. it is sufficiently serious, persistent or pervasive that it creates an intimidating, hostile, offensive, or abusive environment for that individual's education, living environment, employment, or participation in a University-related activity under both an objective and subjective standard.

Sexual harassment also includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex/gender or sex/gender-stereotyping, even if the acts do not involve conduct of a sexual nature.

Conduct reported as sexual or gender-based harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the conduct at issue. Although repeated incidents generally create a stronger claim, a single incident, if sufficiently severe, may create a hostile environment. Sexual and gender-based harassment:

- May be committed by or against anyone, regardless of sex, gender, sexual orientation, gender expression/gender identity;
- May occur between people of the same sex or different sexes;
- Does not have to be "directed at" a specific person or persons to constitute harassment;
- May include both intentional conduct and conduct that results in negative effects, even if those negative effects were unintended;
- Often includes a power differential between the parties based on differences in age or educational, employment, or social status;

- May be committed by a stranger, an acquaintance, or someone with whom the Reporting Party has a current or previous relationship, including a romantic or sexual relationship;
- May occur in the classroom, in the workplace, in residential settings, or in any other setting; and
- May be committed in the presence of others, when the parties are alone together, or through remote communications, including email, text messages, or social media.

### 2.7.27 Sexual Assault

Engaging or attempting to engage in any form of sexual contact or sexual intercourse with another without Effective Consent and/or by Force.

#### a. Sexual Contact is:

- any intentional contact with the breasts, buttocks, groin, or genitals with any object or body part, whether it is over or under clothing;
- making another touch you or themselves with or on any of these body parts; or
- any other intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

#### b. Sexual Intercourse is:

- vaginal penetration, however slight, by a penis, object, tongue or finger;
- anal penetration, however slight, by a penis, object, tongue, or finger; or
- oral copulation (mouth to genital or anal contact or genital or anal to mouth contact).

### 2.7.28 Sexual Exploitation

Non-consensual or abusive sexual advantage taken by an individual of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy, including observing or allowing another individual to observe another's nudity or sexual activity without the Effective Consent of all individuals' involved;
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- engaging in voyeurism;
- knowingly exposing another individuals to a sexually transmitted infection or virus without that individual's knowledge of the exposure;
- exposing or inducing another to expose their genitals without Effective Consent; and



- inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

#### 2.7.29 Stalking

Engaging in a course of conduct or repeatedly committing acts toward another individual under circumstances that would cause a reasonable person to fear for their or others' safety, or to suffer substantial emotional distress.

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

Examples of stalking may include:

- Unwelcome and repeated visual or physical proximity to a person;
- Repeated oral or written threats;
- Unwelcome/unsolicited written communication, including letters, cards, emails, instant messages, and messages on on-line bulletin boards;
- Unwelcome/unsolicited communications about a person, their family, friends, or co-workers; or
- Sending/posting unwelcome and/or unsolicited messages with another's username;
- Implicitly threatening physical conduct or any combination of these behaviors directed toward an individual person.

#### 2.7.30 Smoking

Tobacco use is prohibited in University owned, leased, or occupied facilities or on University leased, owned, or occupied property, at events on University Properties, or in University-owned, rented or leased vehicles. "Tobacco" is defined to include, but not be limited to, any lit cigarette, cigar, pipe, bidis, clove cigarette, e-cigarettes, any other smoking product; smokeless or spit tobacco, also known as dip, chew, snuff, or snus in any form; and any other tobacco product or device not approved by the FDA for the strict purpose of tobacco cessation. (See University Tobacco-Free Policy @ <http://www.slu.edu/tobacco-free-policy>)

#### 2.7.31 Theft

Removal, attempted removal, or possession of University property (including residence hall property and apartment property), another's personal property, or public property, on or off Campus.

#### 2.7.32 Threatening Behaviors

An expression of intention to cause physical or mental harm to any person.

#### 2.7.33 Trespassing

Unauthorized entry into any room, building, structure, facility, or area on or off Campus.

#### 2.7.34 Unauthorized Access

Unauthorized possession, duplication or use of keys or unauthorized access to any University building or area on Campus.

### 2.7.35 Unauthorized Use of Electronic Devices

Unauthorized use of electronic or other devices to make an audio or video record of any person without their prior knowledge, or without their effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another and includes the reproduction of pictures. (The University reserves the right to use video recording on Campus to maintain safety and security).

### 2.7.36 Unauthorized Use of Computers

Theft, unlawful use of or other abuse of computer facilities, files, software and resources, including but not limited to:

- a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
- b. Unauthorized transfer of a file;
- c. Use of another individual's identification and/or password;
- d. Use of computing facilities and resources to interfere with the work of another Student, faculty member or University Official;
- e. Use of computing facilities and resources to send obscene or abusive messages;
- f. Use of computing facilities and resources to interfere with normal operation of the University computing system;
- g. Use of computing facilities and resources in violation of copyright laws;
- h. Any violation of the University's Appropriate Use Policy, Student Handbook, 1.3.

### 2.7.37 Violation of University Policy

Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website. This includes, but is not limited to, the violation of University and Residence Life Policies.

### 2.7.38 Weapons

Possessing, use or keeping of a firearm, weapon, explosive or incendiary device, dangerous chemicals, and fireworks on Campus (including residence halls/university owned apartment buildings) or at a University Activity or using any such item in a manner that harms, threatens, or causes fear to others. All students residing within University Housing are prohibited from keeping these items in university housing. (See University Weapons Policy, 2016-2017 Student Handbook, Appendix D)

## **2.8 Hearing Procedures**

2.8.1 The Director of Student Responsibility and Community Standards, or his or her designee, will serve as the coordinator for all Complaints arising under the policies contained in the Community Standards.

2.8.2 Any Member of the University Community may file a Complaint against any Student or Student Organization for misconduct or a violation of the Community Standards or any other University policy. All Complaints should be

submitted as soon as possible after the date of the alleged violation, preferably within one (1) year and filed with the Office of Student Responsibility and Community Standards by completing an [Incident Report Form](#).

### 2.8.3 Hearing Procedures

a. Non-Suspendable Violations: The following outlines the process for a student that has allegedly committed a non-suspendable offense.

1. The Director of the Office of Student Responsibility and Community Standards (Director), or designee, will investigate the violation.
2. Cases will be assigned to Housing and Residence Life or the Office of Student Responsibility and Community Standards for further action taking into consideration such things as whether the incident occurred in a residence hall and/or whether the student(s) involved resides in a residence hall.
3. A Hearing Officer will be assigned to meet with the student.
4. A hearing notification letter will be sent by the Hearing Officer to the Accused Student containing the alleged violation(s) and hearing details (time, day, location, etc...).
5. The Hearing Officer will meet with the Accused Student to discuss their rights as a student, the incident, and review the alleged violations. A student may take responsibility, be found responsible, or be found not responsible for violating the Community Standards.
6. If a student takes responsibility or is found responsible, the Hearing Officer will assign appropriate sanctions. In determining whether a student is responsible, a Hearing Officer will apply the preponderance of the evidence standard (more likely than not).
7. With the exception of suspension and expulsion, the Hearing Officer may impose any sanctions deemed appropriate under the circumstances and consistent with University Policy. In determining the appropriate sanction(s), the Hearing Officer may consider the following factors:
  - the nature and violence of the conduct at issue;
  - the impact of the conduct on the Reporting Party;
  - the impact or implications of the conduct on the community or the University;
  - prior misconduct by the Accused Party, including the Accused Party's relevant prior discipline history;
  - whether the Accused Party has accepted responsibility for the conduct;
  - maintenance of a safe and respectful environment conducive to learning;
  - protection of the University community; and,
  - any other mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.
8. Students will be notified, in a reasonable amount of time, of the outcome of the hearing via email. The outcome letter will include:

- i. the finding(s) (responsible/not-responsible)
- ii. sanctions, if appropriate
- iii. the appeal process

9. The grounds for appeal may only be based upon the following:

- i. There was a material deviation from the procedures set forth in the Community Standards that would significantly impact the outcome of the case or may have resulted in a different finding;
- ii. New or relevant information, not available at the time of the hearing, has arisen that would significantly impact the outcome of the case.

10. As a general rule, neither the sanctions resulting from a disciplinary decision nor any change in the status of a Student will be enforced until the appeal has been fully considered. However, each matter will be considered on a case-by-case basis, taking into account, among other things, the health and safety of individual community members and/or the community as a whole.

11. All appeals must be submitted within three (3) business days from the date on the outcome letter using the Community Standards Appeal form online at <http://conduct.slu.edu>. If an appeal is not received within three (3) business days, the Hearing Officer's determination is final.

12. Appeals for violations considered to be "non-suspendable" will be heard by the Student Appeal Board (see Section 2.1.13), unless school is not in session, in which case, the appeal may be heard the University Appeal Board, comprised of staff and/or faculty and/or students.

b. Suspendable Violations: The following outlines the process for a student that has allegedly committed a suspendable offense. These procedures do not apply to Sexual Misconduct violations. See Section 2.4 below and the University's Sexual Misconduct Policy, 1.17, for information pertaining to the hearing process for those cases.

1. The Director of the Office of Student Responsibility and Community Standards (Director), or designee, will investigate the violation.
2. The Director, or designee, will be assigned as the Hearing Officer for the case.
3. Throughout the process, a Reporting Party or Accused Party may have an advisor provided by the University or an advisor of their choice present at any meeting related to the investigation or disciplinary proceeding. An advisor of choice may include an attorney of their choosing at the Party's own expense. An advisor provided by the University will be trained in regard to University policies, procedures, and resources. Any person who serves as an advisor should plan to make themselves available for meetings throughout the process. Advisors can participate in the resolution process in an advisory capacity, but they may not take part directly in the hearing itself and must demonstrate appropriate behavior. The University has the right at all times to determine what constitutes appropriate behavior on the part of an advisor. If a party wishes to speak privately with their advisor during the hearing, they may request a

brief recess from the meeting or proceeding. The advisor may not be a fact witness or otherwise have any conflicting role in the process.

4. A hearing notification letter will be sent by the Hearing Officer to the Accused Student containing the alleged violation(s) and hearing details (time, day, location, etc...).

5. The Hearing Officer will meet with the student to discuss their rights as a student, the incident, and review the violations/charges. A student may take responsibility, be found responsible, or be found not responsible for violating the Community Standards.

6. If a student takes responsibility or is found responsible, the Hearing Officer will assign appropriate sanctions and outline the Appeal Process. In determining whether a student is responsible, a Hearing Officer will apply the preponderance of the evidence standard (more likely than not).

7. The Hearing Officer may impose any sanctions deemed appropriate under the circumstances and consistent with University Policy. In determining the appropriate sanction(s), the Hearing Officer may consider the following factors:

- the nature and violence of the conduct at issue;
- the impact of the conduct on the Reporting Party;
- the impact or implications of the conduct on the community or the University;
- prior misconduct by the Accused Party, including the Accused Party's relevant prior discipline history, both at the University or elsewhere, and any criminal convictions;
- whether the Accused Party has accepted responsibility for the conduct;
- maintenance of a safe and respectful environment conducive to learning;
- protection of the University community; and,
- any other mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.

8. Barring extenuating circumstances, students will be notified of the outcome of the hearing via email within fourteen (14) business days. The outcome letter will include:

- i. the finding(s) (responsible/not-responsible),
- ii. sanctions, if appropriate, and
- iii. the appeal process.

9. The grounds for appeal may only be based upon the following:

- i. There was a material deviation from the procedures set forth in the Community Standards that would significantly impact the outcome of the case or may have resulted in a different finding;
- ii. New or relevant information, not available at the time of the hearing, has arisen that would significantly impact the outcome of the case.

Dissatisfaction with the outcome of the investigation, and failure of a party or witness to attend or participate in the investigation or hearing process, are not grounds for appeal.

10. As a general rule, neither the sanctions resulting from a disciplinary decision nor any change in the status of a Student will be enforced until the appeal has been fully considered. However, each matter will be considered on a case-by-case basis, taking into account, among other things, the health and safety of individual community members and/or the community as a whole.

11. Appeals must be submitted within three (3) business days from the date on the outcome letter using the Community Standards Appeal form online at <http://conduct.slu.edu>. If an appeal is not received within three (3) business days, the Hearing Officer's determination is final.

12. Appeals under this section will be heard by the University Appeal Board (see Section 2.1.).

#### 2.8.4 Hearing Procedures for Sexual Misconduct Cases

Saint Louis University's process for resolving reports of alleged violations of the University's Sexual Misconduct Policy by Students will be prompt and equitable and conducted with the oversight of the Title IX Coordinator. The Sexual Misconduct Policy, which can be found in its entirety in Section 1.17 of the Student Handbook, applies to all forms of sexual and gender-based harassment and violence, intimate partner violence, stalking and retaliation by or against University community members of any gender, gender identity, gender expression or sexual orientation (collectively referred to as Prohibited Conduct). The following outlines the Hearing Procedures the University will utilize for Formal Resolutions of alleged Prohibited Conduct. A Formal Resolution involves an Investigation to determine if there has been a policy violation, and if so, whether sanctions are warranted. In determining whether there has been a violation, the University will apply the preponderance of the evidence standard (more likely than not).

a. Except for good cause, the University will conclude its investigation, hearing, and appeal process within sixty (60) calendar days following receipt of a report. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness. The University may extend this time frame for good cause and will communicate any delay in the process in writing to the parties, including an updated timeframe for completion and the reason(s) for any delay. Good cause may exist for a variety of factors, including the complexity of the circumstances of each allegation, the integrity and completeness of the investigation, to comply with a request by external law enforcement, to accommodate the availability of witnesses, to account for University breaks or vacations, or to address other legitimate reasons.

b. Throughout the process, a Reporting Party or Accused Party may have an advisor provided by the University or an advisor of their choice present at any meeting related to the investigation or disciplinary proceeding. An advisor of choice may include an attorney of their choosing at the Party's own expense.

c. The Title IX Coordinator, or designee, will assign a trained investigator to conduct a prompt, thorough and impartial investigation of reports of Prohibited Conduct. The investigator will conduct a thorough and fair investigation resulting in a written report that summarizes the report, details the information gathered, identifies the potential policy violations and synthesizes the areas of agreement and disagreement between the parties and any supporting information or accounts. The Reporting Party and Accused Party will be given the opportunity to review

a preliminary investigative report that contains all information relied upon in reaching a determination and submit any additional comment or evidence to the investigator. The investigator will then finalize the report. This finalized report will include a written recommendation at the conclusion of the report detailing whether there is or is not sufficient information alleged to suggest Prohibited Conduct occurred. This finalized report, including the written recommendation, will be given to the Hearing Officer. The investigator will seek to complete the investigation and make a recommendation to the Hearing Officer within twenty-five (25) business days of receiving the complaint, but this time frame may be extended depending on the complexity of the circumstances of each case.

d. The Hearing Officer will provide notice to both parties that a Finalized Report has been received and the violations alleged in the report. The Hearing Officer will provide an opportunity for the Reporting Party and Accused Party to meet with him/her to discuss the allegations. Any Party may submit written questions that he/she wishes to be asked by the Hearing Officer of another Party. The Hearing Officer will then make a determination as to whether, based on the preponderance of the evidence standard, an act or acts of Prohibited Conduct occurred.

e. If the Hearing Officer determines that Prohibited Conduct occurred, the Hearing Officer will determine the appropriate sanctions. A determination of sanctions will be based on the facts and circumstances of each case and will be designed to eliminate the Prohibited Conduct and prevent any reoccurrence of such Prohibited Conduct. The Hearing Officer may impose any sanctions deemed appropriate under the circumstances and consistent with University Policy. In determining the appropriate sanction(s), the Hearing Officer may consider the following factors:

- the nature and violence of the conduct at issue;
- the impact of the conduct on the Reporting Party;
- the impact or implications of the conduct on the community or the University;
- prior misconduct by the Accused Party, including the Accused Party's relevant prior discipline history, both at the University or elsewhere, and any criminal convictions;
- whether the Accused Party has accepted responsibility for the conduct;
- maintenance of a safe and respectful environment conducive to learning;
- protection of the University community; and,
- any other mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.

f. Both the Reporting Party and Accused Party will simultaneously receive a written Notice of Outcome. The outcome letter will include the following:

- i. the Hearing Officer's finding(s) (responsible/not-responsible),
- ii. sanctions, if appropriate,
- iii. rationale for the findings and sanctions, and
- iv. the appeal process.

g. Either party may appeal the decision of the Hearing Officer. All appeals are due, in writing, to the Title IX Coordinator in the Office of Institutional Equity and Diversity, or her designee, within three (3) University business days following receipt of the Notice of Outcome. If a request is not received within three (3) business days, the Hearing Officer's determination is final. The appeal shall consist of a plain, concise and complete written statement

outlining the basis for appeal and all relevant information to substantiate the grounds. The appeal will be decided by a panel of three members of the University community, either faculty or staff, that receive, at a minimum, annual training.

The grounds for appeal may only be based upon the following:

- i. There was a material deviation from the procedures set forth in this Policy or the Student Handbook that would significantly impact the outcome of the case or may have resulted in a different finding;
- ii. New or relevant information, not available at the time of the hearing, has arisen that would significantly impact the outcome of the case.

Dissatisfaction with the outcome of the investigation, and failure of a party or witness to attend or participate in the investigation or hearing process, are not grounds for appeal.

The other party will have an opportunity to review the appeal and may submit a written response to the appeal to the Title IX Coordinator in the Office of Institutional Equity and Diversity, or designee, within three (3) University business days following a Party's review of the appeal. No additional submissions by either Party will be permitted.

Appeals are not intended to be a full rehearing of the report (de novo). In most cases, appeals are limited to a review of the written documentation and pertinent documentation regarding the grounds for appeal. Absent extraordinary circumstances the appeal panel will not meet with either party. The decision of the appeal panel is a final determination.

Except in extraordinary circumstances, appeals will be resolved within ten (10) University business days following receipt of the request for appeal. All parties will receive written notification following the final determination of any appeal.

If an Accused Party is suspended and wishes to return to campus after completing his or her period of suspension, the University shall notify the Reporting Party of the Accused Party's return if the Reporting Party is still enrolled in the University.

#### 2.8.5 Retaliation

Retaliation against any Student, faculty member, or staff member as a result of reporting a violation of the Community Standards, participating in an investigation related to such a report, or participating in any hearing or appeal process related to a report is prohibited. Examples of retaliation include, but are not limited to, stalking, intimidation, threats, coercion, or discrimination because of a person's complaint or participation in an investigation, hearing, or appeal. Any allegations of retaliation or abuse of the conduct system should be reported to the Office of Student Responsibility and Community Standards and will be investigated to determine whether a violation of the Community Standards occurred.

#### 2.8.6 Interim Suspension

In certain circumstances, a Student may be suspended for an interim period pending a hearing. The Vice President for Student Development or his or her designee may impose an interim suspension from the University whenever such action is necessary to protect the safety and well-being of the University Community, protect the Accused



Student's own physical or emotional safety and well-being, or if the Accused Student poses a potential or significant threat of disruption or potential interference with the orderly functioning of the University. The interim suspension does not replace the regular hearing process.

#### 2.8.7 Student Organizations

All hearing procedures applicable to Accused Parties are also applicable to Student Organizations.

### **2.9 Sanctions**

The following sanctions may be imposed individually or in combination upon a Student or Student Organization found to have violated the Community Standards or any other University policy. Other sanctions not listed may be imposed upon recommendation by the Hearing Officer or Appeal Body.

2.9.1 Disciplinary Warning. A disciplinary warning is an official written notification that the Student's or Organization's behavior is objectionable and violates the Community Standards; that the action or behavior must cease. Disciplinary warnings are put in place for one year. Students found responsible for further misconduct within the same year, may be placed on Disciplinary Probation. A Disciplinary Warning is maintained in the student's disciplinary file for one year and would serve as a basis for further sanctioning should subsequent violations occur. If there are no further violations within that one-year period, the warning will be removed from the permanent record.

2.9.2 University Censure. A censure may be issued to any Student or organization whose conduct violates University rules. Censure provides notice that any further violation(s) will result in more serious disciplinary action. A censure will remain in the student's active disciplinary file until graduation from the issuance of the sanction and would be used as a basis for future sanctioning should further violation(s) of the University's Community Standards occur. A University Censure is maintained in the student's disciplinary file until the student graduates and serves as a basis for further sanctioning should subsequent violations occur.

2.9.3 Disciplinary Probation. Disciplinary probation is a formal notice, affecting the non-academic status of the Student, that the Student's behavior is unacceptable within the University community. Any Student or organization placed on probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon extracurricular activities, or any other appropriate special condition(s). Continued enrollment of a student or recognition of a student organization on probation may be conditioned upon adherence to these policies. Any conduct that constitutes further violation of these policies while on probation status or the failure to comply with the terms of the probation may result in the imposition of further disciplinary action including suspension. Probationary status may impact a student's scholarship, study abroad opportunities, student organization leadership opportunities, on-campus employment, and other opportunities provided at the University.

2.9.4 Discretionary Sanctions. Include, but are not limited to, service to the University or community; letters of apology; completion of educational programs; assessment and counseling; evaluation or treatment by an appropriate health care or other professional; random drug testing; disqualification from representing the University in official University activities such as intercollegiate athletic contests, holding or seeking an officer position in a University organization and/or participation in intramural athletic events or other discretionary assignment deemed appropriate by the Hearing Officer.

2.9.5 Restitution. Monetary compensation for loss, damage or injury as determined by the Hearing Officer.

2.9.6 Fees/Fines. The imposition of a monetary fee/fine appropriate under the circumstances. Fees are used to compensate for programs/classes used as educational sanctions. Based on the severity of the violation, fines are imposed to deter repeat behavior. The below information provides a list of violations and standard corresponding fines - this list does not include the fee amounts for programs/classes. A fine may be included as a sanction for any violation although it may not be listed below:

Fake ID

\$100 (per ID)

Drugs

1<sup>st</sup> offense: \$100

2<sup>nd</sup> offense: \$200

3<sup>rd</sup> offense: \$300

Tobacco Use

\$100

Tampering with Fire/Life Safety Systems

\$300

2.9.7 Loss of Privileges. Denial of privileges to University services and facilities and/or attendance or participation in activities, events or programs.

2.9.8 Restricted Access. Restriction or termination of a Student's access to a residence hall/apartment or designated portion of a residence hall/apartment as a guest, or other University facilities or a portion thereof.

2.9.9 Housing Suspension. Separation of the Student from a floor, apartment or residence hall for a definite period of time. Conditions for reinstatement may be imposed.

2.9.10 Housing Contract Review. The Director of Housing and Residence Life will review the student's Community Standards violation(s). Based upon the review, the student's housing contract may not be impacted, the student may receive a housing reassignment, or they may receive a contract termination.

2.9.11 Degree and/or Transcript Withholding. The University may withhold awarding of a degree otherwise earned or an official University transcript until the completion of the process set forth in the Community Standards, including without limitation, the completion of all sanctions imposed.

