



2015-2016

# Student Handbook

**Saint Francis University**



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## 2015 – 2016 ACADEMIC CALENDAR

### Fall Semester 2015

International students arrive	Wednesday, August 19, 2015
Freshman class arrives	Thursday, August 20
New Student Orientation	Thursday-Sunday, August 20-23
Upperclass residents move-in	Sunday, August 23
Classes begin, 8:00 a.m.	Monday, August 24
Last day for schedule change	Tuesday, September 1
Last day for P/F grading option	Tuesday, September 1
"Reaching Every Door" (compressed classes)	Wednesday, October 7
Mid-semester grades due	+Friday, October 9
Mid-semester break	Saturday-Tuesday, Oct. 17-20
Classes resume	Wednesday, October 21
Last day to withdraw from a course	Monday, November 2
Registration for Spring Semester 2016	Monday-Friday, Nov. 9-13
Thanksgiving break	Wednesday-Sunday, Nov. 25-29
Classes resume	Monday, November 30
Last day of classes	Friday, December 4
Final examinations	Monday - Saturday, Dec. 7-12
Residence halls close	Saturday, December 12, noon

### Spring Semester 2016

Residents move-in	Sunday, January 10, 2016
Classes begin, 8:00 a.m.	Monday, January 11
Last day for schedule change	Tuesday, January 19
Last day for P/F grading option	Tuesday, January 19
Mid-semester grades due	+Friday, February 26
Mid-semester break	Saturday-Sunday, February 27- March 6
Classes resume	Monday, March 7

Easter Break	Thursday - Monday, March 24-28
Classes Resume	Tuesday, March 29
Last day to withdraw from a course	Tuesday, March 29
Registration for Fall Semester 2016	Monday - Friday, April 11-15
Last day of classes	*Wednesday, April 27
Final examinations	Thursday- Wednesday, April 28- May 4
Residence halls close	Wednesday, May 4, noon
Commencement	Sunday, May 8

+Dates for faculty to submit grades on-line.

\*To ensure that each course meets the required number of times during spring semester 2016, classes that ordinarily meet on Thursdays will also meet on Tuesday, April 26. Classes that ordinarily meet on Fridays will also meet on Wednesday, April 27.

### **Summer Session 2016**

First day of Summer Session	Monday, May 9, 2016
Memorial Day - University holiday	Monday, May 30
Independence Day - University holiday	Monday, July 4
Last day of Summer Session	Saturday, August 20

Academic year 2015-16 begins on the first day of classes for Fall Semester 2015 and ends on the last day of Summer Session 2016.

## Goals of Franciscan Higher Education at Saint Francis University

*Saint Francis University, grateful for the Franciscan heritage of the Institution  
and open to the living spirit of Saint Francis of Assisi,  
strives to incorporate these Franciscan values into the life and work of the community.*

***A Humble and Generous Attitude Toward Learning.*** Aware that all talents of mind and heart are gifts of God, the source of all good, and realizing that knowledge is not a personal possession intended solely for self-advancement, as members of the Saint Francis community we strive to share our abilities and skills generously with others. We seek not the power and prestige of knowledge, nor the desire to control or dominate, but to serve. We strive for excellence without arrogance, willingly sharing our knowledge and wisdom, and humbly learning from one another. As a community of learners seeking the truth together, we encourage the free and open exchange of ideas and responsible action.

***Reverence for all Life and for the Goodness of all Humanity.*** As children of God, we are brothers and sisters to each other, to all humanity, and to all God's creatures. Thus we strive to show reverence for all human life and for life in all its forms, to treat all people with dignity and respect, and to work together for the common good. In a spirit of charity, we care for and support each other, helping to bind the wounds of those who suffer and bearing one another's burdens. We also care for the earth, which is our home, and work to protect and preserve it for future generations.

***Respect for the Uniqueness of Individual Persons.*** In imitation of Saint Francis of Assisi, who was open to human personality in all its variety and who saw the image of God multiplied but never monotonous, we recognize that each individual person is a unique combination of God-given abilities, and we know that each person expresses the goodness of God in a particular way. Every member of the University community thus deserves to be treated respectfully, and each should treat others with respect. Students especially should be accorded as much personal attention as possible. With education of the whole person as our goal, we endeavor to foster the intellectual, physical, social, and spiritual growth of Saint Francis students and to prepare them, not just for productive careers, but for fruitful lives.

***A Global Vision.*** As citizens of the earth and as brothers and sisters in the global community, we embrace all classes of people and respect all cultures, all races and all religions. We strive to resolve conflict non-violently and to work for justice within our community, our society and our world. We work to build up God's people everywhere, to bring reconciliation and to act as instruments of peace in the communities we serve.

***Service to The Poor and The Needy.*** In the spirit of Saint Francis, the *Poverello*, we strive to be compassionate to all and especially to the poor and disenfranchised. Recognizing our own dependence on God and on others, and trusting in His providence, we engage in active service to the poor and to those with special needs, such as the elderly and youth, the ill and the imprisoned. With gratitude to those who share their means to help us accomplish our Franciscan mission, we seek also to exercise a wise and careful stewardship of the institution's resources. We commit ourselves to honesty and integrity in our work, accept personal responsibility for our actions, and exercise high ethical standards in our personal and professional lives.

***A Community of Faith and Prayer.*** The Saint Francis Community, while respecting the religious beliefs and traditions of others, seeks to listen to the Word of God and to observe the Gospel of Jesus Christ. The University strives to promote the spiritual growth and development of its members, and invites all to gather in prayer and worship and, when possible, to participate in the Eucharist and in the sacramental life of the Church. Following the example of Francis, the University is devoted to the Catholic Church and its leaders and strives to serve the educational and spiritual needs of the Church's clergy, religious, and laity.

***A Spirit of Simplicity and Joy.*** Imitating Francis, who called himself the herald of the Great King and the troubadour of God, the Saint Francis Community celebrates life in simplicity and joy. With good humor

and common sense, we share our stories and teach by good example. We also extend courtesy and hospitality to all guests and to all who wish to join this community.

***Franciscan Presence.*** The University gratefully acknowledges the vision, sacrifice, and zeal of our Franciscan founders and of the friars who have served the campus community loyally over the years. We strive to emulate the Franciscan values evident in their ministry. Franciscan presence also encompasses all men and women of good will who have been associated with the University and whose lives and work exemplify the ideals of Saint Francis. We encourage and promote these values for future generations, knowing that as long as the spirit of Saint Francis of Assisi continues to animate this community of learners, Saint Francis University will be graced with Franciscan presence.

## Welcome from the President of Saint Francis University

Dear Saint Francis Students,

As a young man, Saint Francis of Assisi (then know by his given name, Francis Bernadone) was searching for something more out of life. After hearing the words of Christ in the Gospel, young Francis Bernadone said, “This is what I wish! This is what I seek! This is what I long for with all my heart!” This young man from Assisi went on to live a Christ-centered life. Today, the popularity of Saint Francis of Assisi transcends religious bounds.

So too each student is seeking after something. This searching has lead you to Saint Francis University. The Lord transformed Francis Bernadone into Saint Francis of Assisi. My hope is that your experience here will transform you, that you will be a different person than when you first arrived at the university, that you will grow in wisdom and knowledge, and embrace and deepen your faith.

I invite you to walk with Saint Francis of Assisi and let him be your guide.

Take advantage of all the university has to offer and “maximize your experience.” Fully immerse yourself in campus culture. Your time here will go quickly, so make the most of it! There is much offered at SFU in the way of co-curricular activities. There are many clubs and organizations. Greek life has many positive things to offer. The friendships you form here will last a lifetime. Your participation in co-curricular activities will only enhance your academic experience.

Become familiar with the contents of the Student Handbook. It contains helpful information, as well as many offerings, policies, and procedures. A wise and enthusiastic staff is here to assist you and guide your walk with Saint Francis.

In the words of our patron, Saint Francis of Assisi, “May the Lord give you His peace.”

Sincerely,

A handwritten signature in black ink that reads "Rev. Malachi Van Tassell". The signature is written in a cursive style with a long horizontal flourish at the end.

Rev. Malachi Van Tassell, T.O.R.  
President

## Welcome from the Vice President for Student Development

Dear Students:

Welcome to Saint Francis! This is a great time to be a member of our Saint Francis University Community, and I am sure you will have a positive, exciting educational experience. Know we will take every opportunity to assist you in making the most of your college experience.

This Student Handbook is a resource that will enhance your experience at Saint Francis University. I hope you take the time to review the Handbook and to become familiar with the policies that concern a Saint Francis University student. You will find answers to many of your questions in these pages.

At Saint Francis your education will not only consist of academic classroom learning (curricular) but outside of the classroom learning (co-curricular) as well. Both areas are very important parts of your educational experience.

Saint Francis University provides many co-curricular opportunities - activities, clubs, organizations, volunteer outreach services and other events for you to join, attend, and enjoy. Specifically, you can see a play, attend a lecture, go to a dance, join a club of your interest, volunteer at Habitat for Humanity, go to Mass, sing in a choir, play an instrument, play intramural sports, or play and attend intercollegiate Division I sports. The list goes on and on. Try to take advantage of as much as you can. There is always something to do or explore at Saint Francis University.

Students - reach out, become involved! Your college experience can be some of the best years of your life. Remember: You are now a part of the Saint Francis University family. Embracing this new family along with your immediate family will enable you to go far beyond your dreams.

I look forward to meeting and working with you.

Sincerely,



Dr. Frank C. Montecalvo  
Vice President for Student Development

## Section 1: About the University

### The Student Handbook

Welcome to the SAINT FRANCIS UNIVERSITY Community. As a member of this community there are many things you will need to know as you proceed on your journey. The *Saint Francis University Student Handbook (The Handbook)* is essential to your journey as it provides information about the many services that are available to students. An integral part of the Handbook is the University's Code of Student Conduct which includes policies, behavioral expectations for students, and an outline of student rights and responsibilities. *The Handbook* serves as a good resource. As a member of the community you are responsible for knowing the information, policies and procedures outlined in this document. The University has made a great effort to provide current and accurate information in *the Handbook*, but reserves the right to make changes or additions to *the Handbook* as necessary. Once those changes are published on line, they are in effect. You are encouraged to check the on line version of *the Handbook* for the most current versions of all policies and procedures.

Our goals for the Handbook are:

1. To introduce the foundation of our Franciscan Heritage to all community members.
2. For community members to develop an understanding of the Saint Francis Community and the responsibilities of membership.
3. To illuminate campus life and to make students aware of campus resources.
4. To provide students an understanding of good citizenship by defining the University's policies and procedures. By doing so, the institution minimizes the risk to students and the university in the event action has to be taken towards a student.
5. To showcase the best we have to offer in student life.

Taking time to review this handbook will help you grow to understand the roles you play in the community. As a result we believe you will be enlightened to:

1. Integrate the Franciscan values in your life.
2. Demonstrate an understanding of the policies and procedures
3. Identify and participate in clubs, organizations or programs which will further your social, physical, and developmental growth.
4. Will demonstrate good citizenship by embracing your responsibly and accepting accountability for your actions.

### The Beginnings of the University

The seeds of what has become Saint Francis University were planted by six Franciscan friars from Ireland who founded a boys' academy in the mountain hamlet of Loretto, Pennsylvania, in 1847. Saint Francis University was soon given the power to grant degrees by the Commonwealth of Pennsylvania and became one of the first Catholic co-ed universities in the nation.

An extensive building program, which began after World War II and continued through the 50's and 60's, resulted in most of the current 42-building campus. Twelve residence halls, a student center,

classroom and administrative buildings, an athletic center, a dining hall, a library and a chapel are located on the 600-acre campus.

The Southern Alleghenies Museum of Art opened in the former gymnasium, Doyle Hall, in 1976, and now offers extensive artistic opportunities for students and area residents. Recently added buildings include the DeGol Field House and the DiSepio Institute for Rural Health and Wellness. The nearby Mount Assisi, Estate and Gardens, Lake Saint Francis, and Immergrun Golf Course further enhance the setting of Saint Francis University of Pennsylvania, making it an exceptional environment for living and learning.

Today, Saint Francis University of Pennsylvania is governed by a Board of Trustees comprised of both lay people and Franciscans. The President as chief executive officer of the University receives input from faculty, staff and students to provide members of the University Community with the opportunity to participate in the University's development.

This Handbook began with a list and description of the Franciscan Goals for Higher Education. Designed by Rev. Christian Oravec T.O.R. former long standing president at Saint Francis University, the goals serve as our foundation. However, we continue to define ourselves with the following:

## **Statement of Mission**

***A Mind for Excellence.*** Saint Francis University offers higher education in an environment guided by Catholic values and teachings, and inspired by the example of our patron, Saint Francis of Assisi. The oldest Franciscan institution of higher learning in the United States, Saint Francis University is an inclusive learning community that welcomes all people.

***A Spirit for Peace and Justice.*** University programs and activities foster such Franciscan values as a humble and generous attitude toward learning, respect for diversity and the uniqueness of individual persons, understanding of ethical issues, and reverence for all life. With a spirit of simplicity and joy, we provide opportunities for the University community to think critically and analytically, communicate effectively, and integrate theory and practice.