2.9.12 Suspension. Separation of the Student from the University for a defined period of time, usually not to exceed 2 years, after which the Student is eligible to return. Conditions of readmission may be specified. Students who are suspended from the University may forfeit all tuition and other fees paid or required to be paid for the academic year. Students who are suspended from the University may not visit the University or attend University activities and or functions during their period of suspension. Violations of the Community Standards while suspended, will go

before the UCSB and may result in increased suspension or possible expulsion. Failure to comply with the requirements stated in the Student's formal hearing outcome letter may result in an extension of a suspension.

**2.9.13 Expulsion.** Permanent separation of the Student from the University. Any Student who has been expelled from the University under the Community Standards may be readmitted only with written approval of the Vice President for Student Development. Students who are expelled from the University may forfeit all tuition and other fees paid or required to be paid for the academic year. Students who are expelled from the University may not visit the university or attend university activities and or functions.

**2.9.14 Revocation of Admission and/or Degree.** Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of standards in obtaining the degree, or for serious violations committed by a Student prior to graduation.

**2.9.15 Termination (Student Organizations).** Permanent separation of a Student Organization from the University and the forfeiture of any organizational funds in the possession of the University.

## **2.10 Disciplinary Records**

In accordance with the Family Educational Rights and Privacy Act (FERPA), disciplinary records are considered a part of a Student's education record. A Student's disciplinary record consists of those incidents in which a Student was alleged to have violated a University Policy and/or the University Community Standards and either took responsibility or were found responsible for the violation(s).

Any charge for which a Student is found not responsible does not become part of a Student's disciplinary record. In situations involving both an Accused (or a Student Organization) and a Student claiming to be the victim of another Student's actions, the records of the process and of the sanctions imposed, if any, will be considered to be the education records of both the Accused(s) and the Student(s) issuing the complaint because the educational career and chances of success in the academic community of each may be impacted.

To receive information in a Student's file, the Student must submit a signed request in-person or if in writing, along with a copy of a picture ID, to the Office of Student Responsibility and Community Standards. The request should describe specifically what should be released and to whom. Students requesting a copy of their file for their own personal records may come to the Office of Student Responsibility and Community Standards to review their disciplinary record. Students requesting a release of information to a third party (graduate school, employer, etc.) will only receive information from the file on incidents where the Student either accepted responsibility or was found responsible in a hearing/appeal process. Disciplinary records are maintained for seven years from the time a Student graduates or withdraws from the University with the exception of a Student who was suspended or expelled which are maintained indefinitely.

## **2.11 Parental Notification**

The purpose of Saint Louis University's parental and guardian notification policy is to foster a healthy and safe campus community while promoting the educational and professional success of Students. Consideration to notify

parents demonstrates Saint Louis University's commitment to "*cura personalis*" or a deep "care of the person" and our goal "to work toward the common good."

While the University's primary relationship is with its Students, the University also understands that parents and/or guardians maintain an interest in their Student's behavior while at college, and can play a positive role in the learning experience. Therefore, the University strives to foster a partnership with both Students and their parents in which each has a unique responsibility to promote a healthy and productive learning experience. As part of our mission, the University expects Students to assume personal responsibility and accountability for their actions as they learn to function interdependently. The University also recognizes that the process of establishing appropriate levels of personal autonomy requires support and, at times, assistance or intervention. In the appropriate circumstances, notification of parents or legal guardians can be a means of support in that transition.

Parental notification is intended as a means to inform and encourage communication between a Student and their parents without compromising our primary relationship with the Student and their ability to assume responsibility for their actions. Parents are encouraged to use this information to assist their Student in fulfilling their educational goals through the use of open dialogue. After parental notification has occurred, the University will continue to correspond and otherwise conduct business directly with the Student, and not through parents, guardians, or any other third party.

#### 2.11.1 Policy

a. In accordance with the Family Educational Rights and Privacy Act Policy, the University has established the following guidelines for notifying parents when there is:

- i. concern for the welfare of a Student; or
- ii. the Student's behavior may jeopardize the welfare of others; or
- iii. the Student is involved in violations of federal, state, or local law or University policies related to the possession, use, or distribution of alcohol or a controlled substance (drugs) and is under the age of 21.

b. Specifically, the University grants to the Vice President for Student Development or designee the authority to appoint who may notify parents or guardians, as well as to determine when and by what means they may do so.

c. The Vice President for Student Development or designee-whenever possible-will involve the Student in a discussion about the decision to notify his or her parents or legal guardian and will inform the Student when notification has occurred. However, Saint Louis University may disclose information to parents, without written consent from the Students, when notification is determined to be necessary to protect the health or safety of the Student or others. Nothing in these proposed guidelines will prevent University officials from notifying parents or legal guardians of health or safety emergencies, regardless of the Student's conduct status.

2.11.2 Circumstances for Notification: In general, notification of parents or legal guardians for a violation of federal, state, or local law or University policy may happen given the following circumstances:

- a. The Student receives treatment at a medical facility for a serious or life-threatening injury.
- b. The Student has threatened or caused harm to self or others.

- c. The Student has been found responsible or accepted responsibility for a conduct violation in which FERPA allows parental notification, or the sanctions imposed impinge on an aspect of a Student's education record for which a FERPA release has been signed, e.g. housing reassignment that impacts a housing contract.
- d. The University is notified by police that a Student was arrested or taken into custody.
- e. The information regarding the Student is needed in connection with an emergency to protect the health or safety of the Student or other individuals.
- f. The Student and/or a Student's guest is 17 years of age or younger and alleged to have violated any federal, state or local law, or any rule or policy of the University.

The University retains the right in its discretion to notify parents of any conduct or behavioral matter.

## **2.12 Interpretation and Revision**

2.12.1 Any questions of interpretation or application of the Community Standards will be referred to the Vice President for Student Development or his or her designee for final determination.

2.12.2 The Community Standards will be reviewed every year under the direction of the Director of Student Responsibility and Community Standards, or designee.

## 2016-2017 Student Organization Policies

- 3.1 [General Standards for Student Organizations](#)
- 3.2 [Chartering Procedures for Student Organizations](#)
- 3.3 [Registration of Programs and Events](#)
- 3.4 [Performance, Presentation and Speaker \(Program\) Policy](#)
- 3.5 [Student Organization Alcohol Policy](#)
- 3.6 [Space Reservation](#)
- 3.7 [Publicity](#)
- 3.8 [Student Fund Raising Policy](#)

### 3.1 General Standards For Student Organizations

Saint Louis University firmly believes that learning takes place in a wide variety of settings and under a wide variety of circumstances. Involvement and participation in a Student Organization provides limitless opportunities for developing leadership skills, and enhances campus life at SLU. In recognition of the potentially important role of Student Organizations in Student formation and the significant contribution they can provide to the comprehensive mission of the University, Saint Louis University continues to support their growth. Learning leadership skills and learning in the area of interpersonal relationships are of great importance. Many ethical and moral decisions are encountered while running a Student Organization, planning an event or carrying out plans for activities. Often, the decisions made, and/or the accomplishments faced foster the skills vital for personal development and self-realization. This knowledge is of equal importance with the skills and information gained in the more typical "academic" setting.

Each organization's purposes and activities are to be consistent with the mission. Any Saint Louis University Student Organization shall retain its status on campus according to the following guidelines:

**A. Definition.** A Student Organization shall be defined as a group of Saint Louis University Students joined together in the pursuit of a common purpose that is not inconsistent with the University's institutional mission and/or Catholic teaching. Student Organizations are open to all Students without regard to sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, pregnancy, or any other characteristic protected by law. Fraternities and sororities may retain gender specific membership (see Section 3.1.(G)).

**B. Types of Organizations.** There are four types of student organizations, Chartered, Endorsed, Probationary, and Prospective. Every chartered Student Organization must submit a copy of its constitution (local and national), and bylaws or other satisfactory information governing its operation, to the Student Involvement Center by the end of the 2nd week of the semester. The University will accept in good faith the provisions of such constitutions and bylaws, indicating that the local organization is free to select members upon the basis of individual merit, and the membership in the local organization is not governed by restrictive clauses that deal with sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, pregnancy, or any other characteristic protected by law.

1. In addition to updating a copy of a constitution and bylaws, all chartered Student Organizations must provide the Student Involvement Center with an accurate and up-to-date list of executive-level officers who are responsible for

organization operations as well as the name of their advisor. At minimum, the name, email address, and phone number of a President/Chair, Treasurer, and advisor must be listed .

2. Provided the chartered Student Organization submits the aforementioned items, the organization will be entitled to the following:

- The use of Saint Louis University facilities;
- The use of Student bulletin board space;
- Publicity of events and activities open to all Students on all University calendars;
- Apply for SGA funding;
- Have a mailbox in the BSC.

**C. Membership.** The Saint Louis University student membership must outnumber the non-student membership in Student Organizations, and all officers or positions, except the advisor, must be held by students. Should a Student Organization be found in conflict with University policy in the selection of its members, the group will be asked to submit evidence that action has been or is being taken to remove such restrictive membership provisions, such as a request for a waiver of the restriction from the national organization. A reasonable period of time as determined by the Student Involvement Center in consultation with the Student Government Association President may be granted to remove the restrictive provisions. Continued restriction of membership by constitutional requirements or other binding enactment contrary to University policy will result in withdrawal of the charter of the Student Organization.

**D. Advisor.** . Each Student Organization is required to have at least one advisor who is a full-time member of the faculty or administrative staff, whose purpose is to be a resource for the organization, to provide an educational experience for its individual members, and at the same time serve the entire University community by functioning as a University representative. Student Organizations and the University administration share the goal to select advisors who will serve Student Organizations well.

**E. Good standing.** Chartered Student Organizations are expected to be respectful of the University Community Standards that help constitute a Catholic, Jesuit community. The Community Standards must be followed at all times. Chartered Student Organizations must also adhere to all policies and procedures outlined for chartered Student Organizations. Only chartered Student Organizations in good standing with Saint Louis University will be authorized to use University facilities or services, or be permitted to identify themselves directly or indirectly with the University name.

**F. Hazing.** Hazing in all forms is prohibited. Missouri state law defines hazing as a crime (RSMO Section 578.360). Any Student attending Saint Louis University, any Chartered Student Organization, or sorority or fraternity is prohibited from conspiring to or engaging in hazing (including any act that injures, frightens, degrades or disgraces another Student). Violation of this policy must be reported to the Office of Student Responsibility and Community Standards for review and possible disciplinary action against the Students and/or Student Organization allegedly involved.

**G. Fraternities and Sororities.** Through a joint sponsorship of the University and the various national and international Greek-letter organizations, a number of chapters have been established on the campus of Saint Louis

University. The recruitment and selection of members, as well as each Greek-letter organization's ritual and tradition, make these organizations somewhat different from other Chartered Student Organizations. In recognition of the extent to which the concerns and objectives of these Greek-letter organizations are reflective of the University mission, self-regulation of the recognized chapters, acting independently or through the Interfraternity and/or Panhellenic Council, will be encouraged and supported at all times. The University is committed to assisting each member chapter(s) of the Interfraternity and Panhellenic Councils to develop and pursue a positive intellectual, social, and spiritual atmosphere, and to meet both University standards and the standards of their national and international organization.

**H. Historically Black and multi-cultural Greek Organizations.** The National Pan-Hellenic Council (NPHC) is comprised of nine historically black fraternities and sororities. The majority of NPHC chapters recognized by Saint Louis University are city-wide chapters which is defined as a collegiate chapter of two or more participating colleges or universities. Each city-wide chapter operates under a constitution and bylaws, elects officers, holds initiation, and is recognized by their national headquarters. Saint Louis University supports these chapters through the Multicultural Greek Council (MGC) which serves as the governing board of any NPHC or any other multi-cultural Greek Letter organization. The MGC serves as the liaison between the city-wide chapters and the Saint Louis University community.

**I. Dry Recruitment Policy.** In accordance with fraternities' and sororities' inter/national bylaws that are members of the Interfraternity and/or Panhellenic Council, the presence of alcohol at any event at which potential new members are present, beginning with the first day of Fall Welcome until fall recruitment is completed, is prohibited as well as spring recruitment. The consumption of alcohol by a member of a Greek organization and a potential new member in a private residence during the same period of time is also prohibited.

**J. Online presence.** All chartered Student Organizations in good standing are entitled to an online presence provided by the University. An online presence will be defined by the Student Involvement Center and may include an Internet web page and/or use of a Google site. The University will not provide Student Organizations with access to University server space for their development of organizational web sites, unless an exception is granted by the Student Involvement Center. Web sites are defined as an online presence greater than one page and/or beyond the scope of a Google site. Student Organizations that wish to establish an online presence beyond what is provided by the university may not use Student fee or university funds to do so. Further, the Student Involvement Center may, at its discretion, determine the appropriate use of "@slu.edu" email address, "slu.edu" URL aliases, and usage of SLU email lists for Student Organizations.

**K. Failure to comply.** Failure to comply with these guidelines should be immediately reported to the Student Involvement Center, Student Government Association and the Office of Student Responsibility and Community Standards for an investigation, charter review, and resolution with the Student members and/or the chartered Student Organization. The President of the University reserves the right to determine whether any organization proposed for charter does or does not conform to the ideals and goals of the University.

### **3.2 Chartering Procedures for Student Organizations**



Students shall have the right to establish and elect a democratic Student government. The Student Government Association (SGA), including designated organizations that fall within its structure, will represent the Student body in the formulation and application of policy affecting academic and Student affairs.

#### **A. Application for Charter**

1. To apply for charter as a recognized Student Organization, the organization seeking charter will submit a copy of its constitution, as well as the constitution of any organization that may be extramurally affiliated, and a list of its current officers and organization's advisor to both the Student Involvement Center and the SGA Vice President for Student Organizations.

2. Upon receipt of an application for charter, the SGA Vice President for Student Organizations will inform all members of SGA that an application for charter has been made and the organization will receive probationary status. The SGA Vice President for Student Organizations will distribute a copy of the organization's constitution to requesting members.

#### **B. Approval of Charter**

1. Following the application for charter, provided that a period of 6 months has elapsed between the time of the application and the meeting at which the SGA Vice President for Student Organizations will present the constitution and current list of officers and the organization's advisor to the general assembly. An officer representing the proposed organization will be present to answer any and all questions. If one such officer is not present, the application will be automatically tabled until the following meeting of the General Assembly. Upon a second absence of such an officer, the charter will be automatically denied.

2. Approval or disapproval of an organization's application for Charter will be by a majority vote of the General Assembly.

3. After an organization has been approved by SGA, the Student Involvement Center, as represented by the Director shall have 48 hours in which to file an "objection to charter." This objection must be filed with both the SGA and the organization applying for charter. If no objection is raised during this period, the organization will be immediately chartered and recognized.

4. In the event that both the SGA and the Student Involvement Center, as represented by the Director, "object to charter," the organization's application for charter will be denied without recourse to appeal.

5. Appeals Board. In the event that the SGA and the Student Involvement Center do not concur regarding the granting or revocation of a charter, the question will be referred for resolution to an appeals board composed of one faculty member and one administrator and three Students chosen by the President of the University, or designee. This appeals board will meet and rule within a 10-day period after request for appeal has been made, and its decision will be final.

**C. Review of Charter.** If it is believed that a Chartered Student Organization has changed its purpose or method of operation, altering the essential nature of the organization as it was originally chartered, or has a purpose which has fallen outside the Jesuit, Catholic mission of the University, the Student Involvement Center, or the SGA, by majority vote, may request a "review of charter." The SGA Senate will conduct the charter review. Should the SGA find that

the organization in question has essentially departed from the terms under which it was chartered, it may vote to "suspend charter," and the organization will have to reapply for recognition and charter.

**D. Continuation of the Charter.** To remain an "active" Student Organization on the campus, with all rights and privileges outlined, each organization must provide the Student Involvement Center with an accurate and up-to-date list of executive-level officers who are responsible for organization operations as well as the name of their advisor by the end of the 2nd week of the fall semester. At minimum, the name, email address, and phone number of a President/Chair, Treasurer, and advisor must be submitted. Each organization must also register its officers with the Student Government Association each September and whenever an election is held during the academic year. Failure to comply automatically suspends the charter indefinitely until such time the organization registers its group. Student Organizations should submit any changes to their constitution or bylaws and its Executive Board membership to the SGA Vice President for Student Organizations within two weeks of the change.

### **3.3 Registration of Programs and Events**

The following policies and procedures cover the registration of programs and events of Student Organizations by the University. These policies and procedures supplement the general standards of good taste and etiquette that govern responsible social and educational events. Students are expected to maintain consideration for both personal and University interests in planning all activities. Those events that are registered and are thus sanctioned by the University are expected to comply with University policies and guidelines. Private behavior at functions of chartered Student Organizations held off-campus without the financial support or sanction of the University are the sole responsibility of the organization and its members. Events occurring on campus may be subject to metal detector "wanding" and persons may have their personal effects searched for illegal weapons.

**A. University-Sanctioned and Registered Student Events.** Registration of Student-sponsored programs and events provides for coordination of the use of University facilities and provides the opportunity for publicity for sanctioned University events on the All University Activities Calendar. Use of University facilities such as Busch Student Center, academic classrooms and auditoriums, Allied Health Multipurpose Room, DuBourg Grand Hall, IL Monastero and Boileau Hall as well as all mall/quad areas of campus by Student groups require registration of the event through Event Services. All Student programs and events must be scheduled with Event Services.

1. Programs approved by the Student Involvement Center must be registered with Event Services and include:

- a. Any event advertised and open to the campus and/or the general public.
- b. Any event sponsored by a chartered Student Organization to which a guest speaker has been invited and which is open to the campus and/or the public.
- c. Any event using University funds or facilities at which alcoholic beverages are to be served or sold.
- e. Any event held on University mall/quad/outside areas by Student Organizations.

2. Procedures for registration of Student Organizational meetings include:

- a. To use University premises and facilities: When details of the event have been determined, check the availability of the space desired by calling 314-977-MEET (6338).
- b. Request a Student Organizational Meeting Request form from Event Services, at [www.slu.edu/events](http://www.slu.edu/events). Complete the form and submit it to Event Services. If all requirements are fulfilled for the Student Organizational Meeting Request form, the Student Organization will receive a copy for its files.

### **3.4 Performance, Presentation and Speaker (Program) Policy**

#### **A. Introduction**

Saint Louis University understands that the exchange of ideas and the opportunity to critically analyze and express different viewpoints is essential to the University's mission, which emphasizes the pursuit of truth for the greater glory of God and for the service of humanity. However, speech and expression are not absolute rights at a private institution and must be examined in light of both particular circumstances and the broader values and aspirations of Saint Louis University as a Catholic, Jesuit institution. While restrictions on expression must be reluctant and limited, in some situations they may be deemed appropriate.

#### **B. Purpose**

1. This policy provides guidance for Students and recognized Student Organizations who seek to sponsor a performance, presentation or speaker (hereafter, referred to as "program") at Saint Louis University, such that: (a) the freedom to pursue truth may flourish; (b) the teachings of the Catholic Church will always be respected even when examined; and, (c) the opportunity to exchange ideas will not conflict with the rights or safety of others in the Saint Louis University community, or interfere with the University's mission, traditions, responsibilities, and objectives as a Catholic, Jesuit institution of higher education.
2. In providing guidance, this policy integrates concepts of inquiry, expression, dialogue and the exchange of ideas with an expectation of social responsibility. Saint Louis University acknowledges the distinct roles that activities "outside of the classroom" have on the University campus. To effectively accomplish the integration of these concepts, this policy and appendices outline a way of proceeding that focuses Students on both the pursuit of truth and how that pursuit is expressed.

#### **C. Individuals Affected**

1. **Target audience:** Students and recognized Student Organizations by Saint Louis University seeking to sponsor a campus performance, presentation or speaker. This policy excludes Student and Student Organizations affiliated with the Law school, which has their own policy.
2. **Department oversight:** The Student Involvement Center, under supervision of the Assistant Vice President of Student Development, oversees this policy on behalf of Saint Louis University.
3. **Other departments affected:** Academic Affairs, General Counsel, Marketing and Communication, Mission and Ministry and Public Safety may be involved in the review of some program proposals. Depending on the nature of the program proposal, the review may not be limited to these areas.

## **D. Definitions**

1. **Program:** A campus performance, presentation or speaker, sponsored by Students and/or recognized Student Organizations.
2. **Sponsorship:** The approved hosting of a program does not imply approval or endorsement, by the sponsoring group or by Saint Louis University, of the views expressed by speakers, presenters, or others who participate.
3. **Appeals:** Requests to appeal decisions by the Student Involvement Center may be sent to the Vice President for Student Development (See Section 3.4.(H)).

## **E. Policy**

1. While Saint Louis University acknowledges a Student's individual right to express and explain his or her own beliefs, by virtue of its Catholic, Jesuit character, the time, place and manner of exercising speech on campus for events planned by Students and recognized Student Organizations is subject to policies and procedures adopted by the University. As such, the University reserves the right to review programs proposed by Students and recognized Student Organizations, including those which are funded in full or in part by University sources (e.g., Student activity fee). It also reserves the right to reject or alter programs that the University deems to be inconsistent with its values and mission. This means that a balanced program, one that would include opportunities for opposing viewpoints to be presented, may be necessary in order for controversial societal, political, moral and/or ecclesiastical topics to be addressed in a way that provides a more complete educational experience and understanding of the subject matter.
2. Examples of programs that the University would not approve would include those deemed to encourage, celebrate or glorify hatred, violence, abusive behavior, religious intolerance, irresponsible or illicit drug and alcohol use, and the objectification of human beings. Furthermore, the University will not approve any campus program which it determines cannot be held in a safe, orderly way, in adherence to its policies and procedures, and without significant interference to other University events or normal functions.
3. While acknowledging there may be approved programs which include critiques of Catholic teaching and/or of Saint Louis University, the University does not knowingly make available its facilities to individuals, organizations or businesses, whose activities will deride, mock or ridicule the Roman Catholic Church or the University's mission and values.

## **F. Procedures**

1. Students and recognized Student Organizations of the University who seek to sponsor a campus program may apply to do so according to the procedures outlined below.
2. Students must complete the Program Planning Form, available online through the Student Involvement Center. Completing a Program Planning Form does not guarantee approval.
3. Completed Program Planning Forms must be submitted to the Student Involvement Center at least twenty (20) business days prior to the proposed program. Completed forms will include the review and approval of the recognized Student Organization's advisor, when applicable.

4. The submitted Program Planning Form will be forwarded to the Director for the Student Involvement Center or designee to initiate the program review process.
5. The Director for the Student Involvement Center or designee will provide a written notification of any procedural questions or concerns about the program within five (5) business days of submission.
6. Procedural questions or concerns may include, but are not limited to, clarification of issues related to Sections E and F.
7. After receiving program approval from the Student Involvement Center, Students may reserve a campus venue for the program through Event Services.
8. Students must complete the Student Event Registration Form.
9. Completed Student Event Registration Forms must be submitted to Event Services at least two (2) weeks prior to the anticipated program date.
10. Event Services will provide a written notification of which University space is available for the event within three (3) business days of submission. Any notification of space availability does not guarantee approval of the Program Planning Form.

#### **G. Additional Guidelines and Process**

1. Additional program planning guidelines and program review guidelines for the process is provided in Appendices A and B of the official Performance, Presentation, and Speaker Policy, which can be found online at the Student Involvement Center website.
2. The guidelines are included with the Program Planning Form.

#### **H. Appeals**

1. Students or recognized Student Organizations of the University who seek to sponsor a campus program, may appeal a decision by the Student Involvement Center to the Vice President for Student Development or designee. The appeal process for program proposals is as follows:
  2. A written appeal addressed to the Vice President for Student Development or designee should include, in detail, an explanation of how the Student or recognized Student Organization believes they followed the program planning guidelines or, how the program review guidelines were not followed by the Student Involvement Center.
  3. The Vice President for Student Development or designee shall contact the Student or recognized Student Organization within five (5) business days of submission of the written appeal to arrange a meeting time. During the appeals meeting, the Vice President for Student Development shall gather all necessary information regarding the process.
  4. After meeting with the Student or recognized Student Organization, the Vice President for Student Development or designee shall gather all other pertinent information at his/her discretion from any other parties involved in the process.

5. The Vice President for Student Development or designee shall provide a written notification of his/her decision within ten (10) business days of the initial meeting with the Student or recognized Student Organization.

### **3.5 Student Organization Alcohol Policy**

**A.** The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, during an organizational event, in any situation sponsored or endorsed by the organization, or at any event an observer would associate with the Student Organization, must be in compliance with any and all applicable laws of the state, province, county, and/or city and must comply with University Third Party Vendor Guidelines, which can be found on the Student Involvement Center website. This policy covers any and all activities conducted by recognized student organizations whether alone or in conjunction with a third party, regardless of the activities' location. In addition, fraternities and sororities must also follow these and any additional guidelines set forth by their respective governing councils.

**B.** No alcoholic beverages may be purchased through or with organizational funds or by any members or guests in the name of or on behalf of the Student Organization. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

**C.** OPEN PARTIES, meaning those with unrestricted access by non-members of the Student Organization, without specific invitation, where alcohol is present, are prohibited.

**D.** No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the age of 21.

**E.** No organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as any establishment for which the sale or distribution of alcoholic beverages is a specific focus of their business) at which alcohol is provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a Student Organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. As an exception to the policy, student organizations (whose charter allows them to do so) may host events in the Billiken Club (in adherence with other relevant guidelines), including during hours of operation when alcohol is served.

**F.** No Student Organization may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.

**G.** All recruitment or rush activities associated with any Student Organization will be non-alcoholic. No recruitment or rush activities associated with any Student Organization may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

**H.** Student Organizations that violate the University's Student Organization Policies pertaining to alcohol or the University's Alcohol Policy and Guidelines will be subject to a maximum sanction allowed by the Community Standards, including suspension or expulsion from the University. Repeated violations will constitute sufficient grounds for the suspension or permanent dismissal of the organization from the University. To the extent that the University serves society by developing and sustaining an environment free of alcohol and drug abuse, the

University reserves the right to take disciplinary action against Students involved in violations of the Standards and Alcohol Policy Guidelines occurring off-campus. Disciplinary measures will be administered consistent with local, state and federal laws.

I. University departments and Student Organizations also may impose additional, more stringent restrictions on the use and distribution of alcohol by their members. The University also reserves the right to restrict Student Organizations from holding off-campus events at certain third party vendors or taverns.

### **3.6 Space Reservation**

Chartered Student Organizations are encouraged to take advantage of the available facilities for meetings and activities. When adequate or appropriate space or campus facilities are not available, community facilities may be sought.

The following procedure covers the use of all University facilities, such as, but not limited to, Busch Student Center, academic facilities, etc., by chartered Student Organizations for business meetings and/or all other activities. Use of community or off-campus facilities is the responsibility of the Students involved. While no listing of approved facilities is maintained, assistance in locating facilities may be available in the Student Involvement Center.

**A.** Residence hall common areas are available to Student Organizations with prior approval from appropriate personnel in the Department of Housing and Residence Life.

**B.** When rental fees are applicable, payment must be made by interdepartmental order (IDO) or a check made payable to Saint Louis University. This payment must accompany the reservation and will be returned if the reservation is canceled.

**C.** After satisfactory registration and reservation of space, requests for food and beverages must be made with a representative of Campus Dining Services, Busch Student Center, 977-1559.

**D.** Particular policies governing the cancellation of facility reservations are at the discretion of the chief administrator of the particular facility and will be explained at the time the reservation is made.

### **3.7 Publicity**

Publicity for Student-sponsored events, activities or elections is the responsibility of the sponsoring organization or Student candidate. Bulletin boards are conveniently placed for the use of Students, faculty and staff. Departmental bulletin boards also are conveniently located and clearly marked for departmental use only. Fliers, displays or other forms of publicity must comply with the following regulations. Additional information may be obtained from the Student Involvement Center, located in BSC 319.

## **A. Posters and Displays**

1. All postings including but not limited to fliers, posters, handbills, sheet signs and banners must have the approval stamp of the Student Involvement Center three (3) business days prior to posting or distribution. The permission of department personnel, when applicable, must be received before posting any material on their bulletin boards.
2. All fliers and posters may be displayed for two weeks and must be marked with the date on which they will be removed.
3. No group or chartered Student Organization may have more than one poster at a time on a bulletin board unless the posters publicize separate events.
4. The maximum size of any poster will be 60" in perimeter and the name of the sponsoring group must be clearly identified on the poster.
5. In residence halls, posters and other publicity are subject to the rules and regulations of the Department of Housing and Residence Life.
6. In order to maintain the beauty of the campus and to preserve the quality of the buildings, trees, and shrubs, there will be no posting of notices on trees, buildings, telephone poles on the campus or sidewalks. By special authorization of the Student Involvement Center and Facilities Services, posters may be displayed on stake signs. Student Organizations requesting approval to post flyers on the stake sign for a limited period of time ( seven business days) must complete an Outdoor Posting Authorization form signed by representatives of the Student Involvement Center and Facilities Services according to the Stake Sign Guidelines available on the Student Involvement Center website.
7. St. Louis City Code states that it is unlawful to stick, paint, brand, attach, hang or suspend upon any house, building, fence or wall, without the consent of the owner thereof, or upon any pole used for the purpose of carrying electrical conductors or upon any street or sidewalk, pavement or other public place, any printed, written, painted or other advertisement, bill, notice, sign or poster.
8. Scotch/duct tape may not be used to post materials.
9. Posting is not permitted on woodwork, doors or bulletin board frames.
10. Municipal, state or national campaign posters are not permitted on the campus.
11. Decorations are permitted, on special occasions, in the windows of the Student residences with the permission of the Department of Housing and Residence Life.
12. In accordance with the state fire marshal's regulations, all postings within 30 inches of any light fixture must be of fireproof material.
13. Special provisions can be made to display posters during Student Government elections or other all-campus referenda, through the Student Involvement Center and the Student Government Association.



14. Courtesy and respect for the freedom of expression by others dictates that posters should not be marked on, destroyed or removed. Anyone discovered defacing posters will be subject to disciplinary action through designated disciplinary channels.

15. Violations of the above poster regulations may be referred to the Office of Student Responsibility and Community Standards.

## **B. Fliers and Handbills**

1. The University reserves the right to regulate locations on campus where fliers and handbills may be distributed. Fliers and handbills must be approved by the Student Involvement Center three (3) business days prior to posting or distribution. In general, handbills, fliers or posters may not be distributed:

- Outside buildings where normal flow may be impeded;
- Inside buildings and offices, except from reserved distribution tables.

2. Fliers and handbills may not be placed on car windshields.

3. Sponsoring Student Organizations or departments must be clearly identified on the flyer or handbill.

4. Sponsoring Student Organizations or departments distributing handbills or fliers are responsible for their content.

5. These same rules also pertain to the distribution of fliers or handbills in the city of St. Louis. City ordinance prescribes that it is unlawful to place, throw or knowingly drop in or upon any street, highway, alley or public ground in the city, handbills, blotters, posters or advertising samples, or to place these or like items in or on any street, highway, alley or public grounds in the city. Permission must be secured from the mayor's office to distribute handbills to homes in St. Louis, along the streets or on any city property. Permission to place large banners (fliers, posters, etc.) in local stores must be obtained from the individual merchants.

## **C. Advertising and Alcohol**

Publicity for events at which alcohol is present must not emphasize or promote the sale, distribution or consumption of alcohol, nor depict the use of alcoholic beverages. Only events that comply with state law and University policy may be advertised to the University community.

### **3.8 Student Fund Raising Policy**

To ensure the proper use of the University name in fund-raising ventures, to minimize the inconvenience of donors and streamline communication by various University groups and to assure proper adherence to state and municipal laws, the following policies are established.

These policies and procedures pertain to fund-raising ventures entered into by chartered Student Organizations, either on or off-campus.

## A. Purpose

The purpose of this policy is to prevent inconveniences and disturbances to Saint Louis University's donors and other stakeholders with multiple contacts soliciting donations by various groups within the University's community, to protect the good name and reputation of the University, and to maintain the University's ongoing compliance with its legal and statutory obligations.

Saint Louis University is a tax-exempt charitable organization under section 501(c)(3) of the Internal Revenue Code and is therefore strictly prohibited from intervening, directly or indirectly, in support of or opposition to the political campaign of any candidate or group of candidates for elected public office. Recognized student organizations are therefore also strictly prohibited from using any of the University's facilities, resources and services, including its names marks and logos for political campaign purposes including, without limitation, the endorsement or solicitation of goods and services or any other commitments, financial or otherwise.

## B. Definitions

Fundraising, for purposes of this policy, is defined as any solicitation for financial or other commitments for the provision goods, in-kind donations or services; the sale of goods and services (including event ticket sales); raffles, prize drawings and auctions; the collection of membership dues and fees, whether the proceeds from which are intended for the benefit of recognized student organization or are to be used by sponsoring recognized student organization to make a as to donation to a tax-exempt charitable organization under section 501(c)(3) of the Internal Revenue Code.

**1. Internal Fundraisers** are fundraising activities that are intended for the benefit of organizations within the University community or the University community itself.

**2. External Fundraisers** are fundraising activities that are intended for the benefit of other groups and organizations from outside of the University community, and must be tax-exempt charitable organizations under section 501(c)(3) of the Internal Revenue Code.

The proceeds of Fundraising activities that are intended to benefit an outside organization must be paid directly to the organization in the form of a check unless, pursuant to a written agreement with the outside organization such funds are to be collected directly by the outside organization, in which case the outside organization must provide a detailed accounting of the funds collected.

Student organizations seeking to collaborate in Fundraising activities with third parties and individuals from outside of the University community (e.g. profit shares) must obtain the prior written approval of the Student Involvement Center in accordance with Fundraising approval processes that may be established by the Student Involvement Center. At a minimum, requests for approval must contain a detailed written description of the proposed Fundraising activities, the organization(s) who will benefit from the proceeds and how the proceeds are to be used.

**3. Profit shares**, for purposes of this policy are defined as any arrangement where a third party or commercial business shares some of its profits with a student organization for the purposes of raising money toward a cause.

**4. Sales**, for purposes of this policy, shall include, without limitation, the sale of any goods and services, tickets to fundraising events, and chances in a raffle or prize drawing, whether by direct sale or auction.

Sales activities must be conducted in accordance with all municipal, state and federal laws and University. Fundraising activities, which entail "Sales," must receive the prior written approval of the Student Involvement Center. Sales activities may only be conducted from behind a table, and only in those locations specifically designated by Event Services. "Door-to-door" sales which, include but are not limited to, approaching individuals and groups on University premises, or calling on individuals and groups in their offices, and residences are prohibited except as may be expressly authorized by the Student Involvement Center.

The sale of food items that are made or prepared by an organization must meet all laws and regulations for the safe handling and preparation of food items. Sponsoring student organizations are solely responsible for obtaining any required authorizations and licenses from the City of St. Louis Department of Health. The Student Involvement Center will be available to advise organizations on the process for contacting the City of St. Louis Department of Health.

Any and all sales for the purpose of fundraising must be conducted directly (person-to-person) by a student member of the sponsoring organization.

Any uses of Saint Louis University's names, registered marks and logos used on, or in reference to any items or services for sale must receive prior written approval from the University's Marketing and Communications Office. The name "Saint Louis University" and the names of campus buildings and areas may be used purpose of providing directions to the location where the Fundraising activity is to be conducted. The sponsoring organization must clearly indicate in all announcements and promotional materials, and at the point of sale that Saint Louis University, a matter of policy will not endorse or provide its approval of any products or services, or any of the providers thereof.

**5. Solicitation**, for purposes of this policy, is defined broadly to include any request express or implied, of any contribution, financial or in-kind, that is made in person or, via the mail, telephone, email or any other means of communication.

**6. In-Kind Contributions**, for purposes of this policy, is defined broadly to include to include any type of non-cash contribution or donation of goods, services, or any other commitment which can be assigned a cash value.

Individuals and groups must be sponsored by a recognized student organization and must be approved by the Student Involvement Center in order to conduct fundraising activities on University premises.

Students are strictly prohibited from using any University phone or mailing lists, email lists, listservs, and bulk mail services for fundraising purposes..

Collection of membership dues and fees - Requiring members to provide personal funds in order to participate in a recognized student organization and/or activities.

Only recognized student organizations are permitted to collect membership dues. The purposes of these funds may be used in support of the organization's sponsored activities, recruitment activities, etc.

Funds collected in this manner do not need to be approved by the Student Involvement Center. Recognized student organizations that hold accounts with Saint Louis University must deposit these funds into the recognized student

organization's account through the Student Involvement Center with clear descriptions on how and in what manner the funds were collected.

A Raffle, or prize drawing is a type of lottery in which chances are sold, and the prizes awarded are goods or services rather than money. Raffles, or prize drawings may be permitted in certain limited circumstances. Fundraising activities that involve elements of chance, will require that strict oversight measures be put into place to maintain the organization's and University's ongoing compliance with all applicable laws and regulations. The types and number of such measures shall be determined by the Student Involvement Center in consultation with the Vice President for Student Development.

### **C. Scope**

This policy covers any and all fundraising activities conducted by recognized student organizations whether alone or in conjunction with a third party, regardless of the activities' location, that are for the benefit of the student organization, the University community at large, or outside organization that is tax-exempt under section 501(c)(3) of the Internal Revenue Code.

Any student, recognized student organization, or group of two or more SLU students may sponsor a Fundraising activity. This policy applies to all Fundraising activities conducted by any of the aforementioned sponsors, whether conducted on or off University premises or with the use of University resources for Fundraising.

Students who are organized as part of a team that is sponsored by a recognized student organization are exempt from needing to obtain approval from the Student Involvement Center for their fundraising activity, unless said approval is expressly outlined in the above sections of this policy for the following:

- Use of Saint Louis University's names, registered marks and logos on reference to items for sale;
- The sale of baked goods and other food items requiring preparation;
- "Door to Door" sales;
- Obtaining and using University phone or mailing lists, email lists, listservs, and bulk mail services to contact alumni, individuals, foundations, or corporations;
- Raffles and drawings.

These student teams are still required to follow the guidelines set forth in the previous sections of this policy. Examples of student teams would be for such sponsoring organizations as SLU Relay for Life or SLU Dance Marathon.

### **D. Policy**

The sponsor of a Fundraising activity must complete a request form and obtain approval for the fundraising activity from the Student Involvement Center. Recognized student organizations submitting requests for approval of fundraisers should take into account the purpose, process, and manner in which they plan to raise the funds.

Any fundraising activities that involve the sale or distribution of alcoholic beverages, or which promote the consumption of alcoholic beverages is strictly prohibited. a. Fundraising activities may not be conducted at or in

conjunction with any establishment for which the sale or distribution of alcoholic beverages is a specific focus of their business.

### **E. Guidelines**

Fundraising must provide a benefit to the University community and be consistent with Saint Louis University's mission as a Catholic, Jesuit institution and comply with all applicable local, state, and federal laws and University policies, rules and regulations.

1. Fundraising activities may not disrupt or impair University operations or services.
2. Overbearing, coercive or intimidating Fundraising practices will not be tolerated, and taking part in such actions may result in University disciplinary and legal consequences.
3. Students who wish to enter into a contract with a third party to host, co-sponsor, profit-share, speak, perform, or present as part of their fundraiser must first obtain approval from the Student Involvement Center through the Fundraising approval process.
4. All fundraising contracts must be reviewed and approved by the Student Involvement Center prior to their execution or the commencement of any fundraising activities. Fundraising activities must be conducted in compliance with any instructions, limitations and conditions for their conduct that may be established by the Student Involvement Center in consultation with the Vice President for Student Development.
5. When conducting Fundraising activities off of Saint Louis University's campuses, students must obtain prior written permission from the University in order to identify themselves as Saint Louis University students. Such permission will identify the specific student or students conducting the Fundraising activity indicating that they are Saint Louis University students, the student organization with which they are affiliated and the intended use or beneficiary for the proceeds. Students conducting fundraising activities may request a letter from the University identifying them as members of a specific, recognized student organization and the specific purpose and beneficiary for which they are raising funds. Students must show her or his Saint Louis University ID to help identify her or himself as a member of the Saint Louis University community.
6. Recognized student organizations' Fundraising proceeds must be used in a manner that is consistent with the official purpose of the organization, and in accordance with all applicable rules and policies of Saint Louis University. An accounting of any funds raised must be provided to the Student Involvement Center within five (5) business days after the event.

### **F. Procedures**

Recognized student organizations seeking the required permissions and approvals for a proposed Fundraising activity must follow the procedures set forth below:

1. Students must complete the Program Planning Form for a Fundraising activity (the "Form"), available in the Student Involvement Center. Completing a Form does not guarantee approval.
2. Completed Forms must be submitted to the Student Involvement Center at least twenty (20) business days prior to the commencement of the proposed Fundraising activity.

3. The Director for the Student Involvement Center or his or her designee will conduct an initial review of the Form and may request additional information and documentation from the sponsoring student organization.
4. Following approval by the Student Involvement Center, students may apply to reserve a campus venue for the Fundraising activity in accordance with the policies and procedures of the Department of Event Services, located in Busch Student Center 356.

### **G. Appeals**

Saint Louis University Student organizations whose application to conduct a Fundraising activity is denied by the Student Involvement Center may appeal the decision to the Vice President of Student Development. The appeal process is as follows:

1. Appeals must be in writing and sent to the Vice President for Student Development. At a minimum, appeals must include a detailed explanation of how the student organization believes they followed the fundraising activity guidelines or, how the fundraising activity review guidelines were not followed by the Student Involvement Center.
2. The Vice President for Student Development, or his or her designee, shall contact the Student organization to arrange a meeting time. During the appeals meeting, the Vice President for Student Development, or his or her designee, shall gather all necessary information regarding the process.
3. After meeting with the Student organization, the Vice President for Student Development, or his or her designee, shall gather all other pertinent information at his/her discretion from any other parties involved in the process.
4. The Vice President for Student Development, or his or her designee, shall notify the organization of the decision within ten (10) business days of the initial meeting with the Student organization. All decisions by the Vice President for Student Development, or their designee, are final.

# 2016-2017 Behavioral Concerns Policy and Procedures

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4.1 Behavioral Concerns Committee (BCC)

4.2 Policy Overview and Applicability

### 4.1 DEFINITION OF BEHAVIORAL CONCERNS COMMITTEE

The Behavioral Concerns Committee (BCC) reviews cases with Students that display behaviors which may pose imminent harm or direct threat to self, others, or the community, or patterned behavior that significantly disrupts or impedes the personal and academic success of an individual Student or Students. The BCC consist of staff representatives who work with the student to develop an intentional intervention that will best support their individual needs as well as balance the needs of the University community. Examples of situations, which may be referred to the BCC, could include but are not limited to significant history of drug or alcohol abuse, suicidal ideation/attempts, disordered patterns of eating, cutting and self-mutilation, inadequate management of psychological or medical conditions or unmanaged trauma as a result of sexual or physical assault.

### 4.2 POLICY

The intent of the Behavioral Concerns Policy is to assist the Student who cannot function effectively in the University community without posing a risk to him/herself or infringing upon the safety, rights or opportunities of others. This policy also provides mechanisms by which such a Student may continue toward the completion of his/her academic goals, if not immediately, then in the future. When the potential for direct threat to others or community is present, involuntary leave action must consider whether the endangering behavior results from the condition of disability; and therefore, the Student is protected by Section 504 of the Rehabilitation Act of 1973. In the uncommon circumstance and after the case review, it is determined that the Student does pose a more likely than not direct threat to others or community, or that it has become clear that remaining at Saint Louis University is not in the best interest of the Saint Louis University community, this policy also helps transition a Student to a safer environment more conducive to their needs. Moreover, the goal is to define the length of separation when possible, outline a path to re-entry and ease the transition of the Student's return, and to optimize the opportunities for the Student success. The Vice President for Student Development, or a designee reserves the right to take immediate, necessary and appropriate action to protect the health, safety, and well-being of an individual and/or the University community.

Imminent harm or direct threat exists when a student poses a significant risk to the health or safety of self, others, or the community. A significant risk constitutes a high probability of substantial harm. Significance will be determined by but not limited to:

- a) the duration of the risk;
- b) the nature and severity of the potential harm;
- c) the likelihood that potential harm will occur; and,
- d) the imminence of the potential harm.

The University must first determine whether reasonable accommodations to policies, practices and procedures will sufficiently mitigate the risk, unless those reasonable accommodations would cause undue hardship for the University. Determining that a student is a direct threat requires an objective and individualized assessment. The assessment must be based upon a reasonable medical judgment that relies on the most current medical knowledge and/or on the best available objective evidence. This standard also applies to the reinstatement of a student who has been placed on leave. They are entitled to return upon showing they no longer pose imminent harm or direct threat to others or community. The Behavioral Concerns Committee may likely assist and/or play a role in this determination.

#### **4.2.1 Referrals and Reporting a Student in Distress**

Any Member of the University Community (faculty, staff, parent, community member, alum, or Student) may refer a Student of concern or report an incident involving a Student's distressed or disruptive behavior to the Dean of Students Office. Faculty, Staff, and Students may also contact University Counseling Services ("UCC"), Student Responsibility & Community Standards, Student Health, or a Behavioral Concerns Committee ("BCC") designee for a consultation when s/he observes early warnings signs of concerns. Reports and referrals will be forwarded to the BCC for review and/or evaluation.

#### **4.2.2 Behavioral Concerns Committee (BCC)**

The mission of the University's Behavior Concerns Committee is to promote student success and campus safety by identifying individuals who demonstrate behaviors that may be early warning signs of possible disruptive or violent behavior and intervene at the earliest possible point. The focus of SLU's Behavioral Concerns Committee is care and concern for students who may be in distress. Team members coordinate resources and implement a coordinated response with the goal of providing assistance to the individual while mitigating risk in an effort to keep the SLU community healthy and safe. The BCC consists of staff representatives who work with the student to develop an intentional intervention that will best support their individual needs as well as balance the needs of the University community. Examples of situations, which may be referred to the BCC, could include but are not limited to significant history of drug or alcohol abuse, suicidal ideation/attempts, disordered patterns of eating, cutting and self-mutilation, inadequate management of psychological or medical conditions or unmanaged trauma as a result of sexual or physical assault.