***A Heart for Service.*** Saint Francis University offers undergraduate programs in the liberal arts tradition, graduate and professional programs of study that emphasize personal and professional ethics, and continuing education opportunities for personal and career enhancement. We seek to inspire in all members of the University community a love of lifelong learning and a commitment to share their gifts and skills generously with others in a rapidly changing world.

## **Vision Statement**

Saint Francis University is a Catholic university of choice for undergraduate and graduate students, nationally recognized for its Franciscan mission and goals, its academic excellence and its vibrant student life co-curriculum. The University places particular emphasis on developing individuals who will lead or serve with character and values in their chosen professions and communities.



## **Saint Francis of Assisi**

Saint Francis of Assisi lived the life of Christ through a life of poverty and humility. Born wealthy, he loved pleasure and fine clothes as an Assisi youth. He rejected his wealth and status when he began to see emptiness in his way of life. He went on to live a life filled with compassion, care, service, and prayer. He founded the Order of Friars Minor, which was orally approved by Pope Innocent III in 1209. He also founded the Second Order of the Poor Clares and the Tertiaries, the Third Order of Saint Francis. Francis is well known for receiving the Stigmata, the wounds of Christ. He died in Assisi in October of 1226. We celebrate the feast day of Saint Francis of Assisi in October each year.

The community form of life of the Friars of the Tertiaries Regular was approved by Pope John XXII in 1324. Third Order Franciscans eventually founded what is today Saint Francis University.

## **The Office of Mission Integration**

The Office of Mission Integration serves the community as the overseer of the incorporation of our Franciscan heritage in all avenues of campus life. As a Catholic academic community of higher learning, SFU is dedicated to providing its students with both a liberal arts education and career-oriented studies, in a manner that is animated by its Catholic and Franciscan heritage. As a Catholic university, sponsored by the Third Order Regular Franciscans, one of its distinctive goals is to enable Franciscan values to shape intellectual inquiry and decision-making, both on a personal and institutional level.

In addition, the University aims to be an academic institution where religion in general and Catholicism in particular are vitally present and operative across campus. This occurs when theological perspectives, ethical concerns, and faith seeking intersect with every subject area and academic discipline. Such integration fosters the education of the whole person, through academic and career-oriented learning as well social, psychological, physical, moral, and spiritual/religious growth.

To achieve this goal, the Office of Mission Integration is striving to work with diverse groups, offices, departments, and divisions across campus to achieve several objectives as outlined in *Ex corde Ecclesiae*: (“From the Heart of the Church”), an Apostolic Constitution issued by Pope John Paul II in 1990 describing the “identity and mission” of Catholic colleges and universities. These objectives are:

- to increase consideration of theological perspectives, ethical concerns, and Franciscan values in curricular and co-curricular activities;
- to foster the integration of knowledge across subject areas and academic disciplines; and
- to promote conversations across campus between faith and reason in order to bear witness to the harmonious unity of all truth (see *Ex corde Ecclesiae*, 1990, #12-20).

In specific ways the personnel of the Mission Integration Office offers programming for faculty and staff members in Franciscan history, spirituality, and values as well as the Catholic intellectual tradition. While rooted in and faithful to the Catholic Church and her teaching and tradition, programs and services are offered to individuals from other religious traditions as well as no religious tradition.

The office also collaborates with the Department of Campus Ministry and Dorothy Day Center to foster the faith formation of its students and staff through liturgies, retreats, and service learning experiences.

## **Campus Ministry Department**

Guided by our Catholic Franciscan heritage, the Campus Ministry Department provides opportunities for members of all faith traditions to encounter God in their daily lives. As a community of faith and love, we strive to meet the spiritual and pastoral needs of the University as they are reflected in the Franciscan Goals of Higher Education. Staffed by a team of Franciscan friars and lay ministers, we assist the University community in becoming instruments of Christ's peace as exemplified by St. Francis of Assisi.

### **Spiritual Discovery & Growth**

**The college years are a time not only for intellectual growth but also a time for spiritual discovery. Saint Francis University recognizes this important component of student development.**

Our goals are to promote the Catholic identity of the university by creating opportunities to form and practice a faith life that witnesses to Catholic ideals, principals and attitudes; to promote the institution's commitment to Christian service by providing opportunities to minister to the "poor and needy" of the university community and the local region; and to expand opportunities for interfaith and ecumenical engagement, learning and faith formation.

### **Worship, Service, Ministry & Fellowship**

The Campus Ministry Department provides worship and prayer, ministry, fellowship and service opportunities for members of all faith traditions.

Worship and prayer opportunities include daily Noon Mass, three weekend Masses, weekly Reconciliation, as well as weekly Adoration of the Blessed Sacrament. A non-denominational church service is offered on campus every Sunday. There are also numerous quaint locations on campus for quiet prayer and reflection.

Ministry opportunities include Peer Ministry, Liturgical Ministry, and faith-based housing. Peer Ministers are students who are witnesses to their Christian faith. They provide pastoral care, and retreat, prayer and service opportunities to fellow students. Liturgical Ministry opportunities include: servers, cantors, lectors, ushers, setting up for Mass, instrumentalists, singers and Eucharistic Ministers of Holy Communion. In addition two residential ministries: F.I.S.H. (Faith Inspired Student Housing) and ASSISI Houses are where 11 Christian students will live and are called to evangelize fellow students through education, service and fellowship.

Many fellowship opportunities exist such as Sharers of the Word, a student-led prayer group that seeks to evangelize through the empowerment in the gifts of the Holy Spirit; Cru, an internationally recognized organization that is passionate about connecting people to Jesus Christ; Fellowship of Christian Athletes; FIRE Starters, a Confirmation retreat team serving local high schools in the Diocese of Altoona-Johnstown; and a Knights of Columbus chapter. In addition, the Department offers a Rite of Christian Initiation program and a Confirmation program, as well as Bible studies, prayer and faith sharing groups and social events.

The Department evangelizes by partnering with key groups on campus such as Residence Life, Student Government, Student Activities, the Greek organizations, Athletics and HUGS United. Often

these partnerships result in service projects. Service to others is embedded in the University culture and is an integral part of Campus Ministry.

## **The Division of Student Development**

Your pursuit of knowledge is the most important reason for being in a University. The University's co-curricular learning environment offers activities which often build upon your classroom experience. These activities while vital to the University's commitment to educate the whole person are social, physical, recreational, and spiritual in nature, as well as an opportunity to experience real interactions with other people from a variety of regions and backgrounds. Under the direction of the Vice President for Student Development, the Division includes the offices of Adult Degree & Continuing Studies, Athletics, Career Services, Student Conduct, Counseling Services, Diversity and Inclusion, Greek Life, Residence Life, and Student Engagement.

**The Mission of the Division of Student Development.** The Division of Student Development believes in the holistic development of its students and its responsibility in providing opportunities for growth. From our Catholic, Franciscan heritage, we believe that positive holistic development can be best achieved by embracing values which include a search for God through the teachings of Jesus Christ, a call to social justice and awareness, a responsibility of peacemaking, and a focus on self-respect and the respect for others. It is within this values system that we intertwine our educational, social, and spiritual environments. Furthermore, we realize that values are learned through the experience of sharing and therefore emphasize the creation of a community based on personal integrity and intrapersonal accountability.

Knowing that the basic building block of any community is the individual, the Division of Student Development recognizes the uniqueness of each student and strives to provide individual attention through a student-centered lens. We embrace the diversity of our students and set a tone of acceptance and respect among all students. As an integral part of student learning, we strive to enhance the academic and social opportunities that challenge our students to grow intellectually, physically, socially, emotionally, and spiritually, as they continue to develop vocationally in alignment with their respective majors. To achieve our mission the Division of Student Development fosters cooperation and collaboration among all Saint Francis University constituents.

## Section 2: Student Life on Campus

### The Student Government Association

The Student Government Association (SGA) is the primary representative body of the undergraduate population of the University. The Senate is comprised of a diverse group of 32 Senators that are elected or appointed by their peers. SGA is the official vehicle for student opinion voiced to and from the University community, advocating a broad range of student needs and interests within the framework of the University's decision-making process. SGA promotes leadership, service, and community and allocates student activity funds to recognized clubs and organizations to help further these priorities. Recent projects and initiatives include: the Red Flash DVD kiosk, fundraising and developing plans to build a recreational center for students, restructuring the academic calendar, iLEAD Speaker series, the establishment of the Freshmen Leadership Scholarship awarded to three incoming freshmen students annually, and the expansion of the Clare/SGA Upperclassmen scholarship, awarded to one member of each upper-class annually. Elections are held in November of each year for any student wishing to run for a position. All Senate meetings are open to anyone who wishes to attend. To find out more, email [sga@francis.edu](mailto:sga@francis.edu) or visit the SGA's office in lower JFK.

### Commuter Life

As a commuting student, know that SFU provides many programs and services specifically for you! Whether you're coming from home or on your way back home, SFU is your official *home away from home* and we're glad you came!

**Meals.** Commuters and off-campus students are invited to eat lunch in Torvian Hall by purchasing a daily, monthly, or semester meal plan from the Office of Residence Life in Padua Hall. If students prefer to *brown bag* their meals, they are welcome to eat in Frankie's at the JFK Student Center or in Padua Hall, where refreshments are also available.

**Lockers.** Rental lockers are located on the first floor of Padua Hall. The cost of renting a locker is \$12.50 for first-time users, which includes a refundable \$5.00 deposit for the lock and \$7.50 for each following semester. The lockers provide adequate storage space for books and outerwear. The University, however, is not liable for any loss, theft, or damage to any belongings in the locker. Availability is prioritized to commuters, off-campus students, and then, resident students. Lockers will be distributed on a first-come, first-served basis. For more information, please contact the Office of Student Development at 232 Padua Hall or call x3002.

**Lounges.** The John F. Kennedy Student Center upper level is available for students to pass time in and a mini-lounge area between Padua and Sullivan Halls are the traditional places of respite for commuter students between classes and other break periods during the day.

**Representation.** If you have any concerns or suggestions related to Commuter Life, please contact or stop by the Student Government Association Office in lower JFK or email them at [sga@francis.edu](mailto:sga@francis.edu). **NOTE:** All weekly SGA meetings are open to all students, so stop in and contribute to the discussion!

**Emergencies at Home.** If there is an emergency at home, family members should contact the Office of Student Development at (814) 472-3002 in order to get in touch with the student. Please

provide family members with the phone number for this office. It is very important to complete all blank spaces during check-in so emergency contact information and cell phone information is correct.

**Commuter Tips.** Take full advantage of the SFU experience by getting involved on campus. Here are a few tips to help you maximize your experience at Saint Francis!

- *Get involved!* There are over 70 recognized clubs, organizations, club sports, and Greek Life organizations. Each September the Center for Student Engagement holds their annual Involvement Fair where all the organizations will present their information and ways to get involved. Stop by the Center for Student Engagement (upper JFK) to see a full listing of clubs, organizations, and other opportunities.
- *Attend campus events!* Check campus bulletin boards and the online student life calendar at [life.francis.edu](http://life.francis.edu), read posters, check your email, and log-in to OrgSync to stay up-to-date!
- *Get involved with the Student Activities Organization (SAO)*...the primary events and activities coordinators here at SFU!
- *Come hang out in the JFK Center*...complete with comfy furniture to relax in style between classes!
- *Sign-up for intramural sports competitions!* See the Athletics office in Stokes for more information.
- *Take advantage of DiSepio's Fitness room and group exercise classes!* Visit Stokes Athletic Center's indoor running track, swimming pool, or racquetball courts.
- *Study at the University's Library and Learning Commons!*
- *Attend home (and select away) Division I Sporting Events* and support your Red Flash!
- *Make plenty of contacts during Orientation* with other commuters to share rides, information, and make new friends!

## **Services for Special Student Populations**

### **Military Connections**

Military Connections is designed to serve as a resource network and central information center to connect active, reserve, and retired military student, veterans and their families with Saint Francis University in order to support access to and engagement in higher education. To promote awareness of educational services, developmental opportunities, and community services and support the functions available to military personnel, veterans and their families. For more information contact Mrs. Laura Papcunik Coordinator of Military Affairs at 814-472-3010

### **Office of Diversity and Inclusion**

Saint Francis University desires to create a campus community characterized by equal access and respectful participation for all groups and individuals; a campus community that not only prepares students for life at the University, but prepares students to be participants in a global community. As a S.F.U. student, you'll learn with students from all cultural, socioeconomic and religious backgrounds from more than 20 countries

The Office of Diversity and Inclusion is committed to assisting students in their educational and cultural growth through development and awareness that translates into students overall success. The Office works to coordinate the campus community's dialogue on diversity, and to give voice to transitional issues of diverse students to life at Saint Francis University. In turn they will give vibrancy to community life at Saint Francis University. For more information email [diversity@francis.edu](mailto:diversity@francis.edu) or visit the Student Development Office at 232 Padua Hall.

## **International Admissions and Student Services**

**Yes**, students from all over the world attend Saint Francis University. We value the global perspective and the interesting dimension international students bring to our campus community. The International Student Organization (ISO) is one of the more active student organizations on campus. ISO:

- Organizes events throughout the year to bring together international students and U.S. students, including the University's annual Multicultural Festival
- Exposes our campus community to the various cultures represented at the university
- Organizes service projects for local communities.

For more information please contact Mr. Sam Heikinen, [Sheikinen@francis.edu](mailto:Sheikinen@francis.edu).

## **Greek Life**

Saint Francis University recognizes thirteen social and service Greek organizations. These organizations provide continuous opportunities for scholastic achievement, leadership development, and service to those that are in need - whether on campus, within the local communities, or even within the larger global community. Greek Life plays a very important part in the development of students and the overall student-life culture at Saint Francis University.

**Social Fraternities.** The fraternities that contribute to the social/educational atmosphere at Saint Francis University are:

- Alpha Phi Delta, Beta Lambda Chapter (National Social Fraternity)
- Phi Kappa Theta, Pennsylvania Tau Chapter (National Social Fraternity)
- Psi Upsilon, Sigma Phi Chapter (International Social Fraternity)
- Sigma Chi, Psi Colony (International Social Fraternity)
- Tau Kappa Epsilon, Delta Phi Chapter (International Social Fraternity)

**Social Sororities.** The sororities that contribute to the social/educational atmosphere at Saint Francis University are:

- Delta Phi Epsilon, Alpha Sigma Chapter (International Social Sorority)
- Omega Zeta Nu (Local Social/Academic Sorority)
- Phi Delta Kappa (Local Social Sorority)
- Phi Lambda Psi (Local Social Sorority)
- Theta Phi Alpha, Beta Theta Chapter (National Social Sorority)

**Service Fraternities/Sororities.** The organizations that contribute to the service/educational atmosphere at Saint Francis University are:

- Alpha Phi Omega, Upsilon Beta Chapter (National Co-Ed Service Fraternity)
- Gamma Sigma Sigma, Gamma Phi Chapter (National Service Sorority)

**Greek Governing Bodies.** The two primary governing bodies of the SFU Greek Life Community are the Inter-Fraternity Council (IFC) and the Inter-Sorority Council (ISC). These organizations are comprised of delegates from each recognized Fraternity and Sorority and they work to coordinate and oversee the many activities of the Greek Life Community. Additionally, these organizations serve as the official liaisons between the University administration and the SFU Greek Life Community. Both the IFC and ISC report to the Center for Student Engagement. Each council meets weekly to discuss current issues within the Greek Life Community as well as to coordinate educational workshops for member-organizations and new members.

**Greek Life Honor Societies.** The Order of Omega is the National Greek Leadership Honor Society. Eligibility includes strong leadership experience both inside and outside of Greek Life as well as a strong academic record. Candidates must be at least a Junior and an active member of the Greek Life Community.

Gamma Sigma Alpha is the National Greek Academic Honor Society. Eligibility includes a minimum QPA of 3.5. Candidates must be at least a Junior and an active member of the Greek Life Community.

**Joining Greek Life.** Students interested in joining a fraternity or sorority must apply for a “Blue Card” within the Center for Student Engagement. Upon receipt of the completed application form, the office will use the criteria listed below to determine whether the applicant is eligible to join a Greek organization. If the association requirements are satisfied, the Center for Student Engagement will issue the applicant a “Blue Card”. Students are not permitted to join any social or service Greek-letter organization unless they have been issued a “Blue Card” by the Center for Student Engagement. If students have any questions about Greek Life at Saint Francis University, please email [studentlife@francis.edu](mailto:studentlife@francis.edu).

**Social & Service Greek Organizations.** In order to join a social or service Greek organization, students must meet the following criteria:

- Be in good conduct standing, which is defined as not being under any specific conduct sanctions;
- Be enrolled in 12 or more undergraduate credits in the current semester;
- Freshmen must have attained a 2.75 in their first semester as a full-time, undergraduate student, having completed at least 12 credits;
- Upperclassmen must have a minimum 2.50 cumulative average as a full-time, undergraduate student, having completed at least 28 credits;
- Undergraduate Transfer students are eligible to join a social or service fraternity or sorority based on an individual case review.

**Academic Greek Organizations.** Eligibility requirements may be determined by the constitution and by-laws of the organization's national office in addition to the requirements of the University. A student's eligibility to join an academic Greek-letter organization may also be determined by departmental and major requirements. See your academic chair or school dean for details.

## Outdoor Recreation

Saint Francis University promotes health and wellness of all types. Sometimes, the best way for you to promote your own physical and mental health is to have some fun! The Student Government Association

provides and continuously maintains the following recreational opportunities year round: an outdoor Ice Skating Rink, the Lakeview Tubing Park, basketball court, sand volleyball courts, a 9-hole Disc Golf Course, a fire pit, and the Leadership Reaction Course. If students have suggestions to further expand recreation at Saint Francis University, please email [studentlife@francis.edu](mailto:studentlife@francis.edu).

## Club Sports

Saint Francis is very excited to see the expansion of the Club Sports program! The Student Government is proud to financially support seven competitive teams that travel to other colleges and Universities to test their skill and passion, without making a Division I commitment. All teams are co-ed and open to any full-time undergraduate student. Teams include Baseball, Rugby, Lacrosse, Ice Hockey, Quidditch, Table Tennis, and Ultimate Frisbee “Deep Friars”. See the Center for Student Engagement to get involved or to learn how to start your own Club Sports organization, or email [studentlife@francis.edu](mailto:studentlife@francis.edu).

## Leadership Development

Leadership is really more of a journey than just a destination. Saint Francis University offers many opportunities for students to identify and develop their leadership skills and competencies. To get more information about leadership development at Saint Francis University, visit the Center for Student Engagement in JFK.

At Saint Francis University, student-leadership development philosophy is put into practice through **F.L.A.S.H. Leadership Development**. F.L.A.S.H. (Franciscan Leaders: Achieve, Serve, and Honor) focuses on leadership development, character formation, and responsible citizenship -- all inspired by the institution's Catholic, Franciscan mission. These competencies are derived from a number of sources, including: Catholic Social Teachings, *Ex Corde Ecclesiae*, the Franciscan Intellectual Tradition, the Saint Francis University Goals of Franciscan Higher Education, and the Saint Francis University General Education Objectives.

Regardless of one's faith or faith practices, it is the belief of Saint Francis University that the values and moral example provided by our Patron Saint Francis of Assisi transcends time, culture, and religion to offer a universal and purely human approach to service in leadership.

- *Franciscan Values - for a life of constant conversion through humility, compassion, and generosity*
- *Leadership Theory - for service through knowledge and application of organizational behavior and responsible stewardship*
- *Diversity Awareness - for social justice through the respect of individuality and the care for creation.*
- *Community Development - for engagement through collaboration, volunteerism, and the sharing of gifts*

On campus, there are many student organizations, departmental programs, and general campus-programming that incorporate F.L.A.S.H. and its competencies. Some of the more prominent entities that work diligently to integrate F.L.A.S.H. Leadership Development are: the Student Government Association, the Peer Ministers, the Orientation Counselors, and the Greek Life Community.



Another outstanding entity on campus is the SFU Emerging Leaders. The SFU Emerging Leaders is a selected group of students who undergo a three-year commitment to personal growth and to service to both campus and community. Members of the Emerging Leaders program are selected prior to the start of their Freshman year. Contact the Center for Student Engagement for more information.

F.L.A.S.H. Leadership Development is available throughout the year for all students and student-organizations. Basic Training styled consulting and training is available through many different opportunities such as the annual Fall SGA Leadership Conference. For leadership consultation, contact the Center for Student Engagement or email [studentlife@francis.edu](mailto:studentlife@francis.edu).

### **SGA Leadership Scholarship**

The Saint Francis University Student Government Association (SGA) awards three \$1,000 scholarships to incoming first year students who have demonstrated a commitment to developing their leadership potential through areas such as community service, involvement in clubs and organizations, athletics, and student government. The purpose of this scholarship is to develop leadership skills and competencies, foster unique opportunities and experiences, and create an environment where these talents can be utilized to promote the values of SGA—Leadership, Service, and Community.

**Eligibility.** All incoming first year, first time undergraduate students who have been awarded a Saint Francis University Merit Scholarship (Red-Flash Co-Curricular, Assisi, Presidential, and Founders’ Scholarships) will be eligible. Scholarship applications are mailed to the home addresses of all incoming freshman over the summer prior to starting classes.

### **Student Organizations**

As members of the SFU community, students are expected to take a proactive role in their own development, seeking experiences and opportunities that will develop them socially, morally, and culturally. Ask any University graduate about their University memories, and chances are they will mention more than the challenging academic work. They will mention their friends, their activities and their involvement in clubs, organizations, sports, etc. Opportunities to develop some of these great memories abound at Saint Francis University. Involvement in the campus is more than fun; it is an opportunity for students to grow personally. Involvement enables students to learn and to refine leadership and social skills, as well as to become responsible citizens and community members.

### **The Student Activities Organization**

The Student Activities Organization (SAO) is a student-run organization funded by SGA that offers a wide range of programs for the enjoyment and education of the University Community. Composed of an executive board and ten committees, SAO is responsible for sponsoring many of the social and educational co-curricular activities and programs on campus. These include the following: on-campus concerts, comedy shows, themed weekends, off-campus excursions to NYC, Pittsburgh Plays, weekly shopping trips, and major weekends like Family Weekend, Homecoming, Winter Weekend, and Springfest. SAO also operates the newly created “Craft Room” in the lower level of JFK for use by organizations and students to tap into their “right brain” creativity.

SAO, in conjunction with the Center for Student Engagement, publishes a calendar of events each semester. This calendar is available online at <http://life.francis.edu/Calendar> or through OrgSync and is the student guide to enhancing the University Experience.

SAO owns and operates three vans which are available for use by student organizations or clubs. They are also used to transport students to and from transportation centers during vacation breaks.

Membership in each SAO committee is open and any student interested in getting involved is encouraged to participate. Interested students should stop by the SAO Office in the lower-level of JFK to get involved or email [sao@francis.edu](mailto:sao@francis.edu).

### **Saint Francis University Ambassadors**

Coordinated through the Office of Admissions, the Student Ambassador organization is involved in recruitment activities throughout the academic school year. The primary responsibilities of a Student Ambassador includes providing prospective students and their families with campus tours, representing the student body at special campus functions, serving on student panels, and hosting overnight visitors. The Student Ambassador Organization also provides current students with practical experiences that develop professional, interpersonal, and communication skills, as well as helping create relationships with other members of the Saint Francis University Community. Contact or stop by the Admissions Office in Padua to find out more.

### **Orientation Counselors**

The Orientation Counselors are a team of specially selected and trained upperclassmen students who are experts in achieving well rounded success at SFU. The Orientation Counselors (aka OC's) are the official welcoming committee of Saint Francis University. Their responsibilities include providing new students with an introduction to not only Saint Francis University, but also to our unique community and culture, and all the opportunities that await them. The Orientation Counselors are some of the most involved, academically sound, and socially-connected students at Saint Francis and their #1 objective is helping the new students feel right at home. By providing a solid example, new students are sure to be on their way to a successful and enjoyable college experience. It all begins with the New Student Orientation program in which the OC's assist the newest community members. To learn more about Orientation Counselors, contact the Center for Student Engagement in JFK or email [studentlife@francis.edu](mailto:studentlife@francis.edu).

### **Campus Ministry Peer Ministers**

Peer Ministers are full-time students who are proactive in witnessing Gospel values. In addition, they minister to their peers through a variety of social events, retreats, and liturgical offerings. To find out more information, contact the Campus Ministry Center located on the ground floor of the Chapel.

### **Resident Assistants**

Resident Assistants are full-time students who live in the residence halls and work to support the University community and the success of residence hall student through a variety of roles. Resident Assistants work as resource people, peer educators, administrators, and role models. Your Resident

Assistant can help you to design your personalized success plan. Resident Assistants also assist students to better understand University policies and regulations. Each residence hall floor is staffed with at least one RA who has demonstrated a commitment to the University and the residence halls. The University has approximately one RA per 30 residents. A successful Resident Assistant achieves a proper balance of the many RA roles with an ultimate goal of aiding each resident in his/her growth as a person and a student. Find more information through the Office of Residence Life in Padua.

## Service Opportunities

There are many opportunities to serve others both on and off campus and even around the world. *The Dorothy Day Center*, located on campus, focuses on the needs within the local community, ranging from a food pantry, clothing drives, and activities for children, fuel assistance, financial literacy, educational initiatives, and more. Students can volunteer their time here or even apply for jobs/internships through the DDC.

**Hugs United** is a campus organization which offer travels to developing countries each spring break. The opportunity to travel with Hugs United is offered to any student who wishes to spend their spring break doing service. Different teams offer rehabilitation in Physical Therapy and Occupational Therapy clinics; Physician Assistant students can offer medical services under the guidance of alumni practitioners; Student Spanish and French translators help bridge communication barriers for those offering medical services, while yet another team of students teaches English to children in public schools and orphanages so the children will have more opportunities for jobs when they grow up. *Hugs United* continues to grow exponentially each year. Past trips include Honduras, the Dominican Republic and Nicaragua.