#### **4.2.3 BCC Review**

The Dean of Students, or Dean's designee, presents cases that have been referred or reported by a Member of the University Community to the BCC for initial review. The BCC may be convened as needed or at such regular times as determined by the committee for full case review of a Student who poses an imminent harm or direct threat to self, others, or community. If a clinical evaluation has not been provided or determined, BCC will refer or mandate a student for clinical assessment or evaluation.

#### **A. Student Referral for Clinical Assessment or Evaluation**

The appropriate official (or member of the Behavioral Concerns Committee) may refer or mandate a student for evaluation by a campus or independent licensed psychiatrist, psychologist or licensed counselor or social worker chosen or approved the University Counseling Center Director, Case Manager or designee, at the Student's



expense. Such evaluation may be appropriate if it is believed that the Student may meet the criteria set forth in this policy or if a Student subject to a community standards proceeding and information concerning mental health or behavioral concern or condition has been reported or observed before or during the community standards process. A Student may be subject to a mandatory and involuntary referral based upon the following conditions:

1. the Student may lack the ability or capacity to understand and/or respond to the referral;
2. the Student may not have known or understood the nature of the alleged referral; or
3. the Student provides information or exhibits behavior indicating s/he may have a mental health issue that is having a significant impact on the Student's behavior, personal well-being or ability to function as a productive member of the University community.

A Student who fails to complete this evaluation may be referred for community standards violation of "Failure to Comply" under the Community Standards outlined in the Student Handbook.

Students referred or mandated for a Clinical Assessment or Evaluation will be informed in writing in person, by certified mail or by University email. The clinical evaluation must be completed per the direction in the referral letter, unless the Dean of Students Office (or designee) or a Judicial Officer within the Office of Student Responsibility & Community Standards grants an extension. A student who fails to complete the clinical evaluation in accordance with these community standards, and/or who fails to give permission for the results to be shared with appropriate administrators, may be referred for community standards violation of "Failure to Comply" under the Community Standards outlined in the Student Handbook.

#### **B. BCC Case Review – Non-Threat to Self or Others**

If, after the case review, the BCC concludes that the Student does not pose imminent threat, but should complete recommendations intended to assist the Student in managing his or her behavior, the BCC will provide the Student with an opportunity to participate in a Non-Crisis Case Management Response Process or "Care and Concern" Process. The Dean of Students, or Dean's designee, will inform the Student of possible referrals for assistance and help the Student establish communication with various sources of assistance and support, including parents and/or legal guardians (consistent with Community Standards, 2.16 Parental Notification), to help ensure their personal well-being and academic success.

#### **C. BCC Case Review – Student Threat to Self**

If, after the case review, the BCC concludes that the Student poses more likely than not a direct threat to self, the BCC must first determine whether reasonable accommodations to policies, practices and procedures will sufficiently mitigate the risk, unless those reasonable accommodations would cause undue hardship for the University. If it is determined that reasonable accommodations can be provided, the BCC will engage the Student in a required Crisis Case Management Response Process that will include parental notification and may include the Student's involuntary participation. At any time, the Student may elect to apply for a voluntary leave of absence (See Section 5.2.4 below). A Student may also volunteer to participate in a Crisis Case Management Response Process and agree to complete all of the BCC's recommendations. If a Student agrees to voluntarily participate in a Crisis Case Management Response Process, but fails to substantively follow or comply with agreed upon recommendations, the

matter may be referred for community standards violation of “Failure to Comply” under the Community Standards outlined in the Student Handbook.

#### **D. BCC Case Review – Student Threat to Others, or Community**

When the potential for direct threat to others or community is present, involuntary leave action will be considered. However, that decision must determine whether the endangering behavior results from the condition of a disability, thereby requiring the application of the legal protections entitled to that student. If after the case review, it is determined that, more likely than not, the Student does pose a direct threat to others or the community, the Dean of Students Office or BCC will conduct an Administrative BCC Review for Involuntary Leave or Formal BCC Hearing (See Section 5.2.5). At any time, the Student may elect to apply for a voluntary leave of absence (See Section 5.2.4). If the student has violated other community standards, the BCC will work with the Office of Student Responsibility & Community Standards to expedite the appropriate course of action, with consideration to the Community Standards outlined in the Student Handbook, for the safety of the individual student, all students, and the University community.

##### **4.2.4 Voluntary Leave**

At any time, the Student may elect to apply for a voluntary leave of absence for documented medical or psychological reasons. Voluntary leave medical documentation must include a duration of leave; however, options for extension may be considered. If a Student requests a voluntary leave, the Dean of Students Office will work with on-campus academic and support offices, including but not limited to the Student Health Center, University Counseling Center, Housing & Residence Life, the appropriate academic dean's office, academic advisor, Registrar, and Student Financial Services, to help the Student request a voluntary leave of absence and secure a leave. When a Student takes a voluntary leave, with the academic dean's approval and subject to the academic policies of that particular College or School, the Student is permitted, for each class enrolled, to withdraw from the class or postpone assignments and exams. With approval from the Dean of Students Office, a Student on voluntary leave may maintain contact with, and is permitted when necessary, to visit the campus to fulfill academic obligations to maintain student status with the University. The Student is permitted to return upon the end of the leave, subject only to medical documentation confirming the Student's medical release to return to the University setting and under what conditions for a healthy return. This medical release may be subject to review for case management to help ensure the continued student success by the University Counseling Center or Student Health Center.

##### **4.2.5 Administrative BCC Review for Involuntary Leave**

The Dean of Students Office or BCC will conduct an Administrative BCC Review for Involuntary Leave if, after case review, it is determined that a Student does pose a direct threat to others or the community. A direct threat is determined using a preponderance of evidence standard, or more likely than not. An Administrative BCC Review for Involuntary Leave is an administrative hearing. In an administrative hearing, medical and administrative evidence (e.g. BCC assessment) will be reviewed and a final determination will be made to the Vice President for Student Development (or designee). If the medical evaluation and/or administrative assessment support the need for an involuntary leave, the BCC Chair or designee will render a written decision within two business days, barring exigent circumstances, stating the rationale for the determination. At any time, the Student may elect to apply for a voluntary leave of absence (See Section 5.2.4 above). The decision will be delivered to the Student directly, using

University email, and/or by certified mail. If the determination is made that a leave is warranted, the notification will include information regarding a framework with conditions for leave, duration of leave, and conditions for re-enrollment. If other actions are pending, including but not limited to violations of community standards or academic policies, appropriate University officials will be notified immediately.

#### **4.2.6 Formal BCC Hearing**

**A. Student Requested.** A student subject to an involuntary leave may request a Formal BCC Hearing in lieu of the Administrative BCC Review for Involuntary Leave. If the medical evaluation and administrative assessment (e.g. BCC assessment) support the need for a leave, a hearing will be scheduled before the Behavioral Concerns Committee. The Student will be informed in writing of the time, date, and place of the Formal BCC Hearing at least 48 hours in advance through University email and certified mail. The Student will be given two (2) days to independently review the medical evaluation prior to the hearing. The Student will be notified who is expected to be present at the hearing. The Student may be assisted by an advisor, such as a family member, a physician, a licensed psychologist, a psychiatrist or other licensed mental health professional.

**B. Failure to Comply.** A Formal BCC Hearing may also be convened by the Dean of Students, or designee, for a "Failure to Comply" in one of the following scenarios:

1. When a Student is reviewed by the BCC in accordance with Section 5.2.3, is determined to pose a threat to self or others, participates in a Crisis Case Management Response Process but fails to substantively follow or comply with the agreed upon recommendations.

3. When a Student is required to have a psychological or psychiatric evaluation in accordance with Section 5.2.3(A), but fails to complete the evaluation as determined by the BCC.

The BCC will convene to consider what, if any, responsibility the Student has relative to any alleged failure to comply and what, if any, action should be taken to ensure the best interests of the Student and the University community are being met.

#### **4.2.7 BCC Hearing Process**

a. The Student will be informed in writing at least 48 hours prior to appear at the Formal BCC Hearing through University email and through certified mail of the time, date, and place of the hearing.

b. The Student may be assisted by an advisor, such as a family member, a physician, a licensed psychologist, a psychiatrist or other licensed mental health professional.

c. At no time will legal counsel, if permitted to attend, be allowed to speak on behalf of the Student or otherwise participate in the hearing.

d. The Student may submit information relative to the situation being considered.

e. A Student will be allowed to speak on his/her own behalf whenever possible subject to such reasonable rules that the committee establishes for its proceedings.

f. If the Student fails to appear before the BCC at the time of the scheduled hearing, the hearing will be conducted in the Student's absence.

The BCC is charged with determining responsibility and issuing sanctions just as any Conduct Body referred to in the Student Handbook. The BCC shall also consider whether or not resolution of the matter at the present time best serves the Student as well as the University community. Consideration may be delayed due to the Student's voluntary or involuntary leave and/or withdrawal, hospitalization, or in-patient treatment program or other relevant circumstances.

#### **4.2.8 Involuntary Leave**

The BCC can make a recommendation to the Vice President for Student Development, or a designee for the Involuntary Leave of a Student, if a student poses a direct threat. Direct threat will be determined using a more likely than not standard. The BCC may recommend an involuntary leave for safety reasons if it finds, after an appropriate assessment, that a Student poses a significant risk to others, and that the risk cannot be eliminated or reduced to an acceptable level. In making its decision, the committee will on a case-by-case basis:

1. Consider whether there are reasonable accommodations that would allow the Student to meet academic standards, and
2. Determine if safety is an issue, as well as consider the nature and severity of the risk, the probability that injury will actually occur, and whether support services available both on-and-off campus can sufficiently mitigate the risk.

Before making its decision, the BCC must:

1. Notify the Student that the committee is considering imposing an involuntary leave and disclose the basis for the committee's decision to consider whether the Student needs to be placed on involuntary leave, and
2. Provide the Student the opportunity to appear personally before the committee and provide information relevant to the determination of imposing an involuntary leave. The Student may choose to be accompanied by an advisor for personal support. Advisors are not permitted to speak or directly participate in the BCC review. Legal counsel (licensed attorneys) is not permitted at the BCC meeting, except when criminal charges are concurrently pending against the Student, arising out of the same conduct being considered by the BCC. In such instances, legal counsel may only personally advise the Student and may not participate in the BCC review of the case. In situations where a Student is unable to appear before the committee, a representative of the Student may appear to present information for consideration. All advisors and representatives are subject to final approval of the BCC and the BCC may prohibit an advisor or representative at any time prior to or during the case review process.

The BCC may inquire into a Student's current condition and request recent mental health information and medical records. The BCC will, however, confine its inquiry to information and records necessary to make a determination. The committee may not insist on unlimited access to confidential information or records.

Prior to imposing an involuntary leave, a Student may be given the option to take a voluntary leave. Involuntary leave is subject to approval by the Vice President for Student Development, or a designee. If the BCC recommends an involuntary leave because there is a significant risk that the Student will harm another if s/he remains on campus, the committee may recommend restricting the Student's interactions with the campus community during the period of the leave as needed to ensure safety. Such restrictions may include limits on the Student's communications with faculty, staff or other Students and on the Student's access to the campus, for example, to visit friends or attend campus events.

#### **4.2.9 Refunds**

Tuition, financial aid and housing costs may be refunded in accordance with standard University policy. The same arrangements for refunds of tuition or other costs will be available to a Student who takes a leave of absence for documented mental health reasons, whether voluntary or involuntary, as are available for a Student who takes a leave of absence for documented physical health reasons.

#### **4.2.10 Returning from Leave**

Reinstatement as an enrolled Student following either voluntary or involuntary leave normally requires a certification from the Student's treatment provider which satisfies the University that the Student's behavior is compatible with the academic and community standards of the University. In general, an opinion from the Student's treating mental health professional that the Student is fit to return is sufficient. In exceptional cases, Saint Louis University may require the Student to undergo an independent evaluation.

In evaluating a Student's request to return to the University, the BCC may recommend to the Vice President for Student Development, or a designee, that a Student shall be required to comply with a set of reinstatement conditions set out for the Student in a written agreement. A Student's request to return may be denied only if upon the BCC's recommendation, the Vice President for Student Development, or a designee, finds that the Student will not be able, upon return, to meet academic standards with reasonable accommodation(s) or be safely at the school even when appropriately utilizing available support services both on and off campus. The Vice President of Student Development in consultation with the BCC may impose additional conditions for compliance upon the Student's return.

#### **4.2.11 Alternative Housing While Enrolled**

In the uncommon circumstance that a Student does not meet the standard for imposition of involuntary leave but cannot safely remain in Saint Louis University housing, Saint Louis University may require the Student to live in housing other than Saint Louis University housing while enrolled.

Recommendations about whether to require a Student to leave Saint Louis University housing will be made by the BCC to the Vice President for Student Development, or a designee. A campus housing restriction may also prevent a Student from entering Saint Louis University housing - for example, to visit friends - so as to prevent disruption to the residence community.

The Student may continue to attend classes, extracurricular activities and campus events; maintain normal contact with teaching, administrative and other staff; and otherwise visit friends on campus.

#### **4.2.12 Conduct Proceedings**

Students charged with conduct violations may be afforded the following accommodations by the BCC and the Office of Student Responsibility and Community Standards:

- If the Student takes a voluntary leave for mental health reasons, conduct proceedings may be stayed until the Student returns.

- If Saint Louis University is considering whether to require the Student to take an involuntary leave or to leave Saint Louis University housing, conduct proceedings may be stayed while the decision is being made.
- If a Student is placed on involuntary leave, the stay may continue until the Student returns.
- If the Student is required to leave Saint Louis University housing, the stay may continue until that restriction is lifted.

#### **4.2.13 Disciplinary Records**

In accordance with the Family Educational Rights and Privacy Act (FERPA), disciplinary records are considered a part of a Student's education record. A Student's disciplinary record consists of those incidents in which a Student was alleged to have violated a University Policy and/or the University Community Standards and either took responsibility or was found responsible for the violation(s). Any charge for which a Student is found not responsible does not become part of a Student's disciplinary record. In situations involving both an Accused Party (or a Student Organization) and a Student claiming to be the victim of another Student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Party(s) and the Student(s) issuing the complaint because the educational career and chances of success in the academic community of each may be impacted.

To receive information in a Student's file, the Student must submit a signed request in-person or if in writing, along with a copy of a picture ID, to the Office of Student Responsibility and Community Standards. The request should describe specifically what should be released and to whom. Students requesting a copy of their file for their own personal records may come to the Office of Student Responsibility and Community Standards to review their disciplinary record. Students requesting a release of information to a third party (graduate school, employer, etc.) will only receive information from the file on incidents where the Student either accepted responsibility or was found responsible in a hearing/appeal process. Disciplinary records are maintained for seven years from the time a Student graduates or withdraws from the University with the exception of a Student who was suspended or expelled which are maintained indefinitely.

# 2016 – 2017 Student Responsibility and Community Standards Drug & Alcohol Policies

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## Drug and Alcohol Abuse Prevention Policy

The Drug Free Schools and Communities Amendments of 1989 require Saint Louis University to certify that it has adopted and implemented a drug and alcohol abuse prevention program as a condition of receiving federal funds and financial assistance. As a Catholic, Jesuit Institution dedicated to the search for truth through education, and improving the temporal and spiritual well-being of all persons, Saint Louis University has had a long-standing policy of promoting a campus environment free from drug and alcohol abuse. In accordance with the Drug Free Schools and Communities Act Amendments of 1989 and Saint Louis University's Catholic, Jesuit mission, this policy restates the University's commitment to maintaining an environment which is free of impairment and conducive to the physical, emotional, and psychological, and spiritual development of all persons.

### Scope

This policy applies to all Students taking courses for academic credit at Saint Louis University, including Students enrolled at the Frost Campus, Medical Center Campus, Parks College, Saint Louis University at Madrid and academic programs located overseas.

### Definitions

For the purposes of this policy, the following definitions will be applied:

- The term "**Illicit drugs**" includes any controlled substance listed in Schedule I-V of §812 of the Federal Controlled Substance Act and those listed under Illinois, Missouri or other applicable laws.
- The term "**University**" refers to Saint Louis University and all of its affiliated schools, divisions, departments and related entities, campuses and controlled properties.
- The term "**Campus**" includes all land, facilities, and other property in the possession of or owned, used or controlled by the University (including adjacent streets and sidewalks.)

- The term “**University activities**” includes academic programs affiliated with the University or in which Students have matriculated for academic credit at Saint Louis University, including study-abroad programs overseas, and any on-campus or off-campus event or function conducted, approved, sponsored or funded, in whole or in part, by the University or any officially recognized Student Organization.

**Standards of Conduct**

Saint Louis University prohibits the unlawful manufacture, distribution, sale, possession or use of illicit drugs or alcohol on its premises or as part of any University activity. Conduct involving prescription drugs which have not been prescribed by a physician will be treated as a violation. This policy supplements and does not limit rules of conduct pertaining to alcohol or drugs which are published in other official University publications.

**Overseas Programs/Sanctions**

Students visiting foreign countries to attend academic programs overseas are reminded that they may be subject to arrest and legal sanctions for drug and alcohol offenses under the laws and regulations of that particular country or institution in addition to the University sanctions described in the University Community Standards.

**Counseling and Assistance**

Saint Louis University offers confidential, professional counseling and referrals for Students needing assistance for problems relating to alcohol and drug abuse. Students may obtain information and assistance by contacting the following Counseling and Consultation Center locations:

<b>Campus</b>	<b>Location</b>	<b>Telephone</b>
Frost	Wuller Hall	977-TALK (8255)
Medical Center	Wohl Institute	577-8740
Madrid	Manresa Hall	533-9624

For assistance off-campus, the following organizations provide local referrals and information on alcohol or drug abuse through nationwide hot-line services:

<b>Organizations</b>	<b>Toll-Free Number</b>
Alcohol and Drug Referral	1-800-252-6465
Alcoholics Anonymous	1-800-344-2666
National Council on Alcoholism	1-800-NCA-CALL
National Institute on Drug Abuse	1-800-662-HELP
Parents’ Resource Institute for Drug Information	1-800-241-9746



## **Alcohol Policy**

In observance with the law of Missouri and the ordinances of the City of St. Louis, no person under the age of 21 may purchase or attempt to purchase or have in his or her possession, any alcoholic or intoxicating beverage on Campus or at University activities. Therefore, no alcohol beverage may be served or sold to anyone under 21 years of age on Campus or at University activities. Students must present two forms of valid photo identification or comply with our reasonable age verification procedures at events held on the Campus at which alcohol is available. Students found presenting false identification or taking other steps to acquire alcohol as a minor will be subject to disciplinary sanction under the Code of Non-Academic Student Discipline and Responsibility, and risk criminal prosecution.

Consumption of alcoholic beverages by those who are over 21 years of age, on Campus, is permitted ONLY at those Student events or locations that have been expressly approved by the Office of Student Life and ONLY in those locations for which the University has a license. Approval for alcohol service at events sponsored by University departments must be obtained from the appropriate director, dean, or Vice Provost.

University funds may not be used to pay for any portion of an event at which alcohol may be served to or consumed by minors.

Arrangements for food and beverages for on-campus events must be made with University Dining Services, which has the responsibility for verifying the legality of persons seeking to purchase or obtain alcohol. No food or beverages may be brought into an event by an outside caterer except with special authorization.

Monitoring and enforcing compliance with the policy and guidelines are the responsibility of the Department of Public Safety for outside events, and or the director/manager of the building for inside events. Compliance with the policy in residence halls is the responsibility of the Director of Residence Life and the Residence Life staff.

University departments and Student Organizations also may impose additional, more stringent restrictions on the use and distribution of alcohol by their members.

Additional University alcohol-related policies include the Dry Rush Policy (section 3.5); Advertising and Alcohol Policy (section 3.5.3); and the Residence Life Alcohol Policy, published in the Residence Life Guide section of the Student Handbook. Alcohol guidelines for Student athletes can be obtained from the Athletic Department, located in Bauman-Eberhardt Athletic Center. Copies of the Greek Social Event Policy, intended to provide risk management guidelines and govern the use and distribution of alcohol at fraternity and sorority events, are available at the Office of Student Life, Room 300, Busch Memorial Center.

As a Catholic, Jesuit education institution, Saint Louis University expects our Students to develop a responsible philosophy on the appropriate use of alcoholic beverages. The University encourages Students to consider all the implications of drinking and to arrive at a conscientious decision about how they will personally use alcohol.

The University is obligated to respect civil law, and it attempts to provide the rights of others threatened by illegal or immoderate drinking on Campus or at social events sponsored by the University. The University, therefore, prohibits drinking that infringes on the rights of others, prohibits misconduct due to drinking or drinking by anyone under 21 years of age. The University prohibits any drinking patterns that lead to behaviors detrimental to the health and welfare of the individual, Student group or University community. Social activities are expected to have clear

purposes, other than the consumption of alcoholic beverages. The University encourages moderation in the use of alcohol, for those of legal age, who choose to drink. The University strongly asserts that choosing not to drink is as socially acceptable as choosing to drink.

Finally, in accord with our policy, the University will sponsor programs and develop guidelines to help community members understand the advantages of a healthy lifestyle, the consequences of use and abuse of alcohol, the moral implications of alcohol use, and the importance of personal and community responsibility.

In accordance with the Drug Free Schools and Communities Act, the University annually distributes to Students an informational brochure that includes the University Alcohol and Drug Policies, counseling and assistance programs, University and legal sanctions, health risks, and uses and effects of controlled substances. Additional copies are available in the Office of Judicial Affairs, DuBourg 241. All Students should become familiar with this information.

For assistance and information on issues relating to alcohol please contact the Student Health Center (977-2323) or the Counseling Center (977-8255).

### **Alcohol Guidelines**

Saint Louis University permits the lawful possession and consumption of alcoholic beverages on Campus or at University activities by persons who are of legal drinking age, consistent with the following guidelines:

- Students who are not of legal drinking age (21 years) are not permitted to be under the influence of alcohol in residence halls/apartments.
- No alcoholic beverages may be sold or furnished to persons under the age of 21. Those residents who are of legal drinking age may bring alcoholic beverages in closed containers into the residence halls/apartment living units, only if they are contained in paper bags or other coverings.
- Residence hall Students who are of legal drinking age may consume alcohol only in their room/living unit. The door must be closed. No non-residential individual or underage persons (other than a roommate) can be present.
- Students residing in apartment living units and their guests who are of legal drinking age may consume alcohol in the apartments but without the presence of underage person (other than a roommate).
- No alcohol, whether in open or in uncovered unopened containers, is permitted in lounges, hallways, or other residence hall/apartment living unit public areas by anyone, of any age. No alcohol is permitted on the balcony of any University apartment.
- Kegs, party balls, beer bongs and similar large containers of alcohol are not permitted in the residence halls/living units; if found, they will be disposed of and the owner(s) will be brought to disciplinary review.
- Irresponsible use of alcohol resulting in public intoxication, disorderly conduct, vandalism or similar conduct may result in disciplinary action.
- Intoxicated residents may be prohibited from escorting guests into the residence halls/living units. In addition, obviously intoxicated visitors may not be escorted into University housing, regardless of their escort.
- Should you be found in a room/living unit in which an alcohol policy is being violated, you will be subject to disciplinary action, regardless of age.