**Reaching Every Door (RED)** is a great new student tradition that started in 2011. For one day, students volunteer their time to go into the neighboring communities of Saint Francis University to give back to the people who give so much to the University. Our neighbors support our athletic teams, participate in fundraisers, attend our theater events, and more. The students wanted to give back in the form of “sweat” by raking leaves, painting, moving heavy items, landscaping, cleaning, road clean-ups, etc. Watch for announcements early in the fall semester with instructions on how to get involved.

**Make a Patient Smile (MAPS)** - making cards for people in nursing homes, hospitals, etc.

**Students for Life-** Raise awareness and money to protect the sanctity of human life and support pregnancy related initiatives

**Environmental Action Society (EAS)** - raises awareness about Green Living, recycling and protecting the environment.

**People Respecting Others’ Unique Differences (PROUD)** - seeks to encourage diversity awareness through understanding and education

**Best Buddies-** established a campus volunteer movement that creates opportunities for one-to-one friendships, and leadership development for people with intellectual and developmental disabilities

**Colleges Against Cancer-** fights back against cancer by raising money for the American Cancer Society; also plans Relay for Life every spring.

Groups like *Invisible Children: Schools for Schools*, *Best Buddies*, and *Habitat for Humanity* work through their national organizations to raise money and awareness to worthy causes.

## Service Learning

As a part of the Core Curriculum, all students will participate in a service program. This experience assures that all students are exposed to the rewards of service and are reminded of the needs and challenges of all persons. Any students who are interested in finding information on available service-learning activities should contact the Director of Service Learning in the General Education Office at (814) 472-3343.

University recognized student clubs and organizations can also provide students with many opportunities for volunteerism and service learning. See the section on Recognized Clubs and Organizations.

## Recognized Clubs and Organizations

Saint Francis University recognizes and supports the need for learning outside of the traditional classroom setting. In order to encourage students to become involved in co-curricular activities, Saint Francis University hosts many student-run clubs and organizations. All policies concerning these organizations are managed through the Center for Student Engagement.

Here is a comprehensive listing of the many involvement opportunities to get involved (or check online at [http://life.francis.edu/Get\\_Involved](http://life.francis.edu/Get_Involved) or through OrgSync)! If a student wishes to become involved, but does not see a club or organization which meets his/her appropriate to an interest, the Center for Student Engagement provides information and support for starting a new one!

**Academic/Professional.** ARTS AND LETTERS-American Sign Language Club, Criminal Justice/Sociology Club, Current Affairs Club, Education Club, French Club, History Club, Literary Club, Philosophy Club, Pre-Law Club, Psychology Club, Social Work Club; BUSINESS-Investment Club, Society for Economic Analysis, Enactus, Entrepreneurship Club, Francis Fund; HEALTH SCIENCE- Exercise Physiology Organization, Student Occupational Therapy Association, Physical Therapy Organization, Physician Assistant Student Society, Student Nursing Organization, Community Access Rehabilitation for Everyone; SCIENCE- Biology Club, Chemistry Club, Astronomy Club, Math, Engineering and Computer Science Club, SCUBA Club

**Activism/Outreach.** American Sign Language Club, Best Buddies, Colleges Against Cancer, Current Affairs Club, Environmental Action Society, People Respecting Others' Unique Differences, Habitat for Humanity, Hugs United, Invisible Children, Make a Patient Smile, Social Work Club, Students for Life, Friends of Animals

**Campus Services.** Bell Tower (Yearbook), RED Student Radio, Student Activities Organization, Student Government Association, Troubadour (Newspaper)

**Club Sports.** Baseball, Rugby, Hockey, Lacrosse, Quidditch, Table Tennis, Ultimate Frisbee

**Cultural/Arts.** French Club, International Student Union, Literary Club, SFU Chorus, People Respecting Others' Unique Differences

**Faith Based.** Campus Crusade for Christ, Students for Life, Fellowship of Christian Athletes, Knights of Columbus

**Recreation.** Cycling Club, Dance Club, SCUBA Club, Student Activities Organization

***Spirit/Tradition.*** Flash of Pride, Class Council, Student Government Association

***Greek.*** Alpha Phi Delta Fraternity, Alpha Phi Omega Service Fraternity, Delta Phi Epsilon Sorority, Gamma Sigma Sigma Service Sorority, Omega Zeta Nu Sorority, Phi Delta Kappa Sorority, Phi Kappa Theta Fraternity, Phi Lambda Psi Sorority, Psi Upsilon Fraternity, Sigma Chi Fraternity, Tau Kappa Epsilon Fraternity, Theta Phi Alpha Sorority

***National Honor Societies.*** Alpha Delta Mu: Social Work; Alpha Kappa Delta: Sociology; Beta Beta Beta: Life Sciences; Delta Epsilon Sigma: Catholic-College Students; Gamma Sigma Alpha: Greek Academic; Kappa Mu Epsilon: Mathematics; Order of Omega: Greek Leadership; Phi Alpha Theta: History; Phi Eta Sigma: Freshmen Academic; Phi Sigma Iota: for majors of foreign languages, literatures, and cultures; Pi Sigma Alpha: Political Science; Pi Theta Epsilon: Occupational Therapy; Sigma Beta Delta: Business; Sigma Tau Delta: English; Theta Alpha Kappa: Theology/Religious Studies; Zeta Chi: Nursing

## **Establishing a New Organization**

The Center for Student Engagement can assist any student in the development of a new student organization. Chances are, if a student is interested in a new club, there will be other students as well! In order to be recognized by Saint Francis University and to receive funding through the Student Government Association, the following requirements must be met: 1) A prepared constitution which establishes and explains the club's mission and purpose; 2) A statement from a full-time employee of the University of his/her willingness to serve as the club's advisor; 3) A list of planned activities; 4) A list of proposed members (minimum of 10); 5) A list of full time, undergraduate student officers (President, Vice President, Secretary, Treasurer); 6) Unrestricted membership. If you are considering starting a new club or organization on campus contact the Center for Student Engagement or email [studentlife@francis.edu](mailto:studentlife@francis.edu).

## **OrgSync**

Saint Francis University provides and maintains an online community where students can get involved with campus clubs and organizations, stay organized and communicate with their club leaders. Think "Facebook", but with a purpose! Beyond organizations, there are personal benefits, too; manage your involvement calendar, make an e-portfolio, create a to-do list for yourself, or search for jobs! Anyone can join the Saint Francis Community, simply log-in to [my.francis.edu](http://my.francis.edu) and click on OrgSync from the Quick Links menu on the left. Once you are redirected to OrgSync, complete your free profile and get connected with the SFU OrgSync community! If you have any questions or would like a personalized training on utilization and benefits of OrgSync, please contact the Center for Student Engagement or email [orgsync@francis.edu](mailto:orgsync@francis.edu).

## **Voter Registration**

Opportunities for Voter registration will take place during the fall of each academic semester. Students will be provided with voter registration forms to either register in your home election district or within the local election district. Contact the Center for Student Engagement for further information.

## Student Activities and Organizations: Policies and Procedures

**Religion/Association Policy.** Students have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice provided they do so in a manner that respects the character of Saint Francis University, the rights of other members of the community, and complies with the *Code of Student Conduct*. Students have the responsibility to respect the rights of other members of the University community to the free exercise of their religious convictions and to the free association with organizations of their choice.

**Hazing Policy.** All acts of an abusive nature by any individual student or University registered student club or organization and any of its members or alumni are prohibited. Students are entitled to be treated with consideration and respect, and no individual may perform an act that is likely to cause physical or psychological harm or willful destruction of public or private property or social ostracism to any other person within the University community. Accordingly, any such behavior is expressly forbidden when related to the admission, initiation, pledging, or joining, or of any other group-affiliation activity.

Any student or organization found to be involved in any abusive affiliation activity will face conduct action and will likely be subjected to expulsion from the University. Violation of this policy exists irrespective regardless of the voluntary or consensual participation in the abusive affiliation activity by the person being abused.

### *Examples*

Clem was inducted into an unrecognized club that was part of the University marching band. The club pledged not to haze its members. As part of the induction activities, Clem was asked to do calisthenics half-naked in extreme heat at the request of club leaders. Clem was told he did not have to do them, but that all members did them and it improved their on-field stamina. Clem voluntarily engaged in the calisthenics. *This type of behavior violates the abusive affiliation policy, regardless of the voluntariness of Clem's decision.*

Rick joined Omega Pi Lambda, a fraternity. His pledge class took an oath not to haze, and was repeatedly warned of the fraternity's anti-hazing policy by current members. Rick's pledge class had heard of the long history of hazing that had gone on in their fraternity before they joined, and they felt like they were missing out. All the members had earned their stripes, but Rick's class was under new rules. They wanted to prove themselves to their brothers, so one night Rick and his pledge class secretly invaded Rho Mu Alpha, and stole their flag. The following Sunday, in a solemn presentation, Rick and his co-horts presented the flag of their rival to their chapter leaders, who accepted it with honor and much conversation about how the covert mission was accomplished. The leaders of Omega Pi Lambda faced accusations of violating the University's abusive affiliation policy. They argued that they did not take the flag, and expressly told the new initiates not to haze. The University found them in violation for encouraging the activity by accepting the flag, glamorizing its theft, and failing to report the behavior to University officials once they were aware of it.

NOTE: This is an abbreviated version of the Saint Francis University Anti-hazing policy. A copy of the full policy containing procedures, enforcement, additional guidelines, the statement of compliance, and the Anti-hazing statute of the Commonwealth of Pennsylvania are available from the Center for Student Engagement, John F. Kennedy Student Center 102.

**Sponsoring a University Dance.** The Center for Student Engagement and the Student Activities Organization is pleased to encourage student organizations to host dances to raise money or awareness for a cause. SAO will arrange and pay for the music, the organization simply has to provide students to run the dance and the advisor to help chaperone. Please click here for more information:

<https://orgsync.com/32194/files/99275/download>

**Social Event Policy.** The Social Event Policy reflects the social climate that Saint Francis University community strives to establish and maintain regarding campus social life, including the appropriate role of alcoholic beverages. Its success depends upon the cooperative efforts of students, faculty, administration and alumni, in both understanding and upholding the spirit of personal responsibility and respect for self and others. Please click here for more information:

[https://s3.amazonaws.com/os\\_uploads/148947\\_Social%20Event%20Policy%20update.pdf](https://s3.amazonaws.com/os_uploads/148947_Social%20Event%20Policy%20update.pdf)

**Posting Policy.** In order to more effectively communicate when events and programs are happening on campus, the following posting policy has been established. The intent of this policy is to curtail abuse and ensure everyone has equal access to all posting locations on the Saint Francis University campus.

1. Bulletin boards are used solely to post materials and/or announcements of interest to the Saint Francis University community. Bulletin boards are for the exclusive use of recognized Saint Francis University clubs, organizations and departments.
2. All requests for postings must be submitted to the Center for Student for approval. All requests must bear the proper stamp, signature and date of the authorized Center for Student Engagement staff. Please see a member of the Center for Student Engagement for approval BEFORE making copies of flyers. Any poster or flyer posted without the proper approval will be removed and the organization may lose its posting privileges.
3. Posters and signs will not exceed 17" X 24". Banners may only be displayed in specified areas. Please contact the Center for Student Engagement for approved locations and approval.
4. Posters and signs may be affixed to bulletin boards using push pins, thumb tacks or transparent Scotch-type tape (no duct tape, shipping tape, masking tape, double-sided poster tape or squares).
5. The name of the sponsoring club, organization or department must be clearly displayed on all posters and signs along with the date, time and location of the event or program.
6. Under no circumstances should posters or signs be affixed to building surfaces, doors, windows or furnishings.
7. Only one (1) active poster or sign per event per bulletin board location is permitted.
8. Posting over other active posters or signs is prohibited.
9. Any poster or sign containing profane or indecent expressions or graphics will not be approved.
10. There will be no reference or graphic relating to alcoholic beverages on any poster or sign.
11. No one will deface other posters or signs.
12. Posters and signs will be removed after the publicized event or program has occurred or after having been posted for fourteen (14) days.

Questions about specific bulletin board postings should be directed to the following departments for these locations:

- JFK Center and Classroom Buildings – Center for Student Engagement
- Residence Halls – Residence Life
- Stokes Athletics Center - Athletics Administrative Offices
- Torvian Dining Hall and Café Gubbio – Dining Services
- DiSepio Institute – DiSepio Administrative Offices
- Pasquerilla Library – Department of Library Services
- Immaculate Conception Chapel – Campus Ministry
- Science Center – Office of the Dean of of Sciences

**Contracts.** Any individual or organization initiating action to contract a service or program must adhere to the following procedures:

- For entertainment and other student activities, the potential agreement or contract must be reviewed with the Director of Student Engagement. Due to the copyright laws, it is necessary to file all entertainment contracts with the Center for Student Engagement.
- Contractual agreements for other services must be reviewed with the Vice President for Finance or another Vice President (Academic Affairs if related to academics, Student Development if related to a Student Development area).
- Only the President of the University, Vice President for Finance, and the Director of Purchasing may sign or authorize contractual agreements on behalf of Saint Francis University. Students are not permitted to enter contractual agreements on behalf of the University.
- Authorized individuals may consult with the University attorney prior to formalizing a contractual agreement. Arrangements are coordinated through the Vice President for Student Development.
- Student organization representatives must consult with their advisor or moderator prior to pursuing a contractual agreement for a particular program or service.

Note: Any individual not following the above procedures is solely responsible for losses or damages resulting from a self-imposed contractual agreement.

**Fundraising Policy and Procedures.** The Center for Student Engagement approves and schedules all on-campus and off-campus fund raising for all clubs and organizations and departments at Saint Francis University. The procedures for requesting, scheduling, and conducting a fund-raising activity at Saint Francis University are as follows:

1. Complete the online registration form through OrgSync and have the organization advisor approve it. Be sure to include the date(s) for the fund raiser, the item which will be sold or raffled, where the group will be selling the item, as well as the name and telephone number of the person to contact with questions. If the group plans to solicit in residence halls, the group must schedule the fundraising events with the Office of Residence Life who will note their approval by signing in the appropriate space of the fundraising form.
2. Select a calendar date for the sale. Fundraisers are to be completed within a two-week time period.



3. If setting up a table or requesting building space, the facility manager of that particular building must be notified.
4. Solicitation is permitted at home basketball games by submitting the request to the Center for Student Engagement, which, in turn, will contact the Athletics Department to schedule the fundraiser. Each organization is limited to one basketball game per season to allow as many organizations as possible to solicit.
5. If the organization plans to fundraise by selling T-shirts, the design must be submitted to the Center for Student Engagement for approval prior to the printing of the shirt.
6. Sponsoring organizations are permitted to advertise on campus bulletin boards. All posters and flyers must be approved and stamped by the Center for Student Engagement.
7. No alcohol may be raffled. Cash raffles will be approved on a case-by-case basis by the Center for Student Engagement.
9. The Center for Student Engagement must authorize off-campus fundraising, sales and solicitation activities. Organizational representatives conducting off-campus fundraising activities will need a letter of introduction and/or authorization to share with off-campus agencies. If approved, all communication forwarded to off-campus persons must be well written and in good taste. The organization's advisor and the Center for Student Engagement will approve and sign solicitation letters, flyers, etc.
10. Personal fundraising or solicitation activities for personal benefit or gain are prohibited.
11. Direct any questions or concerns to the Center for Student Engagement.

**Scheduling Facilities and Activities.** All requests for usage of Saint Francis University facilities and planning of events (extra-curricular and co-curricular) must be authorized by the Center for Student Engagement through the online scheduling form found on OrgSync. Events open to the entire campus community should be scheduled at least 30 days prior to the proposed date, programs open to a particular organization's members should be scheduled seven (7) days prior to the proposed date, and meetings should be scheduled 48 hours prior to the date of the event. It is the sponsor's responsibility to see that set-up and clean-up arrangements are made.

The Center for Student Engagement schedules activities and facility usage at Saint Francis University on a first come first serve basis. University policy requires that all events must be scheduled with the Center for Student Engagement where a master calendar is maintained. While the Center for Student Engagement schedules all events, several departments schedule various facilities where programs, events, meetings, banquets, etc. are held. These are as follows:

- Center for Student Engagement - John F. Kennedy University Center and classrooms for non-academic events Monday through Friday after 5:00 p.m. and Saturdays and Sundays
- Registrar's Office - All classrooms Monday through Friday 8:00 a.m. to 5:00 p.m. and all academic events.
- Pasquerilla Library - All Library facilities
- Stokes Athletics Center - All Athletics indoor and outdoor facilities
- Department of Residence Life - All Residence halls
- DiSepio Institute – All DiSepio facilities

If it is unclear who schedules a facility the group would like to reserve, contact the Center for Student Engagement for assistance.

### **Procedures:**

- Complete and submit a scheduling form through the Center for Student Engagement on OrgSync.
- Remember to confirm the date first, then make final arrangements.
- Complete the scheduling form in its entirety and obtain your club/organization advisor's approval and submit to the Center for Student Engagement for final approval.
- The organization will be notified by the Center for Student Engagement whether the request has been approved.
- Please note that the group must schedule the program/event on the Master Calendar before CES credit can be approved.

IMPORTANT! The policy is intended to:

- provide a master calendar of all University events in one centralized location.
- avoid conflicts of events and facilities, and provide a well-balanced program of usage.
- assure that those planning a particular program will experience a quality outcome.
- provide the essential procedures and expert advice regarding the implementation of events.
- Please contact the Center for Student Engagement at [studentlife@francis.edu](mailto:studentlife@francis.edu) with any questions or concerns regarding the scheduling policies and procedures.

### Transportation Services.

The Saint Francis University Transportation Services Program is available to assist students in connecting to local transportation centers for Amtrak or Greyhound or an airline to get back and forth from home during academic breaks (i.e. mid-semester break, Thanksgiving and Easter breaks, and beginning and end of academic semesters).

SFU Transportation regularly services the Johnstown/Cambria County Airport and the Altoona-Blair County Airport for flights and the Altoona Transportation Center for Amtrak train and Greyhound bus. Additionally, SFU Transportation also services the Pittsburgh International Airport. Low standard rates are charged for students who utilize regularly-scheduled shuttles; a more competitive, premium rate is charged for students who desire a more customized services outside the regular service.

Additional services provided by the Student Activities Organization (SAO) includes weeknight shopping to local stores including the Ebensburg Walmart, and shopping malls and plazas in both Johnstown and Altoona. This service is free of charge and available on a first-come, first-served basis.

Students and families can find a full schedule (printable) posted to our Transportation link at <http://life.francis.edu/Transportation> along with our policies and rates.

### Student Travel Policy and Notification Procedure

#### Introduction

Saint Francis University has instituted the following policy and notification procedure for University sponsored student

travel to improve communication and to increase student safety. All students, faculty, and staff traveling on University sponsored trips are expected to follow these guidelines. In addition, students are expected

to follow the Student Code of Conduct found in the Student Handbook. Faculty and staff are expected to follow all relevant University policies.

University sponsored travel is any trip organized and chaperoned by faculty or staff of the University that fulfills a curricular, co-curricular, or extra-curricular function. This policy covers University sponsored travel to a destination within the United States. This policy does not cover travel by student-athletes to sporting events. Student athletes involved in athletic travel follow the protocol of the athletic department

### I. Types of Travel

Type of Travel	Distance	Mode of transportation	Forms required to be completed
<b>Local</b>	Up to 200 miles round trip	University vehicle or rental	Trip roster
<b>Domestic</b>	More than 200 miles round trip or involves an overnight stay.	University vehicle or rental, chartered bus, airline, etc.	Trip roster with emergency contact information and travel liability waiver form.
<b>International</b>	Please contact the Study Abroad Office at <a href="mailto:studyabroad@francis.edu">studyabroad@francis.edu</a>		

### II. Student Travel Forms

Type of Travel	Form To Be Completed	Submission of completed form to:	Date Due
<b>Local &amp; Domestic</b>	<b>Trip Roster with Emergency Contact Information</b>	University Police <a href="mailto:police@francis.edu">police@francis.edu</a> ; Student Life <a href="mailto:studentlife@francis.edu">studentlife@francis.edu</a> ; Residence Life <a href="mailto:residencelife@francis.edu">residencelife@francis.edu</a> ; and Associate Dean of Students <a href="mailto:lbanks@francis.edu">lbanks@francis.edu</a>	48 hours prior to travel or immediately preceding the trip.
<b>Domestic</b>	<b>Domestic Travel Liability Waiver Form</b>	Department sponsoring trip	Prior to travel

### III. Use of Vehicles While on University Sponsored Trips

University Vehicles. University vehicles are available for use by departments and student organizations for University sponsored travel. Prior to operating a University vehicle, employees and students must have authorization from University Police. To obtain authorization, each driver’s motor vehicle record and driver’s license must be checked. In addition, each driver must complete driver safety training. For more information, contact University Police.

Rental Vehicles. In many situations, groups may need to rent vehicles for University trips. No vehicles may be rented that are larger than a “15 passenger van”. For more information, contact the Purchasing Department.

Student and Employee Vehicles. The University generally provides transportation for all University sponsored trips. If a

student or employee chooses to drive a personal vehicle that person and all passengers assume all risks associated with that travel and agree to hold Saint Francis University harmless from any and all problems that may arise. In the event a student or employee is involved in an accident in his/her personal vehicle, that student or employee is responsible for loss or damage to the vehicle and any injury or property damage to others.

#### **IV. Guidelines When Traveling**

Drivers must abide by all traffic laws. In addition, drivers are not permitted to engage in any activity that may distract them as they drive. This includes using cell phones for email or text. However, drivers may use cell phones to make and receive voice calls in a manner allowed by state law.

Drivers shall not use alcohol 24 hours prior to departure or during travel. Medications that cause drowsiness should not be taken in the 12 hours prior to departure or during travel. Any and all illegal drug use is prohibited.

#### **V. Emergency Information**

In the event of an emergency (any event requiring the services of police or emergency personnel), the chaperone must first call local emergency services by dialing 911. He/she should then contact University Police as soon as is practical. Chaperones should not make any statements to the media in regards to the incident, but should leave that to the marketing department.

#### **VI. Travel Notification Procedure**

A trip roster shall be sent via email to: University Police [police@francis.edu](mailto:police@francis.edu), Student Life [studentlife@francis.edu](mailto:studentlife@francis.edu), Residence Life [residencelife@francis.edu](mailto:residencelife@francis.edu), and the Associate Dean of Students [lbanks@francis.edu](mailto:lbanks@francis.edu). **The trip roster should be confirmed and communicated 48 hours prior to travel or immediately preceding the trip to ensure accuracy in the event there are additions or deletions.** A copy of the trip roster should be kept by the trip chaperone.

For domestic travel, the trip roster must include emergency contact information for all travelers. The department or program sponsoring the trip will retain the liability waiver forms on file until the trip ends.

The complete policy and travel forms may be found at <http://info.francis.edu/student-travel-policy-and-notification-procedure>. Questions or concerns regarding travel liability should be directed to Heather Meck, Associate Vice President for Risk Management and Title IX Coordinator.

Approved by the President's Council on April 22, 2015



## Section 3: Red Flash Intercollegiate Athletics

### Varsity Sports

Varsity intercollegiate athletics provide an opportunity for competitive athletic participation at the Division I Level. The University is a member of the National Collegiate Athletic Association and has conference affiliation with the Northeast Conference and the Eastern Intercollegiate Volleyball Association, and supports a comprehensive Division I program for men and women. This section contains information for the student athlete as well as the student spectator. A complete listing of Athletic Policy can be found in the Red Flash Student Athletic Student Handbook. The University sponsors the following sports:

<b>Men</b>	Basketball	Cross Country
	Football	Golf
<b>Women</b>	Tennis	Volleyball
	Indoor and Outdoor Track	
	Basketball	Bowling
	Cross Country	Field Hockey
	Golf	Lacrosse
	Soccer	Softball
	Swimming	Tennis
	Indoor and Outdoor Track	Volleyball
		Waterpolo

Scholarships are available in all sports, as well as cheerleading, marching and pep band.

### Intramural Sports

Intramural programs help students physically and socially by providing opportunities for participation in athletic activities. The program is especially rewarding for those not interested in varsity competition.

The intramural program endeavors to help students make wise use of their leisure time, to allow students to engage in activities with other students, and to help students understand and appreciate different sports. Saint Francis intramurals include individual and team sports and co-recreational sports. Programs are conducted by an intramural director, coordinators, and supervisors. Intramurals are publicized through campus e-mail and on campus bulletin board. The Maurice Stokes Athletics Center, Immergrun Golf Course, and athletic fields are used for intramural activities.

## Facilities

**DeGol Field & Field House.** This facility includes the DeGol Field and the Father Bede Hines Track. The DeGol Field is the competition site for field hockey, football, and lacrosse. The men's and women's track and field teams compete on the Father Bede Hines Track. There is stadium seating for 3,500 spectators. Storage is located under the stadium seating. The press box and coaches boxes are located at the home side of the facility. Metal spikes are not permitted on the field surface. Sunflower seeds, tobacco products, and gum are not permitted at the entire facility. There is no parking at this facility. A field house currently houses locker rooms for field hockey, football and lacrosse, and a sports medicine center and weight room. Construction on coaches' offices and locker rooms for track & field will be completed in the future.

**Red Flash Softball Field.** The softball team practices and competes at this facility. The facility includes a press box, dugouts, a scoreboard, and bleacher seating. There is no parking at this facility. The field is located on the hill behind the Stokes Center.

**Red Flash Soccer Field.** The men's and women's soccer teams compete at this facility. There is a press box, dugouts, scoreboard and bleacher seating at the facility. The facility is located behind the Stokes Center.