- Failure to comply with these regulations may result in disciplinary action, including but not limited to: discussions with Residence Life staff and Counseling Center staff concerning alcohol use, educational tasks, probation, or removal from University housing.
- For academic year 2001-2002, 4Walsh, 4Gries, and 4Clemens are substance free floors. No alcohol is permitted regardless of age.
- Beginning in 2002-2003, the Griesedieck Complex and Marguerite Hall are substance-free residence halls.

### **Alcohol and Student Groups**

Student groups, such as hall councils, or other groups receiving University funds are not allowed to use those funds to purchase alcohol.

Alcohol may not be served as a function of a formal or other hall-sponsored event. The establishment where the event is being held may serve alcohol, but they may not establish an on-campus location specifically for the sale of alcohol at the event.

Residence hall floors may not use floor funds at events involving alcohol.

### **University Sanctions**

Students who violate the University Community Standards pertaining to alcohol or the Alcohol Policy and Guidelines will be subject to the maximum sanction of disciplinary probation or any lesser sanction authorized under the applicable Student code. Repeated violations will constitute sufficient grounds for dismissal from the University.

Anyone found in violation of the University Community Standards pertaining to illicit drugs will be subject to the maximum sanction of dismissal or any lesser sanction authorized under the applicable Student code.

Appropriate disciplinary action for violations of the University Community Standards and Alcohol Policy and Guidelines may include counseling and/or a satisfactory completion of a rehabilitation program. The University may, at its discretion, refer cases to the proper law enforcement authorities for arrest or prosecution. To the extent that the University serves society by developing and sustaining an environment free of alcohol and drug abuse, the University reserves the right to take disciplinary action against Students involved in violations of the Standards and Alcohol Policy Guidelines occurring off-campus. Disciplinary measures will be administered consistent with local, state and federal laws.

### **Health Risks**

There are numerous, serious health risks associated with the use of illicit drugs and alcohol. Substance abuse, when left untreated, may lead to damaged vital organs such as the liver, brain, and kidneys. Other problems normally associated with substance abuse include nausea, vomiting, loss of memory, slurred speech, blurred vision, and violent acts of aggression. These effects, more often than not, lead to poor academic performance, loss of jobs, arrests, arguments with family and friends, and serious accidents.

### **Effects of Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in

an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher manual functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicated that children of alcoholic parents are at a greater risk of becoming alcoholics than other children.

### **Legal Sanctions**

Because of the harmful effects of alcohol and drug abuse, local state and federal governments have enacted laws making it a criminal offense to unlawfully possess, use or distribute illicit drugs or alcohol. These laws cover the one time, "social or recreational" users as well as the alcoholic and drug addict. In order to assist you in understanding the potential legal implications of such conduct, a summary of the criminal sanctions which may be imposed under local, state, and federal laws is provided below:

#### ***Missouri Law***

Conviction for possession of illicit drugs results in up to 7 years imprisonment and a maximum fine of \$5,000, unless the offense involves 35 grams or less of marijuana which entails up to 1 year in prison and a fine of \$1,000.

#### ***Illinois Law***

Conviction for possession of illicit drugs results in 4 to 50 years imprisonment and a fine of up to \$250,000, unless the offense involves smaller amounts of 200 grams or less of certain drugs, which elicits 4 to 15 years in prison and a fine of up to \$200,000.

#### ***Federal Law***

Conviction for possession of illicit drugs results in 1 to 3 years imprisonment and a minimum fine of \$1,000, unless the offense involves cocaine base (crack) which may carry mandatory imprisonment for up to 5 to 20 years.

#### **City of St. Louis Ordinance**

<http://stlouis-mo.gov/internal-apps/legislative/upload/floor-substitute/BB275FS.pdf>

Any person, with the exception of those individuals described in Section 2 of the ordinance, found in possession of 35 grams or less of marijuana shall be subject to a fine of not less than one hundred dollars and not more than five hundred dollars. There is a strong presumption that the proper disposition of any such case is to suspend the imposition of sentence and/or require community service work and/or drug counseling and education.

The severity of the sanctions imposed for both possession and distribution offenses depend on the type and quantity of drugs, prior convictions, and whether death or serious injury resulted. Sanctions may be increased for offenses which involve distribution to minors or occur on or near Campus. In addition, other federal laws require or permit forfeiture of personal or real property used to illegally possess, facilitate possession, transport or conceal a

controlled substance. A person's right to purchase a firearm or receive federal benefits, such as Student loans, grants, contracts, or professional or commercial licenses, may be revoked or denied as a result of a drug conviction. Additionally, federal law mandates that any Student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance during the period on the date of such conviction and ending after the interval specified.

***Missouri Law***

The purchase, attempt to purchase, or possession of any intoxicating liquor by a person under 21 years of age is punishable by a fine of \$50 to \$1,000 and up to a year in jail. The same penalties apply to persons knowingly furnishing alcohol to minors.

***Illinois Law***

The purchase and/or possession of alcoholic beverages by persons under 21 years of age is punishable by up to a year in jail. The same penalties apply to persons knowingly furnishing alcohol to minors. In addition, the Village of Cahokia prohibits by ordinance the purchase and/or possession of alcohol by persons under 21 and may impose a fine of \$200.

**2016 – 2017**  
**Undergraduate**  
**Academic Catalog**

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## Academic Amnesty

Academic amnesty permits former Saint Louis University undergraduate students an opportunity to reenroll without the burden of past academic difficulties by removing prior grades, from up to two semesters, from their grade point average (GPA).

To request academic amnesty students must submit a completed *Petition for Academic Amnesty* to their academic dean's office.

To be eligible for academic amnesty students:

- may not have attended Saint Louis University for a period of the last three years,
- must be readmitted to degree-seeking program at Saint Louis University,
- must not have received a bachelor degree from Saint Louis University,
- must meet catalog requirements for the term they are readmitted, and
- may not have previously been granted academic amnesty.

If students are granted academic amnesty:

- it is irrevocable,
- it applies to all courses and credits taken during the chosen one or two semester(s),
- it does not erase courses or credits from students' records, and
- it removes grades from the grade point average (GPA) with transcript notation. Additionally, the courses and credits may not be applied toward graduation.

Notes:

Students receiving financial aid need to verify with the Office of Student Financial Services whether academic amnesty will affect their eligibility status.

## Academic Integrity

Academic integrity is honest, truthful and responsible conduct in all endeavors. Saint Louis University is a community of learning in which integrity and mutual trust are vital. Since the mission of the University is "the pursuit of truth for the greater glory of God and for the service of humanity," acts of falsehood violate its very reason for existence. They also demean and compromise the activities of teaching, research, health care and community service that are its primary mission. Since the University seeks to prepare students and faculty for lives of integrity and occupations of trust, it regards all acts of academic dishonesty as matters of serious concern. This policy was adopted Spring 2015; to access the full policy including definitions of violations, processes for reporting violations, sanctions, and appeals, please access the [full policy](http://www.slu.edu/the-office-of-the-provost/academic-affairs-policies) at the Academic Affairs website <http://www.slu.edu/the-office-of-the-provost/academic-affairs-policies>

## Audit of Course

To enroll in a course on audit basis students must:

1. Submit completed Petition for Course Audit and
2. Receive approval by their college or school.

Students will be charged at the standard per-credit rate for courses taken on an audit basis.

Students will not receive academic credit for a course taken on an audit basis and therefore the course will not count toward attempted credits, earned credits or graduation requirements.

Enrollment in audit courses will be indicated on academic transcripts as an 'AU'.

If the conditions authorized in the Petition for Course Audit are not met, the instructor may request an authorized withdrawal of the student.

A course registered for credit may be changed to audit only through the last day of the add/drop period.

A course registered for audit may be changed to credit only through the last day of the add/drop period.

## Bereavement

Upon request to the Dean of Students students shall be given up to five (5) consecutive days (not including weekends or holidays) of excused absence for bereavement.

Each faculty member will excuse students from class and provide an opportunity to complete missed exams, quizzes, and other required work. Ultimately, students are responsible for all material covered in class and must work with each individual instructor as soon as they return to complete any required work.

**Note:** Students should also contact their Advisor and/or Academic Department/Program.

## Classification

Students' classification is calculated on the basis of completed credits. Classification rankings are defined as the following:

Freshman	Less than 30 credits,
Sophomore	30 or more credits, but less than 60 credits,
Junior	60 or more credits, but less than 90 credits,
Senior	90 or more credits.

Saint Louis University courses must be graded to be considered completed credits.



Transfer credits are included in the definition of completed credits.

## Course Withdrawals

The deadline to drop a course without a “W” appearing on the transcript will be 5:00 pm Friday of the second week for full semester courses.

- During the first week of the semester students are able to drop individual courses through Banner Self-Service.
- During the second week of the semester students must use the *Change of Registration Form* and receive permission from their academic advisor.

The period to withdraw from a course is the Saturday of the second week of the semester through 5:00 pm Friday of the tenth week for full semester courses. During this period courses will be marked with a “W” on the transcript.

- During the period to withdraw from a course, students must complete the *Petition to Withdraw from Course(s) after the Late Registration Period* and receive permission from their academic advisor.

For students intending to drop/withdraw all courses see the policy for Withdrawing from the University for additional information.

## Credit by Assessment through American Council on Education (ACE)

Students may receive credit for courses evaluated and approved for college credit by the American Council on Education (ACE). Listings of ACE approved courses and credit recommendations are contained in two publications: *A Guide to the Evaluation of Educational Experiences in the Armed Forces* and *The National Guide to Educational Credit for Training Programs*. Credits received are subject to the same policies as those of any other transfer credit.

Students who are active military or reservists and participated in the off-duty, voluntary education programs of the Department of Defense, may receive credit for coursework taken while active military or in reserves.

## Credit By Exam

Students may earn Credit By Exam only through qualifying scores on the following examinations:

- Cambridge International A Level,
- College-Level Examination Program (CLEP),
- College Board Advanced Placement (AP),
- Health Education Systems, Inc. (HESI) and

- International Baccalaureate (IB).

An examination for credit cannot be taken while enrolled in, after enrollment or after withdrawing from the course in which the examination for credit is requested.

For the most up-to-date listing of academic department approved qualifying scores visit [www.slu.edu/services/registrar/ap\\_clep.php](http://www.slu.edu/services/registrar/ap_clep.php)

The Office of University Registrar may award credit only upon receipt of official results directly from the testing service.

## Dean's List

To qualify for the Dean's List students must:

1. Have a minimum semester grade point average of 3.70,
2. Complete at least twelve credits of graded course work during the semester for which the honor is designated.

Note: The Dean's List may be published due to Saint Louis University defining it as directory information under the [Family Educational Rights and Privacy Act \(FERPA\)](http://www.slu.edu/family-educational-rights-and-privacy-act-ferpa). For more information see [ferpa.slu.edu](http://ferpa.slu.edu).

## Degree Conferral Dates

The official conferral dates for 2016-17 are the following:

### Fall 2016

Fall Degree Conferral #1 – Friday, October 21, 2016

Fall Degree Conferral #2 – Saturday, December 17, 2016

### Spring 2017

Spring Degree Conferral #1 – Friday, March 17, 2017

Spring Degree Conferral #2 – Saturday, May 20, 2017

### Summer 2017

Summer Degree Conferral #1 – Wednesday, June 14, 2017

Summer Degree Conferral #2 - Wednesday, July 5, 2017

Summer Degree Conferral #3 - Wednesday, August 2, 2017

Summer Degree Conferral #4 - Wednesday, August 16, 2017

Note: Per the Graduation Requirements policy, students must file an application to graduate before the end of the add/drop period of the semester in which graduation is intended.

## Final Examinations

1. The last examination in a course must be given during final exam week; the Dean must approve exceptions. Faculty will administer final examinations according to the schedule for final examinations found at <http://registrar.slu.edu>.

2. If a student has three final examinations scheduled for the same day, a request to postpone the examination scheduled in the middle may be made. Faculty will give every consideration to the student's request.
3. An advance authorization for deferring the taking of a final examination may be given, but only rarely and for serious reasons (e.g., medical or religious). The student must request the deferral in writing in advance of the final and receive permission from the Instructor. The Dean's Office must also be notified.
4. The last examination in a course must be given during final exam week; the Dean must approve exceptions. Faculty will administer final examinations according to the schedule for final examinations as printed in the Schedule of Classes publication. The final examination of the course is not to be given during the last week of the academic semester or on study day.

## Grade Appeal

Final grade appeals follow the procedures of the college/school of the course. All appeals must be initiated within six months of the grade assignment and completed within one calendar year. Students may appeal a grade only for one or more of the following reasons:

1. Miscalculation of grade.
2. The assignment of a grade to a particular student on some basis other than performance in the course.
3. The assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students in that section.
4. The grade assigned results from different standards than the criteria for performance and evaluation outlined in the course syllabus.

## Grade Point Average (GPA)

The cumulative grade point average (GPA) is determined by dividing the total quality points earned by the total GPA credits attempted, and rounding at two digits to the right of the decimal point.

All grades for which quality points are indicated in the "Grading Scale" are included in the cumulative GPA, except:

1. Grades for courses below the 1000-level.
2. Grades for excluded repeat courses, see the Repeating Course Policy for additional information.

Note: Courses transferred from other colleges/universities do not have quality points assigned; therefore do not apply toward a student's GPA.

## Grade Reports

Students may access their midterm and final grades via [MySLU.slu.edu](http://MySLU.slu.edu), Tools tab, and then Banner Self-Service Midterm grades are viewable in Registration History. Final grades are viewable in either Registration History or Academic Transcript. Exception: Eight week or shorter courses do not issue midterm grades.

## Grading System

The undergraduate grading system at Saint Louis University follows a 0 - 4.00 point scale. Quality Points for grades are assigned as follows:

A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D	1.00
F	0.00

The following grades are not awarded quality points and therefore are not calculated in students' cumulative grade point average.

P	Pass
NP	No Pass
S	Satisfactory
U	Unsatisfactory

The following course statuses are recorded on the academic transcript, but are not grades. There are no quality points associated and therefore have no impact on students' cumulative grade point average.

AU	Audit. See Course Audit policy for additional information.
I	Course work incomplete. See Incomplete Course policy for additional information.
IP	In Progress. See below additional information
W	Withdrawal. Please see Withdrawal policy for additional information.

The In-Progress (IP) status is valid only for field-based courses as defined below:

- Clerkship
- Clinical
- Internship
- Externship
- Practicum
- Preceptorship

## Graduation (Latin) Honors

Graduation honors will be awarded according to a student's cumulative Grade Point Average as follows:

Summa cum laude:	3.90 and greater
Magna cum laude:	3.70 and greater, but less than 3.90
Cum laude:	3.50 and greater, but less than 3.70

Students must complete 60 earned credits through Saint Louis University in order to be eligible to graduate with honors.

Final determination of honors and cumulative grade point averages will be made at the time of degree conferral.

Note: For the purpose of complying with timelines for commencement and related publications, tentative honors may be calculated based on the cumulative grade point average at the end of the previous completed term.

## Graduation Requirements

The general requirements for earning a baccalaureate degree are as follows:

1. Satisfactory fulfillment of the lower and upper division course requirements within each college or school,
2. Completion of no fewer than 120 semester credits,
3. Overall grade point average of 2.00 (see GPA definition for more information),
4. Courses below the 1000-level do not count toward graduation,
5. 30 of the final 36 credits must be completed through Saint Louis University or an approved Study Abroad program\*
6. The following percentages of credits must be completed through Saint Louis University within a field of study:
  - a. At least 50% of a major must be completed through Saint Louis University or an approved Study Abroad program
  - b. At least 75% of a minor must be completed through Saint Louis University or an approved Study Abroad program
  - c. At least 75% of a concentration must be completed through Saint Louis University or an approved Study Abroad program
  - d. At least 75% of a certificate must be completed through Saint Louis University or an approved Study Abroad program
7. Students must file an application to graduate before the end of the add/drop period of the semester in which graduation is intended.

Saint Louis University will award a degree if all requirements are met prior to the published semester/term conferral dates.

The awarding of a degree will be deferred to the next published conferral date if any requirements are fulfilled by a course that either begins or ends after published conferral date.

The one exception is, per the Incomplete Course policy, courses with approved extensions for a graduating student must be completed and graded within 30 calendar days of the published conferral date.

\* Students must receive approval by their college or school. Please see the Off Campus Enrollment policy for additional information.

## Incomplete Course

To receive additional time to complete courses students must:

1. Submit completed Petition for Course Completion Extension and
2. Receive approval by the instructor.

Students must complete the course work by the approved deadline, which can not be longer than one year after the course's final grades were due.

Two exceptions are:

1. Incomplete courses in prerequisite courses must be completed and graded prior to the first meeting for which the course is a prerequisite.
2. Incomplete courses for a graduating student must be completed and graded 30 calendar days after the conferral date.

An Incomplete Course will be awarded a grade of "F", by the Office of the University Registrar, if the course is not completed by the approved deadline.

## Inter-University Program Registration

Saint Louis University students may cross-register for undergraduate courses at other institutions included in the Inter-University agreements under the following conditions:

1. The student is full-time and in good academic standing.
2. The course is not available at Saint Louis University.
3. The course is required or recommended for the student's major or minor (including prerequisites).
4. The course is approved by the Saint Louis University advisor, department chair and dean.
5. Tuition for the course is paid to Saint Louis University at its rates.

6. Grades earned under these conditions will be computed into the student's semester and cumulative GPAs.

Students from other institutions cross-registering for undergraduate courses at Saint Louis University must be full-time and in good standing at the other institution.

Both Saint Louis University students, and students from other institutions, must obtain permission to participate in this program by completing an Inter-University Program - Registration Form. This form is available in your Registrar's Office.

This form requires the signatures of their Dean at the student's home institution, and the signature of the instructor or department at the university where the course is offered. When this form is completed it should be returned to the Office of the University Registrar at your home institution who will complete the registration process for the student.

**Note:** Some colleges/schools within the participating universities may not be available in this program. Check with the Registrar's Office at the institution you wish to visit.

## Intra-University Transfer

An application form for Intra-University Transfer (within the University) is to be filed in the Dean's office. The student will be notified of acceptance to the new program.

## Leave of Absence

A leave of absence offers students the opportunity to leave Saint Louis University temporarily, no longer than one calendar year, and return without reapplying through admission.

For students to be placed on a leave of absence they must:

1. Submit completed Petition for Leave of Absence and
2. Receive approval by their college or school.

During the leave of absence, students:

1. Retain the graduation requirements from the Undergraduate Catalog of their year of admission,
2. Retain their SLU email account, access to mySLU.slu.edu and access to the libraries,
3. Do not have enrollment status for purposes of health insurance or federal loan deferment,
4. Are not eligible to reside on campus, attend classes or participate in extracurricular campus activities.

A leave of absence may be requested only for future terms. If a student is withdrawing from the current term after the add/drop period please see the Withdrawal Policy.

Students must complete a Scholarship Deferment Form in order to retain institutional scholarships. International students must consult with the Office of International Services concerning conditions of their student visas.

Unless approved, students attending another institution will have their leave of absence revoked and therefore will be required to reapply to Saint Louis University in order to return.

## Midterm Examinations

Absence from mid-semester or other interim examinations may, at the discretion of the instructor, require special examinations.

## Off-Campus Enrollment

Off-campus enrollment is defined as courses enrolled at an institution other than Saint Louis University. These courses are either taken independently of or concurrently with Saint Louis University courses.

To enroll in course work off-campus courses students must:

1. Submit completed Petition for Undergraduate Off-Campus Enrollment and
2. Receive approval by their college or school.

Summer: No more than twelve semester credits earned between the end of the Saint Louis University Spring semester and the start of the Saint Louis University Fall semester of any one-year may be credited toward a degree from Saint Louis University.

Upon completion of off-campus courses, students will forward a sealed official transcript from the off-campus institution no later than the first week of the following semester, to the Office of the University Registrar, One Grand Blvd. St. Louis, MO 63103

## Overload of Credits

To enroll in more than 18 credits in Fall or Spring or more than 12 credits in the Summer students must:

1. Have a minimum cumulative grade point average of 3.00
2. Submit completed Petition for Overload and
3. Receive approval by their college or school.

Additional tuition will be charged at the standard per-credit rate for all additional credits in Summer and for all credits above 18 credits in Fall or Spring.

## Pass/No Pass Option

To enroll in a course on a pass/no pass basis students must:

1. Submit completed Petition for Pass/No Pass and
2. Receive approval by the instructor.

The Pass/No Pass option may only be petitioned for elective courses.

Therefore, a Pass grade will count toward the 120-credit minimum graduation requirement.

A Pass grade may not be used to satisfy a course prerequisite.

A Pass grade cannot be applied to any of the following:

- Required lower and upper division courses within each college or school,
- Required course for a major,
- Required course for a minor,
- Required course for a concentration or
- Required course for a certificate

Both grades of Pass/No Pass are not awarded quality points and therefore are not calculated in the cumulative grade point average.

A course registered with a standard grade may be changed to a Pass/No Pass grade only through the last day of the add/drop period.

A course registered with a Pass/No Pass grade may be changed to a standard grade only through the last day of the add/drop period.

**Note:** See Registration Procedures for additional information.

## Post-Baccalaureate Course Work

Students may enroll in courses numbered 500 and above provided all of the following conditions are met:

1. Students must be classified as seniors. Please see Classification policy for additional information.
2. Prerequisites for each course in question must be fulfilled prior to the first meeting of the course.
3. Students must have at least a 3.00 cumulative grade point average.
4. Students may not enroll in more than a total of 6 credits (or 2 post-baccalaureate courses, whichever is greater) in courses numbered 500 and above.
5. Students total combined enrollment (undergraduate and post-baccalaureate) for the semester may not exceed the following course load:

- a. Fall or Spring - 15 credits or 5 courses, whichever is greater.
- b. Summer - 6 credits or 2 courses, whichever is greater.

6. Students must complete the Petition for Post-Baccalaureate Course Work.
7. Students must receive approval by their college or school.

All credit earned for courses numbered 500 and above will be applied toward the completion of student's undergraduate program and degree requirements, unless petitioned and approved to apply toward a post-baccalaureate degree through their college/school.

Therefore the associated grades for the courses numbered 500 and above will be calculated in the cumulative undergraduate grade point average, unless petitioned and approved to be recorded as post-baccalaureate credit,

This policy does not apply to accelerated, integrated, or direct-admit post-baccalaureate degree programs.

**Note:** Successful completion of approved graduate course work does not guarantee the student admission into the applicable advanced degree program or, in any way, amend the ordinary process of making application for classified or unclassified status in Graduate Education.

## Proof of Proficiency By Examination

When available, students may request a Proficiency Examination to prove proficiency in a course's content in order to satisfy the following:

1. Course prerequisites,
2. Course requirements within a college or school,
3. Course requirements within a major, minor, concentration and/or certificate.

Requirements will be satisfied when a Proficiency Examination is successfully completed with a passing score, as defined by the academic department.

Credit will not be awarded for the successful completion of a proficiency examination and therefore will not apply toward the total credit requirements for graduation; including but not limited to individual college/school or departmental requirements.

A Proficiency Examination cannot be taken while enrolled in, after enrollment or after withdrawing from the course in which the Proficiency Examination is requested.



**Note:** Proficiency Examinations are not available for all courses. Please inquire with the academic department of the course to determine the availability.

## Registration Procedures

[Registration](#) periods for courses and other academic work for the Summer Sessions and the Fall and Spring Semesters are scheduled by the Office of the University Registrar. Students are expected to [self-register](#) for all courses during the appropriate registration period.

Students enrolling during this period and thereafter are expected to complete the entire process, including the making of financial arrangements with the Office of Student Financial Services.

### Late Registration

Late registration begins on the first day of classes and extends through the end of the first week of the semester (except for the School for Professional Studies).. Students registering for the first time during or after the late registration period will incur a late registration fee of \$50.

Course registration made during the registration period will be canceled if there is a balance due and financial arrangements are not made.

Registration and changes of registration in the second week of a full semester course can take place only with the permission of the student's advisor, the new course/section instructor, and student's dean.

### Changes of Registration

No fee is assessed for a change in registration.

The deadline for dropping a class without a "W" appearing on the transcript will be Friday of the second week of the semester for a full semester course.

When a student fails to complete a Change of Registration form, and withdraws without authorization from a course or the University the student will be graded based on the grading procedures listed in the course syllabi.

### Registration Holds

The University may block the registration of a matriculated student by placing an [academic hold](#) on the student's record for one of several reasons (e.g. non-payment of tuition, library books not returned, violation of the mandatory continuous-enrollment requirement, expiration of time to degree).

### Registration Policies for Courses That Do Not Span the Full Semester

Some courses are offered in a shortened meeting pattern, such as 4 and 8 week courses. For these courses the following

calculations are applied to determine the registration and withdraw dates, with the exception of [the School for Professional Studies](#):

- Last day to add a course via Banner Self-Service
  - 1/16 of the total class days
- Last day to add courses, requiring advisor, instructor and dean's signatures or drop a course without a "W"
  - 1/8 of the total class days
- Last day to drop a course with a grade of "W"
  - 5/8 of the total class days

## Registration Sequence

Registration sequence is based on students' classification. See Classification policy for additional information.

The registration sequence begins with seniors followed by juniors, sophomores and freshmen.

The following students are granted priority registration: student athletes, University Honors Program students, SSS grant students, students on an approved non-Madrid study abroad program, veterans and students with early registration accommodations.

## Repeating Courses

All repeated courses and grades will be recorded on the academic transcript with the most recent course included in the grade point average and noted as "included", while the previous courses will be noted as "excluded".

All courses designated as excluded will:

1. Not be included in cumulative earned credit totals,
2. Not be awarded quality points and therefore not calculated in a student's cumulative grade point average
3. Not apply toward graduation requirements.

Courses excluded from the Repeating Course policy are courses that may be repeated for credit, for example Special Topics, Independent Study, Internships and Clinical Learning Experiences.

Students may not repeat a graded course with a Pass/No Pass grade.

**Note:** Students receiving financial aid need to verify with the Office of Student Financial Services whether repeating a course will affect their eligibility status.

Federal law limits the number of times students may repeat a course and receive Title IV financial aid for that course.

- Students may receive Title IV aid when repeating a course that was previously failed (received a 0.0 or No pass), regardless of the number of times the course was attempted and failed.
- Students may receive Title IV aid to repeat a previously passed course one additional time.
- Once students have completed any course twice with a passing grade, they are no longer eligible to receive Title IV aid for that course.
- If students repeat a course that is not Title IV aid eligible, a recalculation of Title IV aid is done to exclude the credits for the repeated course.
- This rule applies whether or not students received aid for earlier enrollments in the course.

## Student Academic Standing

College of Arts and Sciences  
 John Cook School of Business  
 Parks College of Engineering, Aviation and Technology  
 College of Philosophy and Letters  
 College of Education and Public Service

A student is considered to be in good academic standing if he or she is not under academic suspension and has not been required to withdraw from the University. If a student's cumulative grade point average earned at Saint Louis University falls below 2.00, that student is not eligible for further registration unless probationary status is granted by his or her academic dean. Although the University's minimum grade point average is 2.00, some individual programs, schools, or colleges may require higher minimum grade point averages. For example, in the College of Education and Public Service, students seeking teacher certification must maintain a 2.5 grade point average.

Virtually all departments and programs in the Doisy College of Health Sciences require students to maintain at least a 2.50 grade point average throughout their course of study. Physical Therapy and Occupational Therapy requirements are slightly higher.

In the School of Nursing, all students must maintain at least a 2.50 grade point average. Students must have at least a 2.50 grade point average to begin the nursing sequence and enter the final semester of their program. All students are required to achieve a grade of "C" (2.0) or above in all required courses (general education and nursing); all of the required courses may be repeated only one time.

The Doisy College of Health Sciences and the School of Nursing have specific policy statements regarding academic eligibility for progression in and dismissal from the individual programs. Students have the obligation to familiarize themselves with these policies, copies of which are available in the office of the department or program.

Students with a grade point average of less than 2.50 but more than 2.00 in some Doisy College of Health Science departments (2.70 in the department of Physical Therapy and 2.80 in the department of Occupational Therapy) may, at the Dean's discretion, be allowed to register on a probationary status.

### Probationary Status

Deans of the undergraduate schools may grant probationary status to a student whose grade point average has fallen below 2.00 (below 2.50 in the School of Nursing and Doisy College of Health Sciences, however specific departments may have required minimums which vary from the 2.5 minimum). This status allows the student the opportunity to improve scholastically and to demonstrate evidence of the capacity to proceed toward a degree. A student on academic probation may not register for more than 15 semester credits and may not make application for a degree. A student may remain on University probation for no more than two consecutive semesters.

### Professional and/or Clinical Probation

Students enrolled in professional undergraduate programs must demonstrate professional fitness for both study and a career in the profession. A student may be placed on professional and/or clinical probation or may be requested to withdraw from the program when, in the opinion of the faculty, the student shows a lack of attributes considered necessary for continuance in the program.

### Suspension

A student may be suspended from a course, from a school or college, or from the University for academic or disciplinary misconduct. Suspension is normally temporary. At the time suspension is imposed, the conditions for reinstatement are explained. While under suspension, a student is barred from further registration. Reinstatement after academic suspension requires the approval by the Vice President of Student Development.

### Dismissal

The Dean of each degree-granting unit of the University has the authority and responsibility to dismiss a student from the School or College and the University for academic reasons. The conditions under which a student is dismissed are:

1. Inability to eliminate probationary status within the two semesters subsequent to the assignment of probation, or
2. A total grade point average deficit of more than 15 points.

A student notified of dismissal for these reasons may apply for transfer to another school of the University under the condition that he or she is eligible for special probationary status in the school into which transfer is requested. To be eligible for this status, the student must:

1. Have a grade point average deficit of no more than 20 points.
2. File a Request for Intra-University Transfer form (available in the Dean's Office) and attach a written petition for this status.
3. Enclose two letters of recommendation from previous instructors along with the above form.

The School of Nursing has specific policy statements regarding dismissal. Students should familiarize themselves with these policies published in the Baccalaureate Nursing Program Student Handbook.

## Study Abroad/Exchange

For students to study abroad they must:

1. Submit completed Study Abroad Application.
2. Receive approval by the appropriate departments listed in the Study Abroad Application.

Grades for all courses while on SLU-approved exchange and study abroad programs will appear on a student's transcript and factor into a student's cumulative Saint Louis University grade point average.

Saint Louis University students participating in fall/spring study abroad programs must enroll for the equivalent of a full-time course load while abroad (a minimum of 12 Saint Louis University credits per semester). For summer programs, there is no minimum or maximum credit load required, unless otherwise specified by your host institution or program.

Any changes made to a student's registration while abroad must be approved by the student's academic advisor, mentor, department, and/or college representative.

## Transfer Credit

Saint Louis University grants degrees that build on previous academic work at other educational institutions. In order to ensure the integrity of the University's degrees, the University requires that all previous or concurrent academic work be documented with official transcripts received in a sealed envelope and that those transcripts be authenticated.

Transfer credits are applied where appropriate in fulfillment of program and degree requirements of a specific college or school of the University provided that admission criteria are met and the courses presented are from an regionally accredited college or university. In addition all transfer credit must have a C letter grade or above and are recognized by the specific college or

school of the University as comparable to courses offered at the University. Saint Louis University accepts transfer credit for which we have no equivalent. This credit would be acceptable in transfer as elective degree credit and would not fulfill specific graduation requirements. No more than 64 semester credits (60 for the School of Social Work) earned at the community college level can be applied toward the bachelor's degree at Saint Louis University.

## Transcript of Record

Students' academic transcripts include all grades awarded for courses taken through Saint Louis University, regardless of breaks in enrollment, academic program or level of course work.

The Family Educational Rights and Privacy Act (FERPA) protect students' academic records, including the academic transcript. See [ferpa.slu.edu](http://ferpa.slu.edu) for additional information.

Students may request academic transcripts through the Office of the University Registrar upon the written authorization, except as otherwise required or permitted by law.

An academic transcript will not be released when a student has an outstanding financial obligation to the University.

Transcripts and documents from other institutions are the property of Saint Louis University and, as such, are under the control of the Office of the University Registrar. Under federal policy, students have the right to view their transcripts and other education records; the University is not required to provide (or allow the making of) copies of these records. Transcripts submitted to Saint Louis University for admission or credit transfer become the property of Saint Louis University and cannot be returned to students or forwarded/ returned to other institutions.

## Veteran Certification of Attendance

The University certifies enrollment in terms of the veteran's semester credit load, and subsequently reports changes in student academic loads. Veterans' attendance is certified to the Veterans Administration (VA) beginning with the date of initial registration, and periodically until the expected completion date of the VA-approved program or goal. Veteran students must promptly inform the certifying official in the Office of the University Registrar, DuBourg Hall, Room 22, of any changes in status that might affect benefits. Failure to report such changes can result in overpayments and other complications in receipt of benefits.

### Minimum Standards for G.I. Bill Students

As a result of established VA minimum standards for school attendance, veterans should be aware of the following



regulations, which govern certification by the University and acceptance of the certification by the Veteran's Administration:

1. Veteran students who cease attending, but who do not officially withdraw from class or from the University, will be reported as not making satisfactory progress.
2. The VA will be notified for the following reasons, and an overpayment may be charged against the veteran:
  - a. If a grade of I, AU, or W is assigned.
  - b. If status (full-time, three-fourths time, one-half time, etc.) is altered.
  - c. If academic progress is determined to be unsatisfactory.

Veteran students are expected to attend classes, perform academic duties as assigned by instructors, and adhere to academic policies as stated in this Catalog. Failure to do so will result in reports to the VA of unsatisfactory progress, which, in turn, will result in discontinuance of benefits pending VA counseling.

## Withdrawing for Active Military Duty

In the event that a student is called from the Ready Reserves or National Guard for active military duty during a semester, the following withdrawal policy should be applied. Since students in the School for Professional Studies have eight-week terms, the policy will be adjusted appropriately when applied to their terms.

1. Up to the beginning of midterms (eighth week of semester), a grade of "W" will be assigned for all courses being taken and a full refund of tuition, fees and parking charges will be provided.
2. From the beginning of midterms through the last day to withdraw with a grade of "W" (end of tenth week), a grade of "W" will be assigned, but no refund of tuition, fees and parking charges will be made. However, a student will be permitted to retake the courses, or their equivalents, upon returning to Saint Louis University without a tuition charge.
3. After the last day to withdraw with a grade of "W", depending on timing, students and faculty may agree to one of the following:
  - a. that letter grades would be assigned based on a student's performance in the courses, or,
  - b. that "I" grades would be assigned (pending completion of the formal request for an "I"), requiring a student to complete these courses within one year after returning to Saint Louis University. No refund of tuition, fees and parking charges would be made. The student could also decide, upon returning to the

- c. University, to retake these courses, or their equivalents, without a tuition charge, or, that "W" grades would be assigned, with no refund given, and the student would be permitted to retake the courses, or their equivalents, upon returning to the University without a tuition charge.

Whenever a student withdraws because of being called to active military duty, a note will be included on the transcript to indicate that the withdrawal is due to military service. Financial aid awards will be adjusted based on program policy guidelines that may result in a student being responsible for aid-related outstanding charges. Room and board charges will be prorated (per the Housing Contract) based on the date the student moves out of a campus residence.

Following the procedures below will insure that withdrawal from classes because of military mobilization is communicated and completed successfully.

1. A student called for active military duty must complete a Change of Registration form in the Dean's Office of the student's college or school, attaching a copy of the student's Mobilization Order.
2. The Dean's Office will forward the Change of Registration form, with the attached Mobilization Order and appropriate Dean's Office signature, to the Office of the University Registrar for processing.
3. The Office of the University Registrar will notify all administrative offices and the student's advisor and faculty of the withdrawal, listing the student's name, SID, official date of withdrawal, and college/school of the student. The Office of Housing and Residence Life will track the date the student leaves the campus residence for purposes of the prorated room and board refund.
4. Students must check with the Office of the Student Financial Services to insure that final financial arrangements (outstanding balances or refunds) have been settled.
5. Students who are called for military mobilization and do not "officially withdraw" are responsible for settling all semester tuition, fees and charges with the University.

## Withdrawing from Saint Louis University

To withdraw from Saint Louis University students must submit a completed *Petition for Complete Drop/Withdrawal*.

Students who are not registered by the close of the registration period and have not submitted the *Petition for Complete Drop/Withdrawal* for a given semester will have their record

closed and be required to complete the *Petition for Activation of Non-Registered Student Record*.

Exceptions are:

1. Students on approved Leave of Absence,
2. Students participating in approved Study Abroad or Exchange Programs, or
3. Students on approved Consortium Agreements with U.S. or non-U.S. institutions (e.g. non-SLU Approved Study Abroad)

**Note:** As applicable, students should contact Student Financial Services, Housing and Residence Life, Parking and Card Services and the Office of International Services.

## University Withdraw and Enrollment Changes

When a student withdraws from Saint Louis University before the start of a semester or session, whether the withdrawal is voluntary, requested by the University, or for other reasons, the following regulations apply:

- 1) Student must submit the [Form #9 - Petition for Complete Withdrawal](#). See the Withdrawing from Saint Louis University policy for additional information.
- 2) Tuition charges will be refunded in accordance with the schedule listed below.
- 3) Course fees charges will not be refunded.
- 4) Residence hall charges will be refunded in accordance with the residence contact.

If a student withdraws from Saint Louis University or drops individual courses within semester or session, please keep the following in mind:

- 1) Dropping or withdrawing from courses does not eliminate your financial obligation to Saint Louis University. Students are responsible for any charges owed at the time of dropping or withdrawing from classes.
  - a) Tuition charges will be refunded in accordance with the schedule listed below.
  - b) Course fees charges will not be refunded.
  - c) Residence hall charges will be refunded in accordance with the residence contact.
- 2) There are specific federal, state and institutional drop/withdrawal policies regarding tuition and fees, housing charges, refunds to scholarship/financial aid programs, and repayments, which result from withdrawal from enrollment. Consult the Office of Student Financial services for all particulars.
- 3) When withdrawing or dropping classes, there are two situations, which may require an immediate repayment of scholarship/financial aid funds:

- a) If your University charges are reduced because of dropping or withdrawing from classes, and it creates a credit balance in your student account, these funds may be used to repay your scholarship/financial aid awarded programs. This will depend on the amount of your scholarship/financial aid and the date of your withdrawal.
  - b) If you withdraw completely from Saint Louis University, you are no longer eligible to receive any scholarship/financial aid payments from that date forward. Federal Work-Study money earned before withdrawal will be paid. Students may not work on Federal Work-Study after withdrawing from the University.
- 4) Information regarding the federal, state and institution regulations for calculating scholarship/financial aid refunds and repayments and the order of programs to which we restore aid is available from the Office of Student Financial Services website at <http://www.slu.edu/student-financial-services/withdrawal-and-enrollment-changes>
  - 5) Students receiving a Saint Louis University funded merit-based Scholarship program must request a Scholarship Deferment before withdrawal from the University. Failure to obtain an approved Scholarship Deferment before withdrawing from the University terminates the student's renewal scholarship eligibility.

## Tuition Refund Schedule

### Summer Sessions

Refer to the [Summer Refund Website](#) to locate the Summer Refund Schedule.

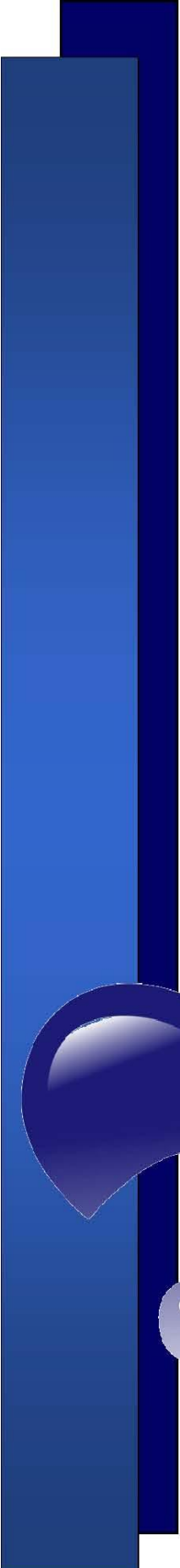
### Fall and Spring Semesters

Percentage Of Refund	Date Range
<b>Fall Semester 2016</b>	
100%	April 2nd - September 2 <sup>nd</sup> , 2016
90%	September 3 <sup>rd</sup> - 9 <sup>th</sup> , 2016
80%	September 10 <sup>th</sup> - 16 <sup>th</sup> , 2016
70%	September 17 <sup>th</sup> - 23 <sup>rd</sup> , 2016
0%	September 24 <sup>th</sup> - October 28 <sup>th</sup> , 2016
<b>Spring Semester 2017</b>	
100%	October 28 <sup>th</sup> , 2016-January 27 <sup>th</sup> , 2017
90%	January 28 <sup>th</sup> - February 3 <sup>rd</sup> , 2017
80%	February 4 <sup>th</sup> - February 10 <sup>th</sup> , 2017
70%	February 11 <sup>th</sup> - 17 <sup>th</sup> , 2017
0%	February 18 <sup>th</sup> - March 31 <sup>st</sup> , 2017

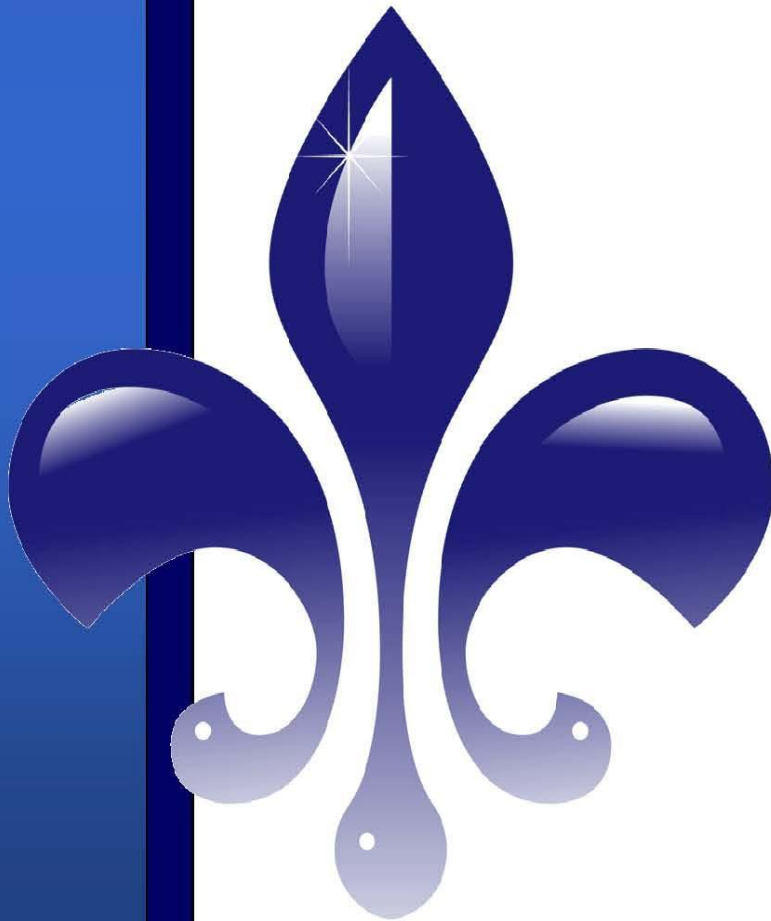
Students who drop classes during the fall/spring semesters and do not withdraw from the University may only receive a 100% refund in the difference in tuition costs during the first 2 weeks

of classes. At the beginning of the third week of classes, there will be no tuition refunds for changing enrollment and dropping classes.

For courses dropped during the partial refund periods, this refund reflects tuition charges only; course fees are still assessed at 100%

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# Housing and Residence Life Handbook



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# Residence Hall & Apartment Housing

*(physical address and front desk phone number)*

## University Residence Halls

### **Clemens Hall**

3630 West Pine Mall  
314.977.1500

### **DeMattias Hall**

3825 West Pine Mall  
314.977.1560

### **Fusz Hall**

3700 West Pine Mall  
314.977.2984

### **Griesedieck Hall**

3630 West Pine Mall  
314.977.1500

### **Marguerite Hall**

3811 West Pine Mall  
314.977.3070

### **Pruellage Hall**

3753 West Pine Mall  
314.977.1558

### **Reinert Hall**

303 South Grand Blvd.  
314.977.3080

### **Spring Hall**

### **Walsh Hall**

3630 West Pine Mall  
314.977.1500

## University Apartments

### **Grand Forest Apartments**

3400 Laclede Avenue  
314.977.2075

### **Marchetti Towers East Apartments**

3520 Laclede Avenue  
314.977.3089

### **Marchetti Towers West Apartments**

3530 Laclede Avenue  
314.977.3094

## Village Apartments

314.977.1558

### **Anderson Hall**

3746 West Pine Mall

### **Brown Hall**

3744 West Pine Mall

### **Chan Hall**

3740 West Pine Mall

### **Donnelly Hall**

3742 West Pine Mall

### **Robert May Hall** *(graduate and professional student housing)*

3331 Locust Street  
314.977.3094

### **The Flats at Three Seven Four**

374 South Grand Blvd  
314.531.5533

### **Eagleton Hall**

3807 West Pine Mall

### **Fox-Clark Hall**

3805 West Pine Mall

### **Gunn Hall**

3803 West Pine Mall

### **C.S. Huh Hall**

3801 West Pine Mall

# Community Living at Saint Louis University

On-campus living at Saint Louis University provides an integral part of a student's educational experience, offering opportunities and services beneficial to their overall development. We expect students to be responsible and involved citizens in the residential community and thus active co-constructors who participate in making and carrying out decisions affecting their community. Residents will come together to create community standards that each student will be held accountable for as a participant in the residential experience. Residents will also work with their roommates, suitemates, or apartment mates to create an agreement on how their personal living area should be managed throughout the year. Students are vital in the process of creating their residential environment

As a residential student, you enjoy and receive considerable freedom, and with that freedom comes many responsibilities. You are responsible for your room/living unit. Regardless of your presence, you are responsible for all activities that occur there if you have knowledge of others' activities or fail to take proper actions to stop any activity. You are also responsible for your actions, the physical environment of the building, and the community as a whole. If you are aware of, or in the presence of, a violation of University policy, and remain in the presence of, or fail to take reasonable actions to stop the violation, you are giving your implied consent to this violation, and could be held responsible.