**Stokes Athletics Center.** The Stokes Center is open to all enrolled students, current faculty and staff, and retired faculty and staff of the University. All users must present current University Issued ID cards upon request. The facility includes DeGol Arena, the Natatorium, the Auxiliary Gymnasium, the Fitness Center\*, the Sports Medicine Center, the Hill Rehab Room, the Student-Athlete Development Center, the Stokes-Twyman room, the Champions room and offices for the coaching and athletics administrative staffs. DeGol Arena is the competition site for men's basketball, women's basketball, men's volleyball, and women's volleyball. The Natatorium is the competition site for the swim team. Additionally, the Natatorium offers a great variety of aquatic activities including open swim for the campus and local communities.

During the 2015-16 year, the Stokes Athletic Center normal operating hours are:

Monday – Thursday	7:00 AM – 12:00 AM
Friday	7:00 AM – 9:00 PM
Saturday	3:00 PM – 9:00 PM
Sunday	3:00 PM – 12:00 AM

Hours are dependent on staff coverage, and are subject to change due to vacation periods, holidays, and special events.

**Stokes Center Rules & Policies** include, but are not limited to:

- Student-athletes are **ONLY** permitted in the building (this includes locker room areas) **BEFORE** or **AFTER** building hours if they are accompanied and/or supervised by a member of their coaching staff.
- No doors may be propped open at any time.
- Shirts and shoes must be worn at all times in the public area of athletic facilities.

- Cleats and spike are not permitted to be worn inside the building – clean and remove before entering the building
- Metal spikes are not permitted in the balcony areas or in the auxiliary gymnasium.
- Use appropriate language and conduct to be considerate of others using or visiting this facility – this includes behavior in the locker rooms.
- No bicycles, skateboards and roller blades are permitted in the buildings or on the track.
- Upon reasonable suspicion, Athletic Department administrators reserve the right to conduct a search of any locker located in the Stokes Center.

**Attire.** Shirts and shoes must be worn at all times in the public area of athletic facilities. Additionally, shirts/jerseys must be worn at all times (including warm-ups). Teams must utilize a locker room to change from warm-up attire.

### **Athletics Advisory Board (AAB)**

The Athletics Advisory Board is a University-wide committee chaired by the Faculty Athletics Representative and is comprised of faculty, staff, and students representing various University constituencies. Student-athletes also have representation on the Athletics Advisory Board.

The Athletics Advisory Board has subcommittees that monitor, evaluate, and address matters concerning gender equity, minority opportunities, student-athlete welfare, sportsmanship and ethical conduct, and academic integrity.

### **Student-Athlete Advisory Committee (SAAC)**

Each team will be represented by at least two student-athletes, selected by the head coach, the Assistant Director of Athletics for Student-Athlete Academic Services, and the Associate Director of Student-Athlete Academic Services, who will have speaking and voting privileges at the SAAC meetings (only one vote per team can be submitted). These representatives will begin serving their one year term in the fall semester and will be responsible for relaying all pertinent information to their respective coaches and teammates.

**S.A.A.C. members** serve as a voice for all student-athletes at Saint Francis University.

- Allows the student-athlete population to communicate more effectively with the Saint Francis University Athletic Department administration.
- Assemble to discuss their athletics experience at Saint Francis University.
- Serve as representatives of the student-athletes at Saint Francis University when requests are received for student speakers and/or guests at charitable and civic functions.
- Distribute information concerning the student-athlete experience at Saint Francis University to their respective teams.
- Encourage and organize the involvement of Saint Francis University student-athletes in campus and community projects.

- As a recognized organization of Saint Francis University, SAAC will educate the student body by offering activities and events to the general university community.

**S.A.A.C. Meetings.** Meetings will be scheduled approximately every other Tuesday of each month when school is in session. There will be no meetings scheduled during the summer sessions. The time and place of the meetings will be determined by the SAAC Officers.

**S.A.A.C. Membership.** Representatives must be eligible for competition for intercollegiate athletics at Saint Francis University. The team must be competing during the academic year to warrant representation on the SAAC.

## **Sportsmanship**

In addition to following the student Code of Conduct, students are expected to display good sportsmanship when attending or participating in any student athlete competition. This includes both home and away competitions. The essential elements of sportsmanship and ethics in sports are embodied in the concept of character building and seven core principles: respect, responsibility, fairness, honesty, integrity, caring and civility.

**Standard of Conduct.** Student-athletes, coaches and staff shall conduct themselves in an appropriate manner in connection with all intercollegiate sporting events in which they participate (“Events”). They shall conduct themselves as positive role models and represent their institutions in a manner that exhibits the principles of sportsmanship. They shall exhibit respect and courtesy towards all participants, and comment about other institutions, coaches and student-athletes only in a positive manner.

All Students are reminded behavior that is not considered sportsmanlike or appropriate in connection with Events includes, but is not limited to the following:

- a. Striking (e.g., kicking, hitting, throwing objects at) or other acts of violence, attempted acts of violence or attempts to incite violence;
- b. Obscene, profane, racial, sexist, demeaning or unduly provocative and or intimidating language, gestures or actions directed towards an opposing team, institution, contest official, staff member or spectator;
- c. Public criticism of or publicly disparaging statements about an opposing team, institution, contest official, staff member, or spectator.
- d. Students whose conduct is abusive to officials, participants or other spectators, or that violates reasonable social standards of conduct, will be removed from the Event. A report of the incident will be forwarded to the Office of Student Conduct for processing. If you experience a problem caused by the actions or words of another spectator, please report it to an event management representative.



## **Student-Athlete Missed Class Due to Athletics Participation**

**Purpose and Expectations.** The Saint Francis University Student-Athlete Missed Class Policy establishes guidelines to deal with class attendance and class absence associated with student-athletes' participation in intercollegiate athletics. In concert with the guidelines below, the following expectations exist:

1. Faculty members will not penalize a student-athlete for missing a class due to a conflict with a regularly scheduled athletic contest or any related travel.
2. Student-athletes will not miss any classes beyond those required by athletic contests or related travel and will be subject to class attendance policies set by the professor for non-athletic related absences.
3. Student-athletes will turn in all assignments on time and make advance arrangements for any tests that are missed.
4. Student-athletes and faculty members will adhere to the same standards of academic performance as for students who are not athletes.

Student-athletes who experience a lack of reasonable accommodation by a faculty member in the implementation of this policy should immediately follow this appeal process: 1) faculty member, 2) department chairperson, 3) Faculty Athletics Representative (FAR) and 4) Provost, who will serve as the final arbiter.

This policy also encompasses athletics support personnel (e.g., student athletic trainers, team managers, cheerleaders, marching band and pep band).

### **Practice**

1. Student-athletes will not miss any regularly scheduled class for any practice activity. Deviations related to practice activities immediately prior to departure for away, overnight competitions will be considered in cases where a competition has been rescheduled due to inclement weather or there are other unforeseen circumstances.
2. Faculty who schedule exams outside of regular class times should allow student-athletes alternative
3. Faculty who schedule exams outside of regular class times should allow student-athletes alternative times to take such exams.

### **Competition**

1. For HOME events or competition, student-athletes will not miss any classes prior to two hours before game time.
2. For AWAY events or competition, with same-day travel, student-athletes will not miss any class prior to 30 minutes before the scheduled time of departure.
3. For AWAY events or competition, with overnight travel, teams will not depart more than 30 hours prior to the time of competition. Any requests for exceptions to this policy due to especially long

trips or other special circumstances such as practice facility availability at the site of the competition, will be considered in addition to situations where there are unforeseen circumstances.

4. The Director of Athletics will present a schedule of competition for each team, including a listing of destination, time and date of competition, travel time, and time of departure to the FAR and the Athletics Advisory Board for their review (and approval) to ensure that missed class-time is minimized. Similar information will be provided by student-athletes to all their professors at the beginning of each semester or season. The Office of Student Athlete Academic Services will be responsible for reminder notifications which will be provided to professors prior to each competition requiring a class to be missed.

**Study Day and Final Exams.** No competition will be scheduled during study days or during any day on which final exams are scheduled without prior approval of the Director of Athletics, and FAR. Exceptions to the final exam policy may be due to Northeast Conference, EIVA, the Penn Relays and/or NCAA championship competition scheduling. If such exceptions present themselves, the Assistant Director of Athletics for Student Athlete Academic Services and the FAR will jointly work toward arranging for exams to be taken at alternative times or other means of equitable resolution.

## **Student Athletic Financial Aid**

All student-athletes who receive athletic aid are required to complete the Federal Student Aid application each year, no later than May 1. Forms are available at the Financial Aid Office (228 Padua Hall) and any questions relative to the application process should be directed to the Financial Aid Office.

NCAA rules define the general principles of financial aid received by any student-athlete. Student-athletes should not accept any financial aid other than from parents (or legal guardians) or the Saint Francis University Financial Aid Office without first consulting the SWA. Questions relative to the interpretation and clarification of these rules can be addressed to the Director of Financial Aid and/or the SWA.

Head coaches make recommendations to the athletic directors regarding the awarding of athletic aid to prospective and current student-athletes. Recommendations by head coaches are finalized when the athletic aid has been approved by administration of the athletics and financial aid departments. All athletic aid must be issued through a grant-in-aid contract between the student-athlete and the institution. Contracts are issued for one academic year unless the student-athlete is competing his/her final semester at the institution. A separate contract must be issued for athletic aid for a summer course. A student-athlete is not permitted to receive athletics aid in excess of a full grant-in-aid. A full grant-in-aid includes tuition, fees, room, board (double occupancy), and required course-related books. Student-athletes are personally responsible for any additional housing fees (e.g., suite charges, hall damages).

**Reduction or Cancellation of Aid.** NCAA legislation allows cancellation or reduction of athletically related financial aid during the period of the award if the student-athlete:

- Renders himself or herself ineligible for intercollegiate competition;
- Fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement;
- Engages in serious misconduct warranting substantial disciplinary penalty;

- Voluntarily withdraws from a sport at any time for personal reasons;
- Does not retain amateur standing;
- Does not abide by NCAA or NEC rules for student-athletes; or
- Does not immediately report any attempt to have himself or herself or a teammate take part in the fixing of a game or any unusual request for information about one's team.

**Renewals.** The renewal of an athletics grant-in-aid is based on the student-athlete's academic eligibility and the head coach's recommendation to the athletics administration. Head coaches must meet with all returning student-athletes receiving athletic aid prior to the end of the academic year. At this meeting, the student-athlete will be informed of the status of his/her athletic aid for the upcoming academic year. Head coaches make recommendations to the athletics administration. Institutional athletics grants-in-aid will be determined on or before July 1 prior to the academic year for which the award is to be effective. Saint Francis University will notify in writing each student-athlete who has received an award the previous academic year and who has eligibility remaining for the ensuing academic year, whether the grant has been renewed or not. All students who receive renewal notices must return a signed copy of their Athletic Grant-in-Aid Contract by the specified deadline to guarantee their aid for the coming year.

**Non-Renewals.** The head coach may recommend to the athletics administration that a student-athlete's athletics grant-in-aid not be renewed for any of the following reasons:

- Failure to comply with team rules;
- Failure to comply with regulations of the SFU Athletic Department;
- Failure to comply with student conduct rules of the University;
- Failure to comply with NEC or NCAA rules; or
- Failure to meet reasonable standards of commitment set by the head coach and approved by the Director of Athletics

### **Athletic Grant-in-Aid Appeal Process**

If Saint Francis University decides to reduce, cancel or not renew athletics grant-in-aid during the year or for the ensuing academic year, the student-athlete can request a hearing. Prior to this hearing, the student-athlete should first appeal his/her case to the athletics administration for possible resolution at this level. A continued appeal can be directed to the appeal board in the Financial Aid Office. Appeal procedures are detailed in the non-renewal/reduction/cancellation notification letter and included in Appendix H of the Student Athlete Handbook.

### **Summer School Athletic Aid**

There is a limited amount of athletic aid for student-athletes for summer school. This athletic aid is only available to student-athletes who received athletic aid during the academic year. This athletic aid is only applicable to courses taken at Saint Francis University. The student athlete must sign a grant-in-aid contract for summer school even if they were on aid the previous year.

An application will be made available to student-athletes prior to the conclusion of the academic year. The student-athlete should complete the application and forward it to his/her respective head coach. If the head coach recommends the athletic aid, then he/she will forward the application to the SWA. An athletic aid application may be denied if the student-athlete performed poorly due to a lack of effort,

failed a course, had disciplinary issues, or was involved in a NCAA violation. Please note that this is not an inclusive list and approval is at the discretion of the athletics administration. The SWA will notify the student-athlete if the summer school aid application has been approved or denied. If approved, the SWA will issue an athletic grant-in-aid contract for the student-athlete's signature. The athletic aid will not be applied to the student-athlete's account until the signed contract has been received and processed by the Department of Athletics. It is impermissible to apply athletic aid retroactively. If a student-athlete is awarded athletic aid for the summer and does not complete the course, he/she may not be eligible for athletic aid in subsequent semesters or receive athletic awards. Additionally, the student-athlete may be required to reimburse the university for all monies as received as part of his/her scholarship.