A benefit of attending a Jesuit University is our strong commitment to values. We value your right to privacy, freedom of choice, and the responsibility that comes with those freedoms. Your room/living unit is a private space and we try to respect your privacy as best we can. You have the freedom of choice, and that, as individuals, you will make decisions that will affect your life. Hopefully, these decisions will be a result of a close examination of available information, and your own careful thought. It is in this context that you will make decisions about how you will act, represent yourself and comply with the expectations of other residents, the University and the law. It is important that you examine and consider the predictable outcomes or results of your actions. Our expectation, then, is that you will comply with these policies, as well as any local, state or federal laws.

This Housing and Residence Life Handbook is designed to provide you with information about services, policies, procedures and opportunities that will enable you to fully participate in on-campus living. As a residential student it is your responsibility to review this handbook as well as the Community Standards. If you have any questions, please talk to a Housing and Residence Life (HRL) staff member or contact the Department of Housing and Residence Life at (314) 977-2811 or via email at [reslife@slu.edu](mailto:reslife@slu.edu).

## Residence Hall & Apartment Contract Information

The following information is from the Saint Louis University Housing Contract. Read and preserve your copy of the housing agreement as you have assumed full responsibility for complying with its contents. By signing the Housing Contract each resident demonstrates that he or she understands and agrees to the conditions of the contract. This contract is for the academic year. It is also expected that each resident has read and understands all policies in the HRL Handbook.

### **Administrative Reassignment**

The University reserves the right to reassign an individual or a group of individuals at any time. This policy is usually, but not exclusively, applied to situations where an individual student or group of students has had recurring behavioral problems or community damage.

Residents of communities (room or floor) with environments that are displaying behaviors inconsistent with the University's values, mission or policies are subject to an administrative move. If an administrative reassignment occurs, the student(s) will be responsible for any additional room charges that may be affiliated with the new assignment. The central housing office will determine when an administrative move



is deemed necessary. If an administrative move occurs, parent/ guardians could be notified of the reassignment. Additionally, students may also be administratively reassigned in order to consolidate space.

### **Room Entry**

Housing and Residence Life staffs reserve the right to enter a student's room/living unit to ensure, among other things, health, safety, and maintenance in residence halls/living units. This includes quarterly inspections for health, safety and cleanliness. Room searches will be conducted in accordance with the guidelines listed in the Room Search section of this guide and the terms and conditions of the Housing contract. The Department of Housing and Residence will not facilitate entry of a non-resident, including family members, into a student's room without the explicit (verbal or written) consent of that student.

### **Room Responsibility**

You are responsible for your room/apartment. Regardless of your presence, you can be held responsible for all activities that occur there and may be processed through Office of Student Responsibility and Community Standards.

### **Room Search**

Saint Louis University and the Department of Housing and Residence Life reserves the right to conduct a "room/living unit search" for the reasons set forth in the residence hall contract and when it has been determined, in the discretion of appropriate University officials, that sufficient cause exists.

- ❖ The Director, Associate Director, Assistant Director of Housing and Residence Life, Vice President of Student Development, or the Vice President's designee will make this determination. After proper authority has been granted, the search will be conducted in the following manner:

The search process:

- ❖ Two university staff members will conduct the search.
- ❖ In most cases, the persons conducting the search will knock on the residence hall/living unit door and announce themselves before entering.
- ❖ Students who are present will be informed of the purpose of the search. Students are not required to be present, unless requested by staff. If so requested, students must remain in the room/living unit or under supervision of staff. Searches may be conducted in the students' absence.
- ❖ All areas and spaces of the room/living unit, and all objects and containers within the room/living unit, may be searched. Illegal or unauthorized items will be confiscated and residents will be provided with a list of these items taken. Items violating local, state or federal laws may be turned over to law enforcement authorities.
- ❖ Department of Public Safety or police officers with proper authority may initiate a search within normal legal guidelines. These procedures may supersede the above guidelines. The information gathered during this process may be processed through the conduct system.

## **Residence Hall & Apartment Services**

### **Communication with Students**

Students will receive important information from the Housing and Residence Life Department via their SLU e-mail account. Students should monitor this account regularly as information will not necessarily be sent in other ways. Students may have their email accounts from other addresses/platforms forwarded to their SLU e-mail account. Assistance with this can be obtained by calling ITS Help Desk at 977-4000. Emergency notification/timely alerts are sent by DPS. You can register and/or update you information in [myslu.slu.edu](http://myslu.slu.edu) under Banner Self-Service.

### **Desk Operations**

All residence halls and Marchetti Towers Apartments are staffed 24- hours with a highly-trained student desk worker. The purpose is to provide additional security for the building. At the desks, a variety of other



services and information are provided. The desk area functions as the primary point of contact for each hall and serves as a place to call in any problems that may require the assistance of Housing and Residence Life staff member or the Department of Public Safety, (314) 977-3000. In order to gain access to the lobby of a residential area a student must utilize their student ID to gain access to the front door. Students who desire to enter the residential section of a building must have their access rights approved by swiping their student ID through the card reader at the Security Desk. For more information see Visitation/ Host and Guest Responsibilities.

The desk is often a busy, high-traffic area that provides a wide variety of services to residents of the building. We expect that all students will cooperate with reasonable requests and be considerate of the desk staff. No type of harassment, verbal abuse, or other similar behaviors will be tolerated. Students who have misplaced their ID may have their access verified with a State Driver's License, Passport, or Military ID Card, and Banner ID.

### **Emergency Contacts**

Residential students must register their confidential emergency contact information through [myslu.edu](http://myslu.edu) and on their emergency card as part of the residence hall/apartment check-in process. In the event of an emergency, University personnel could access the information to notify your designated emergency contact.

### **Missing Person**

Residential students must also register their confidential emergency contact information on their emergency card as part of the residence hall/apartment check-in process. A student's confidential contact information will be accessible only by authorized University personnel and law enforcement officials in the course of a missing persons investigation.

### **Identification Card & Keys**

The SLU ID has many functions including access to campus residential areas, the library, the Simon Recreation Center, and use in dining facilities. Each student is issued a SLU ID card during their first semester at the University and is expected to carry it on with them at all times while on campus. Students are required to swipe their SLU ID cards each time they enter a residence hall or Marchetti Towers. Students not in possession of their ID card need to check in at the front desk and will be recorded as a "lockout". Students who have misplaced their ID may have their authorization verified in other manners but may be asked to wait until it is convenient for the Security Desk Worker to do so. Any attempt to falsify residential information or access a building under another's identity may result in student conduct action.

SLU ID cards are the property of Saint Louis University and may be requested back at the end of the residential contract period. Each student is responsible for the care and maintenance of his or her SLU ID card. Students must have their ID card in order to access their University meal plan.

Students who are locked out of their room for a forgotten key may retrieve a spare key at their designated front desk. The spare key may be kept for 15 minutes while the permanent key is collected. If the spare key is not returned a core change will be conducted for the room in question.

### **Information Technology**

University's Appropriate Use Policy: It is the obligation for all students to familiarize themselves and follow the policy at: <http://www.slu.edu/Documents/its/AUPjune2005.pdf>.

All residential facilities have high-speed wired and wireless internet. Students are prohibited from setting up their own wireless routers or printers in residential facilities

# Residence Life Community Living Standards

## **Saint Louis University Residence Life Community Living Principles**

As a student living on campus, and as a student in our residential community, your participation is a vital and important contribution in enhancing the community and the SLU experience.

### **As a member of our community you will experience...**

...a residential community that creates and promotes service, social engagement, personal responsibility and acceptance for others that are different than you. By living in the residential community you will experience social and educational opportunities to explore that will enhance your SLU experience.

...a residential floor/ area that establishes relationships that will remain beyond your SLU experience. A floor that creates a learning environment outside of the classroom that engages you in discussion and challenges you to explore yourself and the world around you. A floor that is disciplined, compassionate, just and able to promote mutual respect fosters bonds that will strengthen the community and its members.

...a personal residential space for you to relax, refresh and reflect on your SLU experiences and to give you the energy to go out into the community to live out the University Mission of being men and women for others.

**As a member of your residential community, we hope you embrace the principles of respect, civility, fairness and support the common good for the entire community.**

**To maintain a unique community living experience you as a member are expected to exercise responsibility and to abide by established community standards.**

Community standards are designed to promote and preserve an atmosphere conducive to community living. Community standards are developed by all residents as a collective unit within the first week of the Fall semester and will be posted on the floor. All residents are responsible for knowing and adhering to these standards. Additionally, roommates will create a roommate or apartment agreement at the beginning of the academic year. These standards are to be adhered to by the occupants of the room and guests of the room. All standards are supplemental to the Community Standards, Residence Life Handbook, and the Housing Contract. Any violation of the standards may result in disciplinary action. Standards that duplicate Community Standard violations are noted after the standard with the appropriate Community Standard violation. When possible, allegations involving violating these standards will be charged under the Community Standards. Any housing community standard, not duplicating a Student Code of Conduct, may be treated as an administrative violation for failing to meet Housing Standards, Housing Contract or the Residence Life Handbook or referred to Community Standards Violations.

***“Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University Website.”***

For more information on the Community Standards and to read all policies and procedures related to Community Standards at Saint Louis University, go to <http://www.slu.edu/office-of-student-responsibility-and-community-standards/2014-2015-student-handbook>

To review the Housing Contract go to: <http://www.slu.edu/housing-and-residence-life/housing-and-dining/apply-terms-and-conditions>

# Residence Life Community Living Policies

## 4.2 Residence Life Standards

4.2.1 Alcohol, Host Responsibility – Students living in residence halls, university owned/staffed buildings who are 21 years of age or older may bring small amounts of alcohol for personal consumption into the space to which they have been assigned. Residents who choose to use alcohol legally are expected to do so in a responsible manner, including, but not limited to, not distributing alcohol to minors, and not consuming alcohol in the presence of guests (non-roommates) who are under the age of 21. With the exception of a roommate, no alcohol is permitted in the presence of an underage Student. Alcohol collections and/or displays are prohibited in all residential spaces.

4.2.2 Building Exterior – Failure to follow the following guidelines jeopardizes the safety of community members:

- a. The propping open of residence hall exterior doors is strictly prohibited.
- b. Throwing or dropping objects from windows or balconies is prohibited.
- c. Students are prohibited from being out on a ledge, windowsill, or a building roof. This includes entering and exiting from them.

4.2.3 Elevator Abuse- Residents should abide by elevator guidelines (occupancy, etc.) to ensure the safety of themselves and others and to ensure the safe operation of the elevator.

4.2.4 Hall Sports/Recreation - Out of respect for property and university facilities, sports or general rough-housing are not permitted in the hallways or lounges. Additionally, wheeled transportation (including, but not limited to, bikes, motorized and non-motorized scooters etc.) are not permitted in the residence halls/ apartment living units.

4.2.5 Host Responsibility - Hosts are responsible for all actions of their guests.

4.2.6 Housekeeping/Cleanliness – Students living in university housing are asked to maintain a high standard of housekeeping and cleanliness.

- a. The assigned space and furnishings should be kept clean and sanitary.
- b. Garbage and other items to be discarded should be placed in the appropriate trash rooms or dumpsters.
- c. Students should clean up trash and personal items in common areas after use.

4.2.7 In the Presence of Alcohol - Anyone under the age of 21 is not allowed to be in the presence or possession of alcohol in a residence hall, and university owned/leased apartments. Underage students who have roommates who are over 21 can be in their living space when alcohol is present, however, the underage student cannot consume alcohol and no one else under 21 can be present when alcohol is being consumed.

4.2.8 Keys and Residence Hall Access - Students are expected to scan their ID card when entering a building, report lost or missing residence hall keys or access cards immediately, and return spare keys immediately after use. Students are not allowed to give their SLU ID, room and/or entrance keys to others. Falsification of information in an attempt to obtain a back-up key is strictly prohibited.

4.2.9 Living Assignments – Students are expected to adhere to all aspects of the housing contract in respect to assigned spaces including:

- a. Resident rooms and apartment spaces are to be occupied by only those assigned to the room/apartment by Housing and Residence Life and are not to be occupied, or loaned/leased without prior consent of Housing and Residence Life, to other residents or nonresidents.

b. Refusing to accept or impeding an effort by Housing and Residence Life to make an assignment to a vacant space is prohibited.

4.2.10 Noise - Failure to adhere to the noise guidelines

a. Quiet hours are in effect from midnight to 8 am, Monday through Friday, and from 2 am through 10 am, Saturday and Sunday, in all buildings. Each floor may establish additional quiet hours, so that residents may count on undisturbed quiet activities such as relaxing, studying, and sleeping. During final exam periods quiet hours are in effect for 24 hours.

b. Moderate noise levels that promote an atmosphere of academic success should be maintained during all hours other than those designated as quiet. Students should be considerate by observing these hours and responding appropriately to requests to lower noise volume.

c. Noise that can be heard outside of a room or in the courtyard of a building by placing a stereo out the window, yelling out the window, or using amplification devices is prohibited at all times.

4.2.11 Occupancy - In order to maintain reasonable occupancy levels, gatherings in a residence hall room or apartment should not exceed more than four times the designed occupancy level (i.e. a 2 person room may not have more than 8 people).

4.2.12 Open Flame/Element Devices - Open flame or open element devices (including, but not limited to, candles-wick or no wick, incense, George Foreman grills, toasters, toaster ovens, barbeque grills, etc.) are not permitted in the residence halls/apartment living units (kitchen items exempted in apartments with kitchens) or in building indoor or outdoor common areas.

4.2.13 Overnight Guests/Cohabitation - Residents may have overnight guests in the halls in accordance with the visitation guidelines in place for their particular building. Such guests, however, may not stay for more than 3 days without expressed permission from the Residence Hall Coordinator. Cohabitation is not permitted.

4.2.14 Pets - Pets are not permitted in the residence halls/apartment living units except for fish or hermit crabs in small bowls or an aquarium that is limited to 10 gallons.

4.2.15 Residential Community Damage - Students are expected to respect university property, as well as the property of other community members. Damages, alterations, or removals to residence hall rooms, buildings, and other community member's property.

4.2.16 Restroom Civility - At no time should individuals be in a restroom facility designated for a gender other than their own gender identity.

4.2.17 Sales/Solicitation - Sales or solicitation (including, but not limited to, running a business out of your room, magazine sales, pizza sales, etc.) is not permitted in the residence halls/apartment living units. All materials to be distributed to the residence halls/students must be approved by SGA advertisement guidelines and be sent through the Housing and Residence Life Office.

4.2.18 Screens/Doors - Students may not remove, alter, or tamper with window screens, door closures, locks, etc. Additional locks may not be added to the room or bathrooms doors. Screens must remain on windows at all times.

4.2.19 Unregistered Guests - Hosts are expected to meet and register their guests at the building entrance or desk and escort them at all times while in the building. At no time should any resident provide entrance to the building to anyone who is not his or her guest.

4.2.20 Visitation - In order to best support students in the residence halls and apartments, visitors are permitted only during specified hours and in accordance with any roommate agreement. Guests must be

escorted at all times. The following hours are established to support students while facilitating positive, social and educational interactions. Students living in any University managed residence halls or apartments may check in guests of different genders at the front desk during the following hours:

- Sunday 7:00am - Monday 2:00am
- Monday 7:00am - Tuesday 2:00am
- Tuesday 7:00am - Wednesday 2:00am
- Wednesday 7:00am - Thursday 2:00am
- Thursday 7:00am - Friday 2:00am
- Friday 7:00am - Saturday 4:00am
- Saturday 7:00am - Sunday 4:00am

Although The Village Apartments and Grand Forest Apartments do not have a front desk. It is expected that residents of those apartments follow the visitation hours outlined in this policy.

Non-residential students are permitted to enter academic spaces of residence halls between 7am-6pm. Outside of these times, non-residents must be checked in by a resident of the building and escorted at all times.

4.2.21 Prohibited Items/Actions - Possession of a prohibited item or the behavior of a prohibited action as described. Prohibited Items: Air conditioners (both window and portable units except those provided by the university); Halogen lamps, lava lamps, sunlamps, and incandescent bulbs; Hookahs or waterpipes; Hoverboards/motorized skateboards; Devices used to promote irresponsible drinking (beer bong, funnels, kegs, party balls, and similar devices typically used to promote excessive alcohol consumption); Alcohol collections or trophies (pyramids, excessive bottles, cans, cartons); Extension cords (unless multiple outlet-type with built-in fuses and/or surge protector); Items obstructing egress/exit paths in rooms or hallways; Outside antenna/satellite dish; Live cut trees or wreaths; Signs considered to be University, government, or another's property; Wireless internet routers; Locks, latches, or similar devices for interior and exterior doors beyond those provided by the university.

Prohibited Actions: Removal of University-issued room furniture or relocation of any University-issued residential furniture; Hanging items on sprinkler heads or piping; Utilizing smokeless tobacco or electronic cigarettes inside a building

## Facility Policies & Guidelines

### Appliances

Most typical appliances are allowed, provided they are used in a safe and proper manner, (See Restricted Items from University Housing). Students are permitted to use UL power strips. Multiple extension and/or inappropriate power extension cords are not permitted. The University is not responsible for damage to appliances or items inside the appliance due to power outages, power surges, and the like.

- a. Refrigerators in the residence halls must not exceed 3.2 cubic feet or draw more than 1.5 amps, and there may not be more than one refrigerator per room.
- b. Microwaves in residence halls must not draw more than 5.8 amps, or exceed 700 watts, and must be plugged into an UL power strip with built-in circuit breaker, or a "dedicated outlet," in rooms with such. There may not be more than one microwave per room.

### Balconies and Porches

As a safety precaution, no more than four people may be on a balcony at any given time. Balconies should remain free of debris, laundry and grills (not permitted on campus). Bicycles may also be placed in this area in a quantity consistent with the number of occupants in the unit. Hammocks are not permitted to be hung from balconies/porches/patios.



Students may place their personal furniture on the balcony/patio/porch. University furniture should not be placed on balconies, patios, or porches in order to keep it from being exposed to the elements and in good functional condition. If the residents of an apartment are found with university furniture on their balcony, porch, or patio, they will receive a warning to place it back inside within 24 hours..

Motorcycles, mopeds and other similar motorized vehicles are not permitted on balconies/porches/patios.

No item should be thrown or dumped from balconies/porches/patios. Strands of lights, wind chimes, and any other decorations are not to be hung from balconies. The only item that may be hung from the balcony/patio is the flags recognized by the United Nations. Such flags should be secured in such a manner that they do not have the potential to harm other residents or University property and displayed in accordance to the regulations of displaying the nation's flag.

### **Bicycles and Other Wheeled Transportation (roller blades, skateboards, etc.)**

Wheeled transportation is not permitted in the hallways or lounges of residence halls or apartment living units. They must be safely and securely stored in individual rooms and or bicycle racks located throughout campus. All bicycles must be registered through the Department of Public Safety and Emergency Preparedness, <http://www.slu.edu/x22899.xml>, and removed at the end of the school year.

### **Decorations**

You are encouraged to make your room more personal and homelike. However, we ask that you do not damage or permanently alter the room/living unit. If you have any questions about what you may or may not do, ask the Housing and Residence Life staff. Any permanent damage will result in damage fees. The guidelines for decorating are as follows.

- ❖ Do not use double-sided tape, putty, duct tape, or other substances that will leave a “gummy” residue on your door, walls, or furniture.
- ❖ For plaster and drywall surfaces, use thumbtacks and small nails (no more than 10 per wall). For cinderblock walls, use blue painters tape or Command® hooks.
- ❖ Use only tacks or nails smaller than four penny in size (see local hardware stores in area for fourpenny nails). Do not use screws, large nails or other implements to hang items. Do not put multiple holes in close proximity to each other.
- ❖ Do not hang wallpaper, border paper, or anything that will permanently adhere to the walls.
- ❖ Mirrors, extra shelves, hooks, and other such items need to be removed at the end of the year. They are not considered room improvements.
- ❖ Do not line drawers or shelves with adhesive-backed paper.
- ❖ At the end of the year, students are billed for any damage to the room. Damage not claimed by one person will be split between all residents residing in the room.

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### **Elevators**

To keep elevators in running order, do not overload, force doors open, stop the elevator, jump, use alarm buttons (except in emergencies), or otherwise misuse the equipment. Elevator abuse poses a serious threat to safety. If the elevator stops between floors, stay calm, remain in the elevator and use the alarm button and/or call box. A staff member or Department of Public Safety and Emergency Preparedness will come assist you with evacuating.

### **Emotional Support Animals (ESA)**

In compliance with the Fair Housing Act (FHA), some students may be allowed to have an Emotional Support Animal within campus housing facilities. These animals may alleviate one or more identified symptoms or effects of a disability or mental health related condition and are referred to as “emotional support” based on the function they perform for the student. All requests for emotional support animals as

an accommodation in campus housing facilities must be approved by Housing and Residence Life staff, located in DuBourg 157, in collaboration with Disability Services.

An Emotional Support Animal (ESA) is an animal selected to play an integral part of a person's treatment process. The ESA must demonstrate a good temperament and reliable, predictable behavior. An ESA is not a Service Animal. Unlike a service animal, an ESA does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. An ESA is incorporated into a treatment process to assist in alleviating the symptoms of that individual's disability. This treatment occurs within the person's residence and therefore may be considered for access to university housing.

If a student is allowed to have an emotional support animal, it may be restricted to only housing areas. It may not be allowed to enter classrooms, recreational facilities or other campus buildings. Requests for accommodations beyond the residential scope should be assessed by Disability Services in the Student Success Center.

### **Cleanliness**

The Building Service Worker's responsibility is for daily, normal, anticipated cleaning. Residents will be asked to clean up excessive messes, and individuals will be charged a minimum of \$50 per residence hall room or \$50 per apartment areas (living room, bedroom, kitchen, bathroom, and balcony) for excessive messes. Excessive messes in public areas, including but not limited to trash, will result in a minimum charge of \$5 per resident who resides in that area.