## Tailgating Policy

As part of Saint Francis University's ongoing effort to promote a healthy and safe campus environment and enjoyable atmosphere for all SFU fans, basic guidelines have been instituted to support these efforts. Tailgating for home Football events is ONLY permitted in the JFK Student Center upper parking lot. Recognized University groups may hold tailgates at other locations only with the approval of the Department of Athletics or the Center for Student Engagement. Unregistered groups will be requested to relocate to the appropriate area. Please click here for a full list of guidelines:

<https://orgsync.com/32194/files/176149/download>

## The History of the Red Flash



The University athletic nickname is the Red Flash. One of the most commonly asked questions about Saint Francis University's athletics program is "Why the Red Flash?"

The answer dates back to 1927, when the school boasted one of the fastest football ground attacks in the east, headed by quarterback George Kunzler, captain and right halfback Ed McLister, fullback Alphonse Abels and left halfback Ralph Bruno. Because the team wore predominantly red uniforms, the fans and *The Loretto* (the student newspaper) dubbed the team "The Red Flashes."

The nickname quickly spread, first to the football team and later that same season to the basketball team. Within 15 years, "The Red Flashes" evolved into the present form of "The Red Flash," through the efforts of Sports Publicist Simon "Cy" Bender.

Before The Red Flashes romped on the football field, the school's teams went by a variety of unofficial nicknames, with the most popular being the "Saints." Others were derived from a Franciscan theme, such as the "Franciscans" and "Frannies."

The most popular unofficial nickname also evolved from the Franciscan theme, with its origins dating back to the 1930s. The nickname "Frankies" can be traced as far back as the 1938-39 basketball season, when the name first appeared in *The Loretto* and the *Johnstown Tribune-Democrat*. The rise of this nickname can be closely tied to the University's Mr. Frankie Award, awarded annually to an outstanding senior male, which dates to 1936.

The “Frankies” nickname gained widespread use by fans and the then-College but was discontinued after the 1971-72 season, giving way to the current “Red Flash” moniker. The change coincided with the opening of the Maurice Stokes Athletics Center.

Saint Francis’ athletics tradition dates back to 1867 when a group of students formed a team called the Independent Star-Athletic Association. The team played its first game under the Saint Francis banner in 1888. Gymnastics was established in 1882, while football was first played at SFU in 1892. Basketball arrived on the Loretto campus during the 1905-06 academic year.

Saint Francis College was renamed Saint Francis University in 2001.

## **Section 4: Drug and Alcohol Prevention Program –DAPP**

Saint Francis University in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (amends the Higher Education Act) 20 U.S.C. § 1011i; 34 C.F.R. § 86.1 et seq.; 55 Fed. Reg. 33,580 (Aug. 16, 1990) annually informs the university community of the resources available through the University Drug and Alcohol Prevention Program. The Drug and Alcohol Prevention Program at Saint Francis University applies to all students taking courses for academic credit at Saint Francis University including students enrolled at the Saint Francis University campus in Ambialet, France. Academic programs occurring at campuses other than the Loretto, Pennsylvania Campus are also included. The content of the program also applies to employees of the university. This program applies to all on campus and off campus activities, including field trips, student-sponsored social activities, or professional meetings attended by employees that are sponsored by Saint Francis University.

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of University are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on University property or as part of any University-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal laws for any offenses involving illicit drugs on University property or at University-sponsored activities. The University affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity and other health risks. These risks include an increased risk of accidents which may result in death or permanent injury. Free educational information on alcohol and other drug misuse is available for the university community through the Alcohol and Drug Education Center located at 116 Padua Hall or University Health Service located in DiSepio Center. Free confidential counseling for alcohol and other drug abuse issues is available to students through the University Counseling Services located in Saint Francis Hall. The University sponsors educational programming for alcohol and other drug abuse issues through the Alcohol and Drug Education Center, the Office of Residence Life and the Office of Student Engagement. Other referral resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies, all which may include a fee.

The Drug and Alcohol Prevention Program at Saint Francis University includes information on Parental Notification, University Policy Statement, Safe Harbor Statement, Responsible Action Statement, Medical Transport, Pennsylvania Medical Amnesty Law, Legal Sanctions/Criminal Penalties as well as Student Conduct Action. The Student Handbook also contains supplemental information on the health effects of alcohol and drug use as well as resources for community members seeking assistance. This information is located in [Appendix A: Information Supplementing the University Drug and Alcohol Policy](#)

[Learn more about our Drug and Alcohol Prevention Program.](#)

## Section 5: Residential Living

### Living on Campus

Our residence communities are rich, alive, and dynamic environments that are designed to enable individuals to grow to their full potential. More and more Saint Francis students are discovering the benefits of campus living. As a campus resident, you'll forge lifelong friendships, get to know students from other states and countries, and gain valuable leadership experience. Living on campus you will find convenience, plenty of housing options, great facilities, opportunities for personal growth, and opportunities for leadership, great social and educational events, and the benefits of community living.

### The Halls

On-campus residents have the option of ten residence halls, several independent living units, and two special interest houses. There are several options to choose from: traditional residence halls with double occupancy rooms, halls with single occupancy rooms, suite-style living with private bathrooms, hotel-style rooms (double occupancy with private bathroom), independent living units, and special interest houses accommodate the on-campus resident population.

**Traditional Residence Halls.** Amici Hall, Giles Hall, Saint Francis Hall, and Saint Louis Hall house men in double occupancy rooms. Saint Agnes Hall, Saint Clare Hall, Saint Elizabeth Hall, and Saint Joan of Arc Hall house women in double occupancy rooms. Christian Hall houses men and women on separate floors or wings. Ave Maria Hall houses men and women in single occupancy rooms on separate floors.

**Independent Living Units.** The House/Apartment/Transition Program (HATP): Students living in these units will have the opportunity to experience independent living while being under the umbrella of University Housing. All units consist of one to four bedrooms, full bathrooms, and kitchen/living areas. Three apartments are located in Ave Maria Hall, while the remaining townhouses/houses and apartments are located within walking distance to campus on Saint Joseph and Saint Mary Street in Loretto.

**Special Interest Housing.** The *Bach Family Honors House* is a residence for nine Honors students per year. Located adjacent to campus it includes a state-of-the-art conference room available for classes, as well as a 24-hour study space for all Honors students. The *Faith Inspired Student Houses (FISH)* is a Christian living-learning community centered around ministering to fellow students, Saint Francis University and the local community with the goal of educating its members about servant leadership and community engagement through prayer and worship events. Located adjacent to campus, it houses eleven students and is a student-center program dedicated to learning, living and practicing biblical principles.

### Residential Living Guide

This section will help you find some of the services available to you in the residence halls, dining facilities, and around campus as well as tell you how to access them. Because of residential facilities are shared by hundreds of other students, residents and visitors will encounter new situations and learn a great

deal about themselves and others. This section will help you understand the expectations of how to live together safely and peacefully. It clarifies the rights and responsibilities you agreed to live by when you accepted your housing assignment.

**Abandoned Property.** Personal property remaining in the residence halls after you vacate or abandon the hall will be disposed of by Saint Francis staff. SFU may dispose of all such personal property, without liability. You agree to pay all expenses incurred by SFU for the disposal of your belongings if abandoned. Also see Lost and Found.

**Alcohol and Drugs.** Consumption of alcoholic beverages is prohibited for all students regardless of age in all property owned, leased or subject to the control of the University, or as a part of any of its activities, including but not limited to off-campus activities sponsored by the University or engaged in by any recognized student organization. Students found where alcohol is present or being consumed will be in violation of the alcohol policy. Students over the age of 21 who live in HATP units, upon review of their status, may request an exception in accordance to the HATP Alcohol Policy. Please see the Office of Residence Life for more information on the HATP Alcohol Policy. The sale or furnishing of alcoholic beverages of any kind to a minor (person under 21 years of age), aside from being a violation of state law, is also considered a more serious violation of the University alcohol policy.

**Banners and Flags.** Nothing is permitted to be hung on the exterior of the residence halls. Banners and flags may be hung on the interior of the building in common areas such as lounges and lobbies with approval from Residence Life.

**Bicycles.** Bicycles are a great way to get around campus. If you have a bike, please remember to park in bike racks around campus. Bikes may not be kept in hallways, stairways, or other public areas inside the residence halls and should be chained only to a bike rack. All bicycles must be legally parked or they can be confiscated. During the winter months, bicycles can be stored in the residence hall storage areas.

**Bunks and Loft Bed.** Students may only loft and bunk their beds with kits provided by the University. The prohibited lofts include wood and concrete blocks, bed lofts purchased for residential beds, and miscellaneous materials. For modular furniture that has pieces to loft, the bed or loft arrangement may not be placed in front of the windows. Students may not loft or raise their bed using any other furniture such as desks, wardrobes, etc. All legs of the bed must be touching the floor.

**Business Activities.** Students may not operate a commercial business from any part of a residence hall, including Internet and telephone lines. Door-to-door sales or solicitation in the residence halls is not permitted. Resident and student organizations registered with the Center for Student Life may obtain permission to sell merchandise or services in the public areas of the residence halls by applying with the Director of Residence Life. Such activities must conform to other residence hall policies established by Office of Residence Life.

**Cable TV.** Student rooms in the residence halls are wired for access to the high definition cable TV system. Problems with the cable TV reception in a resident's room should be reported to residence hall staff. Either an HD ready TV or converter is needed to have access.



**Card Readers.** Each residence hall is locked 24 hours a day. To gain entry, students must swipe their student ID cards in the card readers located near certain doors of their residence hall.

**Candles / Open Flames / Incense.** See Prohibited and Restricted Items and Decorations, Displays, and Hazardous Substances.

**Checking In and Out of Student Rooms.** Student rooms and furnishings must be returned to their original configuration before you move out. This includes un-lofting beds if applicable. If a room requires restoration or repair before it can be assigned to another student, the cost for this work will be billed to the immediate past resident(s) of that room. The work may include painting, repair to walls and ceilings, and the repair or replacement of room furnishings. *Also see Room Modifications.*

To minimize room damage:

Carefully examine your assigned room when you move in. When you get your key, you will also receive a Room Condition Report (RCR) form that you will complete with the residence hall staff. Complete this form after thoroughly examining your room.

Immediately report all room damages or needed repairs to maintenance or residence hall staff.

Prior to moving out, it is the resident's responsibility to schedule an appointment for an RA to inspect the room at the time of the resident's departure. During the inspection, the RA will note any discrepancies between the RCR and the actual condition of the room, particularly noting any missing or damaged items. All residents must complete this inspection or accept the condition as noted on the RCR completed by the Residence Life staff. If a resident fails to check out properly, he/she accepts any charges incurred and forfeits the right to appeal.

After the initial inspection is done with the Resident Assistant, the room is then checked by Residence Life and Physical Plant professional staff which may incur additional charges for the student that was not first noted on the Room Condition Report.

Residents will be held financially responsible for all damage to the room and furnishings they were assigned. University disciplinary action may also be taken.

Residents are responsible for keeping the room safe and sanitary. Deteriorated conditions in the room or its furnishings should be reported to maintenance.

**Closings.** The residence halls are closed during Thanksgiving break, Christmas break, Winter/Spring break and Easter break. When the halls are closed, students must vacate their rooms and card access to the buildings is disabled during this time. Details of closing times and policies are posted in the halls prior to these breaks. When the halls close for breaks, a University staff member checks every room to be sure all break procedures are followed. Examples of these procedures would be unplugging certain electrically powered items, turning off lights, and locking windows. Any policy violations will be reported. For more information about residence hall closings please see a Residence Life staff member.

**Community.** A residence hall at Saint Francis University achieves community when the following conditions exist: The residents know one another's names and something about one another.

Relationships exist in which residents are working toward a common goal. There is evidence of a shared identity and a common language, while valuing individual differences. Residents demonstrate a high level of trust by their willingness to sacrifice a little bit of themselves for the greater good and the well-being of others in the community.

A successful community in the Saint Francis University residence halls will have the following characteristics: The RA will know the residents' names and information about each individual. Residents will know one another's names and something about one another. Residents will see themselves as part of the community. Residents will take responsibility for their actions. Residents will establish a common goal of improving the residential environment.

Residents will live in an environment in which there is a consensus between the formal and informal leadership. The community will know its leaders. A method of self-regulations will exist in which care is given for the good of the group. The group will respond to the needs of the residents. All will work to understand and value the broad diversity of the residents in each community.

**Cooking in the Residence Halls.** You are welcome to use the kitchenettes located in the residence halls to prepare your own meals and snacks. Students are responsible for cleaning up the area after use and remaining in the kitchen at all times when using any cooking appliances. So that these kitchenettes may be enjoyed by all, residents who do not clean up after cooking or do not comply with other posted kitchen policies may lose their right to use the cooking facilities. Improper use of these facilities is prohibited and may be subject to university disciplinary action.

**Consolidation.** See Room Assignments.

**Courtesy Hours.** Students are required to be considerate of each other's needs and to comply with neighbors' requests for maintaining a lower or reasonable level of noise. This is applicable at all times during the day.