Residents who can be attributed to inappropriately placing debris in common spaces/areas in and around residential areas (including outdoors) will be fined \$50 per item. This may be divided between residents of a particular room or apartment unless a resident takes responsibility.

### **Furniture**

All University furnishings must remain in students' rooms/living units at all times unless the Director, Associate Director or an Assistant Director approves them in writing. A student may be assessed the actual, non-depreciated replacement cost for room furniture that is not present in the room or is present but damaged at any time of the year. Personal furniture, with the exception of waterbeds, is permitted, as long as it adequately fits in the room. Please refer to the section on lofts regarding their guidelines and restrictions. Roll guards for upper bunks of beds are available by contacting the Residence Hall Coordinator. Swimming pools are not considered furniture and are prohibited from all University housing units.

### **Keys**

Unauthorized possession, duplication or use of keys or unauthorized access to any University building or area on University premises.

For safety reasons, it is important for students to keep their room/apartment keys with them at all times and always lock their door. All lost, stolen or broken keys must be reported to the Security Desk overseeing that respective residential area immediately. Keys are issued at check-in remain the property of the University and are to be used only by the student assigned to that room/apartment during their contract period.

No University issued key may be duplicated, modified or loaned to another person. The student is responsible for their room/apartment key until they have officially checked out of their room/living unit. Lost room/apartment keys require lock "core" changes.

### **Lock-outs**

Residents may check out a lock-out key for their room/apt at the following location:

- ❖ DeMattias, Fusz, Griesedieck, Marguerite, Pruellage and Reinert available at the Security Desk of that building

- ❖ Grand Forest and Marchetti East available at the Marchetti East Security Desk
- ❖ Village Apartment available at the Pruellage Security Desk

Students may check out a lock-out key only to the room to which they are currently assigned. Attempting to gain access to another person's lock-out key and/or another person's room/living unit with a lock-out key may result in severe disciplinary action.

If the key is returned within 15 minutes, a lock-out charge will not be assessed. For safety and security reasons, lock-out keys not returned within 24 hours may result in an automatic lock change at the resident's expense. A student is allowed to accumulate four lock-out marks per year without being assessed. Five or more lock-outs will result in an assessment of \$5 each.

A duplicated key will not be accepted at check-out or as a returned lock-out key. Should this occur the student will be assessed for a core change. Pursuant to the terms and conditions of the Residence Life Contract and this Handbook, staff members of the Housing and Residence Life may enter your room for emergency, safety or other reasons. See Room Search Policy for additional information. Students may not place any additional non-University security devices or non-University locks on their door.

### **Lofts**

Homemade lofts are not permitted in any residence hall or apartment style living unit. Students residing in residence halls will be provided resources to have their bed lofted ([www.bedloft.com](http://www.bedloft.com)). Not all facilities have beds that are able to be lofted. Please contact a Housing and Residence Life staff member for more specific information what is offered in your residence hall. Do not place your lofted or bunked bed in front of the window or air condition units.

Saint Louis University is not responsible or liable for any injury or damages sustained through a resident's decision to use a loft. Lofts may only be assembled/disassembled or repaired by request. Please contact [www.bedloft.com](http://www.bedloft.com) or your Residence Hall Coordinator.

### **Painting/ Repairing**

Painting or repairing student rooms by residents is not allowed. Students who have painted or repaired their walls will be charged to return them to their original condition.

### **Restitution for Community Damages**

In the event of damages occurring in community spaces or residence hall rooms/apartments, student responsible may be asked to provide restitution in order to repair property damaged. It is the goal of Housing and Residence Life to maintain the highest quality facilities possible and thus rely on all community members to share in accountability for quality of the community spaces.

Monetary restitution will be determined on a case by case basis in order to repair damage. Labor as restitution in the event of creating excessive messes will also be considered on a case by case basis.

### **Roofs**

For safety reasons, all roofs, overhangs and locked porches are off-limits to students.

### **Windows and Screens**

Windows fitted for screens are required to have the screen(s) secured in place and in proper positions at all times. It is the resident's responsibility to timely submit a work order if his/her screen falls out or is no longer properly secured. Safety stops, if applicable, on windows must remain intact at all times. It is the resident's responsibility to timely submit a work order if the window stop is not properly in place and secured.

Hanging, dropping or throwing anything out of an open window, including using the window for entry, exit or sitting, will result in severe disciplinary action, including but not limited to fines, dismissal or suspension



from University housing, suspension and/or dismissal from the University. Where applicable, safety bars fitted on windows must remain latched at all times and should be opened only in the event of an actual emergency.

### **Work Orders**

Submit a FAMIS work order for Facilities services ac/heating units, clogged sinks and toilets, door hardware, and many other issues through [myslu.slu.edu](http://myslu.slu.edu) or <http://www.slu.edu/x47022.xml>

## **Emergency Procedures**

At Saint Louis University, your safety and security are a top priority. With the cooperation of each and every student, our halls/living units will be safe environments for all to enjoy. Evacuation routes, procedures and assembly areas are listed in each residential area as well emergency procedure training takes place each semester. Each student is expected to familiarize him/herself with the appropriate evacuation routes of the facility. Students should follow the directions of Housing and Residence Life, Department of Public Safety, or other emergency personnel all times during an emergency. If you have questions about the Emergency Procedures please contact the Housing and Residence staff in your building immediately.

In the event of the following emergency, please follow these instructions. Inform your Residence Hall Coordinator at the beginning of the semester of any disabilities that might keep you from following the emergency instructions. Using the Banner system, please provide your cell phone number for use in case of an emergency.

### **Designated Reassembly Locations**

If a building needs to be evacuated (fire alarm, facility related concern) below are the designated assembly sites:

Griesedieck Complex — Simon Recreation Center  
Grand Forest, Marchetti Towers East and West — Busch Student Center  
Reinert Hall — Busch Student Center  
Spring Hall – Georgetown Parking Lot (Simon Rec Center during inclement weather)  
All housing units west of the clock tower — Xavier Hall  
The Flats — Busch Student Center  
Robert May Hall — Wool Center

### **Earthquakes**

- ❖ Brace yourself firmly in a doorway or move against an interior wall, kneel or sit with legs drawn into chest and cover your head with your arms.
- ❖ When shaking stops exit the building using stairs. Do not use elevators.
- ❖ Check on fellow students. Provide assistance to those needing help.
- ❖ Once outside, move away from the building into an open area, away from buildings and electrical wires.
- ❖ Aftershocks may occur. Remain in your assembly area until told to do otherwise by the proper authorities.
- ❖ Go to designated re-assembly area.

### **Elevator Failure**

#### **If you become trapped:**

- ❖ Remain calm.
- ❖ Use the emergency elevator phone or alarm button to call for help.
- ❖ Do not attempt to pry open doors.
- ❖ Do not attempt to use the overhead hatch.
- ❖ Emergency assistance will be directed to your location.

**If you believe someone is trapped in an elevator:**

- ❖ Contact the Department of Public Safety at (314) 977-3000.
- ❖ Be prepared to tell the dispatcher on what floor you believe the person(s) is trapped.
- ❖ Talk to the person(s) inside of the elevator by yelling through the door.
- ❖ Remind them to remain calm and assure them assistance is on the way.

**Fire**

- ❖ Familiarize yourself with the fire alarms and evacuation routes or exits or fire extinguishers.
- ❖ Evacuate when fire alarm sounds.
- ❖ Do not use elevators.
- ❖ Assist others during the evacuation.
- ❖ Go to your designated re-assembly area.
- ❖ Call Department of Public Safety (314) 977-3000.

**If you discover a Fire...**

- ❖ Pull a fire alarm.
- ❖ If fire is small and you are trained, use the nearest, proper fire extinguisher.
- ❖ DO NOT ENDANGER YOURSELF OR OTHERS.
- ❖ If the fire cannot be extinguished, evacuate the building.
- ❖ Contain the fire by closing the doors, if possible.
- ❖ Assist others during the evacuation.
- ❖ Use the building stairs. Do not use elevators.
- ❖ Go to your designated re-assembly area.

**Hazardous Condition**

- ❖ If you see, smell or hear something that might be a hazard, call the Department of Public Safety at (314) 977-3000.

**Mental Health**

- ❖ If you are facing a life-threatening emergency, immediately contact the Department of Public Safety at (314) 977-3000.
- ❖ Consult with an on-call University Counseling Center staff member at (314) 977-TALK
- ❖ Contact your Resident Advisor or Residence Hall Coordinator.
- ❖ Speak with a Campus Minister.

**Medical Emergency**

- ❖ If facing a life threatening emergency, immediately contact the Department of Public Safety at (314) 977-3000
- ❖ Student Health can be reached at (314) 977- 2323 for a health concern that is not considered an emergency.
- ❖ Be familiar with the location of automated external defibrillators.

**Missing Students**

- ❖ If a member of the University community has reason to believe that a student who resides in on-campus residential housing is missing, they should immediately notify the Department of Public Safety at (314) 977-3000.
- ❖ Contact your Resident Advisor or Residence Hall Coordinator.

**Sexual Misconduct**

- ❖ If facing a life threatening emergency, immediately contact the Department of Public Safety at (314) 977-3000
- ❖ To speak confidentially, contact University Counseling Center staff member at (314) 977-TALK

- ❖ To speak with a confidential off-campus, contact SAFE CONNECTIONS at (314) 531-2003
- ❖ Contact your Resident Advisor or Residence Hall Coordinator
- ❖ Speak with a Campus Minister.
- ❖ To access the full policy, reporting, and resources go to [www.slu.edu/here4you](http://www.slu.edu/here4you)

### **Hate-Bias Related**

- ❖ If you are involved or witness a hate-bias related incident you should contact Department of Public Safety at (314) 977-3000,
- ❖ Contact Resident Advisor or Residence Hall Coordinator.
- ❖ For more information and resources, go to <http://www.slu.edu/general-counsel-home/office-of-institutional-equity-and-diversity/hate-crimes-and-bias-related-incident-protocol>

### **Sharps Containers**

- ❖ Please contact Student Health at (314) 977-2323 for information regarding obtaining a sharps container and disposal of sharps container.

### **Power Outage**

- ❖ If it lasts more than a few minutes, go to the first floor.
- ❖ Listen for announcements from Department of Public Safety and follow their instructions.
- ❖ Help ensure that everyone is aware of the instructions.

### **Flood Information**

- ❖ If you discover a water leak/ flood, immediately call the Department of Public Safety at (314) 977-3000.
- ❖ If able, shut off the source of the water.
- ❖ Notify a Resident Advisor, Desk Worker or Residence Hall Coordinator.

### **Tornado/ Severe Weather**

- ❖ Go to a pre-designated shelter area such as a safe room, basement, or the lowest level of the building. If there is no basement, go to the center of an interior room such as a closet, bathroom or interior hallway, away from corners, windows, doors, and outside walls.
- ❖ Put as many walls as possible between you and the outside.
- ❖ Get under a sturdy table or piece of furniture and use your arms to protect your head and neck.
- ❖ Do not open windows.

### **Sounds like a Gunshot**

- ❖ Turn off lights to the room and close the blinds.
- ❖ Lock or barricade the door and wait for help to arrive.
- ❖ Hide where you cannot be seen and do not huddle together.
- ❖ Call the Department of Public Safety (314) 977-3000.
- ❖ If you are on the ground floor and can exit the building safely and quickly, do so.

**Additional emergency related material can be located at: <http://www.slu.edu/x31570.xml>**

# **SAINT LOUIS UNIVERSITY WEAPONS POLICY**

Responsible University Office: Department of Public Safety  
Effective Date: Sept.7, 2016

## **1.0 INTRODUCTION**

Saint Louis University prohibits firearms and other weapons, as defined in Section 4.0 of this policy, on its premises in accordance with and to the maximum extent permitted by federal, state, and local laws and regulations.

## **2.0 PURPOSE**

The purpose of this policy is to provide a safe working and educational environment for all students, faculty, staff and visitors. Except as specified in Section 6.0, this policy applies

## **3.0 PERSONNEL AFFECTED**

University wide, to all students, faculty, staff, volunteers, visitors, independent contractors and vendors and their employees, and supplements but does not replace or substitute any other applicable University policies or procedures. Subject to review and approval by the Assistant Vice President for Public Safety and Emergency Preparedness, divisions of the University, e.g. Residence Life, may adopt additional restrictions that would apply to within their division.

## **4.0 DEFINITIONS**

For the purposes of this policy, the term "weapon" is defined as any dangerous instrument, device or substance, intended to cause death, designed, or has been adapted or converted for the purpose of causing death, inflicting physical injury, or causing property damage, including, without limitation: firearms, including devices designed or converted to expel a projectile by the action of explosion, pressurized gas or mechanical action (such as pellet and BB guns); bows, crossbows, slingshots or any other projectile weapon that is not a firearm; knives with blades greater than four (4) inches in length, except culinary knives; knives with blades that fold or close into the handle, and open automatically by pressure applied to a mechanism located in the handle, or that open from the handle by the force of gravity or application of centrifugal force ("switchblade" knife); any instrument or device designed, adapted or converted for the purpose of stunning or inflicting physical injury by striking a person (such as a club, "sap", or "blackjack"); any device designed, adapted or converted for the purpose of stunning or inflicting physical injury by delivering an electrical charge (such as a taser or stun-gun); any explosive or incendiary substance, or device designed, adapted or converted for the purpose of causing an explosion or fire; any noxious gas or chemical substance, except for those used in University approved laboratories, and any device designed, adapted or converted for the purpose of releasing a noxious gas or chemical substance, except for small hand-sized (units of not more than 3 oz. nor more than 18% OC) personal protection devices sold commercially (commonly referred to as "mace") in the state of Missouri, that eject a repellant or

temporary incapacitating substance for the purpose of causing a temporary adverse physical effect on a human being.

For the purposes of this policy, a Prop/Theatrical Weapon is defined as any device that could be reasonably mistaken for a weapon, such as a toy gun, starter gun, or theatrical weapon.

## **5.0 POLICY**

All Saint Louis University students, faculty, staff, volunteers, visitors, and independent contractors, vendors and their employees are strictly prohibited from carrying Weapons on premises owned or controlled by the University and in vehicles owned or controlled by the University, regardless of whether they possess a valid Concealed Carry Weapons permit to carry a firearm. University students, faculty, staff, and volunteers are prohibited from storing Weapons on premises owned or controlled by the University, including inside of their personal vehicles regardless of whether they possess a valid Concealed Carry Weapons permit to carry a firearm.

Visitors to the University, independent contractors, vendors and their employees are also prohibited from storing Weapons inside of their company owned or personal vehicles regardless of whether they possess a valid Concealed Carry Weapons permit to carry a firearm.

All Saint Louis University students, faculty, staff, volunteers, visitors, and independent contractors, vendors and their employees are prohibited from possessing, carrying, or using a Prop/Theatrical Weapon without prior written approval from the Assistant Vice President for Public Safety and Emergency Preparedness; provided however, under no circumstances will a Prop/Theatrical Weapon be permitted inside University owned or operated residential facilities.

## **6.0 EXCEPTIONS**

The following are the only exceptions to this policy:

- a. Members of the Department of Public Safety and Emergency Preparedness who are required to carry a weapon in accordance with departmental policy.
- b. Security officers authorized by their employer, and duly licensed and legally permitted to possess weapons such as employees of armored car services that collect and transport cash, checks and other valuables.
- c. Federal, state and local law enforcement officers in the performance of their duties.
- d. Members of the armed services performing official duties as defined by law, regulation, or lawful order.

Prior written approval must be obtained from the Assistant Vice President for Public Safety and Emergency Preparedness when a weapon (real or replica) will be used in a University course or activity, a program or activity conducted on University premises by an outside organization, used in connection with an athletic activity or drill, public ceremony or artistic performance.

## **7.0 PRODECURES**

If you have reason to believe an individual is in possession of a weapon in violation of this policy you should immediately contact the Department of Public Safety and Emergency Preparedness by calling 314-977-3000, or local law enforcement authorities by dialing 911, and provide a description of the individual and their location.

Do not approach the individual or investigate. If you have any uncertainty in deciding whether to make a report, you should decide in favor of making a good faith report.

Questions and inquiries about this policy should be directed to:

The Department of Public Safety and Emergency Preparedness  
Communications Center, 314-977-3000

Division of Human Resources: 314-977-2360

## **8.0 POLICY VIOLATIONS**

Anyone possessing a weapon in violation of this policy will be asked to immediately remove the weapon from University premises, or surrender the weapon to Department of Public Safety and Emergency Preparedness officers or local law enforcement authorities. Failure to comply may result in arrest, criminal prosecution, University faculty, staff, and volunteers found in violation of this policy, shall be subject to applicable University disciplinary policies, and any violation of this policy may result in sanctions up to and including their termination. Any students found in violation of this policy may be subject to disciplinary actions under the Community Standards in the Student Handbook, which do not imitate or serve as a substitute for civil or criminal proceedings, but rather have been created to maintain and preserve the educational nature of the University and ensure an inclusive community.

## **9.0 OTHER RELATED POLICIES**

Community Standards  
Housing and Residence Life Handbook  
Residence Life Community Living Principles

## **10.0 APPROVAL**

This policy was approved by: James Moran September 7, 2016

## Madrid Campus



**SAINT LOUIS UNIVERSITY**  
*Madrid Campus*

Established in the late 1960s, Saint Louis University's campus in Madrid is the oldest U.S. University in Spain and the first American-based University to have its own free-standing campus in Europe. What distinguishes the SLU campus in Madrid from virtually any U.S. university in Europe (or anywhere abroad, for that matter) is the diversity of the Student body. Study abroad programs typically cater to U.S. Students visiting for a semester or for a year; small U.S. universities abroad typically cater either to host country nationals or to Students from around the world (Americans included). The 650 Students attending the Madrid campus is comprised of a fairly equal contingent of Spaniards and U.S. citizens. In addition, there is a strong Student cohort from other countries in Western and Eastern Europe, Latin America and North Africa; the breakdown is as follows: 40% U.S., 22% Spanish, and 38% International (Non U.S. and Non-Spaniard). Students study and earn undergraduate degrees in programs such as English, Spanish, International Business, International Nursing, Communication, Economics and International Relations (soon!). The campus also offers Masters degrees in English and Spanish. The program's distinctive focus on learning outside of the classroom also makes it unique. The Madrid campus is the only university in Spain to offer Students a full range of co-curricular activities.

Students interested in planning to study abroad should contact the Saint Louis University Office of International Services:

Des Peres Hall, Room 102  
3694 West Pine Mall St. Louis, MO 63108  
Phone: (314) 977-2318  
Fax: (314) 977-3412

## Academic Calendars

Click [here](#) for the John Cook School of Business - Graduate academic calendars

Click [here](#) for the School of Law academic calendars

Click [here](#) for the School of Medicine academic calendars

Click [here](#) for the School for Professional Studies academic calendars

Click [here](#) for the Official University Holidays maintained by Human Resources.

<http://www.slu.edu/office-of-the-university-registrar-home/academic-calendars>

### Saint Louis University Consolidated 2016-2017 Academic Calendar

#### FALL SEMESTER 2016

Weds.-Mon., <b>August 17-22, 2016</b> -	Orientation/Welcome Week
Friday, <b>August 19, 2016</b> -	Convocation and Family Welcome
Monday, <b>August 22, 2016</b> -	Classes Begin
Thursday, <b>August 25, 2016</b> -	Mass of the Holy Spirit
Monday, <b>September 5, 2016</b> -	Labor Day
Thursday, <b>September 15, 2016</b> -	Official Fall Census
Mon.-Sat., <b>October 10-15, 2016</b> -	Fall Mid-Term Exams
Mon.-Tues., <b>October 17-18, 2016</b> -	Fall Break
Tuesday, <b>October 18, 2016</b> -	Fall Mid-Term Grades Due by 5:00 pm
Saturday, <b>October 22, 2016</b> -	SLU Make a Difference Day
Wednesday, <b>November 2, 2016</b> -	Memorial Mass for the Deceased of the University
Weds.-Sat., <b>November 23-26, 2016</b> -	Thanksgiving Break
Monday, <b>December 5, 2016</b> -	Fall Classes End
Tuesday, <b>December 6, 2016</b> -	Fall Study Day
Weds.-Tues., <b>December 7-13, 2016</b> -	Fall Final Exams
Friday, <b>December 9, 2016</b> -	Mid-Year Graduation Celebration
Thursday, <b>December 15, 2016</b> -	Fall Final Grades Due by 5:00 pm
Saturday, <b>December 17, 2016</b> -	Fall Degree Conferral

#### SPRING SEMESTER 2017

Monday, <b>January 16, 2017</b> -	Martin Luther King Day
Tuesday, <b>January 17, 2017</b> -	Spring Classes Begin
Thursday, <b>February 9, 2017</b> -	Official Spring Census
Mon.-Sat., <b>March 6-11, 2017</b> -	Spring Mid-Term Exams
Mon.-Sat., <b>March 13-18, 2017</b> -	Spring Break
Tuesday, <b>March 14, 2017</b> -	Spring Mid-Term Grades Due by 5:00 pm
Thurs.-Mon., <b>April 13-17, 2017</b> -	Easter Break
Monday, <b>May 8, 2017</b> -	Spring Classes End
Tuesday, <b>May 9, 2017</b> -	Spring Study Day
Weds.-Tues., <b>May 10-16, 2017</b> -	Spring Final Exams
Thursday, <b>May 18, 2017</b> -	Spring Final Grades Due by 5:00 pm
Saturday, <b>May 20, 2017</b> -	Commencement and Spring Degree Conferral

#### SUMMER SEMESTER 2017

Monday, <b>May 22, 2017</b> -	Intersession Classes Begin, First 6-week Session
	Classes Begin
Monday, <b>May 29, 2017</b> -	Memorial Day
Monday, <b>June 5, 2017</b> -	8-week Session Classes Begin
Saturday, <b>June 10, 2017</b> -	Intersession Classes End



Tuesday, **June 13, 2017** -  
Wednesday, **June 14, 2017** -  
Saturday, **July 1, 2017** -  
Monday, **July 3, 2017** -  
Tuesday, **July 4, 2017** -  
Wednesday, **July 5, 2017** -  
Wednesday, **July 5, 2017** -  
Saturday, **July 29, 2017** -  
Tuesday, **August 1, 2017** -  
Wednesday, **August 2, 2017** -  
Saturday, **August 12, 2017** -  
Tuesday, **August 15, 2017** -  
Wednesday, **August 16, 2017** -

Intersession Final Grade Due by 5:00 pm  
Summer Degree Conferral #1  
First 6-week Session Classes End  
Second 6-week Session Classes Begin  
July 4th Holiday  
First 6-week Session Final Grade Due by 5:00 pm  
Summer Degree Conferral #2  
8-week Session Classes End  
8-week Session Final Grade Due by 5:00 pm  
Summer Degree Conferral #3  
Second 6-week Session Classes End  
Second 6-week Session Grade Due by 5:00 pm  
Summer Degree Conferral #4