**Damage to Public Areas.** Public areas in the residence halls – lounges, hallways, kitchenettes, elevators, stairwells, lobbies, etc. – are designed for the use and enjoyment of all residents and their guests. When everyone helps maintain these areas, they remain in good, clean, and usable condition. If there is a problem, the following policy applies:

Damage to public areas or to furnishings in a residence hall is the responsibility of the residents of that building, wing, or floor.

When the individual(s) responsible for the damage can be identified, they will be held financially responsible for the cost of repair or replacement and may be subject to University disciplinary action.

When the individual(s) responsible for the damage cannot be identified, the residents of the building, wing, or floor become collectively responsible for the cost of repair or replacement. When damages are extreme or repetitive, the floor or wing involved may also be subject to unit disciplinary action.

When attempts to end an ongoing problem with damage or destructive behavior fail, residents of the floor or wing may be disbanded and reassigned to other residence halls or parts of the building.

**Damage to Student Rooms.** See Checking In and Out of Student Rooms.

**Decorations, Displays, and Hazardous Substances.** While we encourage you to personalize your living space, the safety of everyone in the residence hall must come first. Combustible materials used for decorations and displays present a serious fire hazard. To prevent fires:

Keep your room door free of flammable materials, particularly loose paper. Do not wrap or cover doors with flammable materials.

Burning candles or incense in student rooms is not allowed. Candles may be used for decorative purposes only, but must not be burnt and should have the wicks cut or removed. Candle warmers are allowed to be used while supervised by the resident.

Do not prop open any fire doors.

Keep window surfaces at least 25 percent clear of all opaque materials (such as aluminum foil, posters, or signs) to assist firefighters in locating the source of a fire.

Leave hallway and exit lights on at all times.

Place no materials over exit signs, fire doors, smoke detectors, sprinklers, or electrical light fixtures, including those in student rooms.

No cords or wires may be draped or suspended over the doors or windows.

Do not block exits, hallways, circuit breaker panels, fire hose cabinets, or fire extinguishers with decorations or displays.

Do not store or use flammable liquids in or around the residence halls.

Do not overload electrical circuits. Decorations must adhere to the standards applied to all electrical equipment and should not be left unattended when on. *Also see Prohibited and Restricted Items.*

***Eligibility for University Housing and Dining Services.*** To be eligible to reside in facilities operated by Saint Francis University and to participate in university dining services, you must be an enrolled SFU student. Upon loss of eligibility, the university requires you to vacate your housing assignment within 48 hours. Traditional residence hall students are required to participate in a meal plan with a 10 meal-a-week plan the minimum. Students participating in the HAT Program are not required to have a meal plan. Meal plans are also available for non-resident students.

**Escort Service.** The University Police Department provides an escort service between campus buildings and to and from the edge of campus. Please contact University Police for more information.

**Fines and Additional Charges.** The Office of Residence Life reserves the right to establish and assess fines for failure to comply with residence hall regulations, such as improper check out, etc.

**Fire Safety and Equipment.** Resident students are expected to be familiar with and to strictly observe all fire regulations posted in rooms and in each corridor. RAs review specific procedures at the first floor meeting.

Each residence hall is equipped with smoke detectors and pull systems (which are serviced and inspected regularly by University Police, as required by law). Whenever either system is activated, an alarm will sound in the building and at the Department of University Police and Safety. Fire extinguishers are located on each floor.

A false alarm or the improper use of firefighting equipment is a breach of safety regulations. Students found tampering with the fire system, including extinguishers, may face severe penalties up to and including, but not limited to, a \$500.00 fine and suspension from the University.

**Fire Drills and Evacuation.** Periodic fire drills will be conducted. In accordance with Pennsylvania state law, all must participate completely during any emergency drill. The following evacuation procedures must be followed at Saint Francis University. Students must evacuate the building when an alarm sounds. Before leaving, students should do the following:

1. If in a room, feel the closed door. If it feels hot, the hallway may be filled with deadly gases. Do not open the door, but go to the window and wait for rescue. If the door is cool, close the windows before slowly opening the door.
2. Do not stop to dress, but take a pair of shoes and an overcoat or blanket. Upon leaving the room, leave the lights on and the door closed. Take the room key. Knock on the students' doors on each side of the hall and be sure others are aware of the fire before evacuating.

3. If it is not possible to leave the room:

Open the windows if there is smoke in the room; if there is not smoke, leave the window closed to prevent outside smoke from being drawn into the room.

Seal cracks around the door with towels (damp, if possible).

If trapped, attract attention by hanging an object from the window-the brighter the color, the better-and wait by the window for help. If outside smoke is drawn in, close the windows, leaving the object hanging. Don't panic. Help will come quickly.

4. If smoke is severe, place a wet cloth over the mouth and nose. Remember, there is usually less smoke near the floor.

5. When evacuating:

Walk at a brisk pace, do not run.

Follow the posted corridor instructions for the proper exit route and assembly point.

Move in single file along the wall toward the exit.

Use only marked exits. Remain silent so that you can hear instructions.

If the exit lights are out, do not panic. Proceed cautiously to find the nearest exit. Count the number of doors. If the exit is locked, backtrack and locate an alternate exit route or, if necessary, return to room.

6. Remain outside until instructed to return to the building by a University official. In the event that re-entry to the hall is not possible, everyone will be instructed to go to another assembly point for further information.

**First Year Experience Living-Learning Communities.** The *First Year Experience* halls are designed to make the first year at college easier for new students by building a support network of peers with intentional programming and support. Resident Assistants reside on these floors to help first year students get to know one another, the university, and the surrounding area. Educational and social programs are held regularly, and assistance is available to aid students in navigating the university system.

**Furniture and Room Personalization.** Rooms are furnished with a bed, mattress, dresser, desk and chair. All furniture assigned to a student's room must remain in the room assigned to said student. No furniture should be removed by students from their rooms, and the college does not provide storage for room furniture. Removal of any piece of residence hall furniture from a public area will result in a monetary fine and community living sanctions. Due to the residence halls being used year round, guidelines have been developed to limit long term wear. Students should remember the following when they personalize their rooms: Dressers and desks may not be stacked or put into closets; Stickers should not be put on doors; Holes should not be made in doors, walls, or furniture; No beds or furniture may be hung from the ceiling or other parts of the ceiling; Beds in Saint Clare and Agnes Halls may not be debunked; Waterbeds are not allowed.

**Grills.** Students are not permitted to have individual grills (charcoal or gas) on campus or at the HATP units. There are charcoal grills available for the students to use in the areas of the residence halls. You may reserve the charcoal grill as well as obtain all materials needed for the grill by contacting an RA. You are not permitted to have your own charcoal, or lighter fluid in the halls.

**Guests.** We hope that residents and their guests have a good time while they are visiting. Please remember the same things expected of you are also expected of your guests. For the safety and convenience of you, your roommate(s), and your guest(s), all residence hall students are responsible for seeing that their guests are familiar with and observe all university and residence hall policies, rules, and regulations. Residents will be accountable for any policy violations, damages, or property losses attributed to their guest. Residence Life Staff reserves the right to not allow particular guests to be present in the hall if his or her behavior creates a disturbance to other residents or hall staff.

**Hall Meetings.** Informative sessions will be held periodically throughout the year on your hall. These meetings, usually led by an RA, serve as times for distributing information, gaining feedback, and communicating ideas and concerns for your living environment. If it is necessary for a resident to be absent, it is his/her responsibility to inform his/her RA prior to the time of the meeting and inquire about missed information.

**Hallway Sports.** Activities such as, but not limited to, rollerblading, skateboarding, riding bicycles or scooters, golf, hockey, bouncing balls, firecrackers, Frisbees, balls, water hoses, and containers of water

are prohibited from being thrown or discharged in hallways, lounges, bathrooms, or student rooms. These items are damaging to University property and fire equipment, and can cause annoyance and serious injury to residents. Any programs and events that would include a sport of some kind must be approved first by the Residence Life Coordinator.

**Heating/Cooling (where applicable).** During the spring and fall it can be difficult to regulate heating/cooling consistently in most residence halls. The buildings cannot be switched quickly from heating to cooling/off and vice versa. The heating and cooling systems will be switched according to the calendar and long-range weather forecast. In cold weather, care should be taken to avoid causing the heating unit or radiator to freeze. Units should be left on and windows not be left open for prolonged periods of time. Students may be held accountable for damaged heating/cooling units.

**HELP!** If you encounter a safety problem or disturbance in the residence hall, contact the nearest RA immediately. If an RA is not available, call University Police at (814) 472-3360. For fire, serious illness, injury, or any dangerous situation, call 9-911.

**House & Apartment Transition Program (HATP).** This program is designed to give upperclass students independent living with University support. Students in this program represent the University to the Loretto community and are subject to all University policies as procedures.

**HATP Alcohol Policy.** Students in HATP with all members of the housing unit 21 years of age or over are eligible to apply to have a limited amount of alcohol in their housing unit and small gatherings. Students must apply through the Director of Residence Life for such a privilege. Units approved for alcohol must adhere to the following:

The quantity policy for each resident of age is 15 twelve oz beers/wine coolers OR 1.5 liters of wine OR 1 pint of hard alcohol (no higher than 80 proof). This quantity may be multiplied by the number of legal aged residents, but may not exceed 60 twelve ounce beers/wine coolers OR 3.0 liters of wine OR 1 liter (2 pints) of hard alcohol in any unit at any time. Empty containers will be counted towards the quantity limits. Grain alcohol and handles (1.75L) of alcohol are prohibited.

Open containers and alcohol are not permitted outside of the housing unit.

Only a resident assigned to that housing unit may transport alcohol into the apartment, townhouse, or house.

Drinking games are prohibited. The campus prohibits anything designed for or manipulated to promote the rapid consumption of alcohol. This includes, but not limited to: shots, beer pong, beer pong tables/boards, funneling, quarters, or altered board games. Kegs, beer bags, ice luges and “jungle juice” are also in this category. Such items and/or common sources will be confiscated and disposed of when discovered.

Empty containers count toward the allowed alcohol limit.

Any social gathering or party, which draws attention to itself in a negative manner within University Housing, will not be permitted. These gatherings will be identified by University Officials based on a variety of factors, included but not limited to:

Number of guests over the maximum number allowed (number of residents present times 2).

Excessive quantities of alcohol and/or empty containers.

Games that promote the rapid consumption of alcohol (see above).

Disturbing the peace, noise, and/or people immediately outside the room/apartment.

Uncooperative residents/guests.

Residents found in violation of the HATP Alcohol Policy may result in loss of your housing privilege in the House & Apartment Transition Program.

**HATP Appliances.** HATP units have full kitchens and appliances. Additional mini fridges and air conditioners are not permitted in the units.

**HATP Visitation.** The number of guests allowed into a HATP unit is limited to two guests per resident present. Please remember the same things expected of you are also expected of your guests. For the safety and convenience of you, your roommate(s), and your guest(s), all residential students are responsible for seeing that their guests are familiar with and observe all university and Residence Life policies, rules, and regulations. Residents will be accountable for any policy violations, damages, or property losses attributed to their guest. Residence Life Staff reserves the right to not allow particular guests to be present on the property if his or her behavior creates a disturbance to other residents or hall staff.

**Housekeeping.** A housekeeper is assigned to each residence hall. The housekeeping staff is responsible for the general cleaning of bathrooms and other public areas. Housekeepers are not responsible for picking up after students or cleaning student rooms. Students and guests are expected to be responsible for their mess and take pride in the appearance of their community.

**Housing Contract Breakage.** Contract Breakage at the end of fall semester to commute. Requests to break the housing contract in order to commute from the parent's or guardian's home must be made in writing and received in the Office of Residence Life by the last day of fall classes. The cancellation will be approved with a penalty of 10% of one semester's room and board or apartment/townhouse rate.

**Contract Breakage During the Summer to Live Off Campus.**

Once a contract is signed in the spring for the following fall, it is considered binding. Students who wish to live off-campus and meet those requirements may request a cancellation if it is made in writing and received in the Office of Residence Life by June 30. The cancellation will result in a penalty of 10% of the year's room and board or apartment/townhouse rate.

**Contract Breakage During the Summer to Commute.**

Those needing to commute from their parent's or legal guardian's home may do so without penalty if a written request is received in the Office of Residence Life by July 31, at which time all Financial Aid packets should be received. From August 1 through check-in, requests received in writing in the Office of Residence Life will be accepted with a 10% penalty of the year's room and board or apartment/townhouse rate.

*Note: Please see Housing and Food Service Contract at the end of this section.*

**Special Note:** *No contracts will be cancelled after the first day of classes each semester. No penalty will be assessed for those who withdraw, are dismissed, graduate, or those who notify in advance of a marriage or internship.*

**Housing Policy.** In order to receive Saint Francis University Institutional Aid (institutional merit aid, athletic scholarship, university grants, endowed university scholarships, etc.) full-time dependent (as determined by Federal guidelines) undergraduate students are required to do one of the following:

1. Live in Saint Francis University-owned or operated housing which includes: residence halls, university owned apartments/houses/townhouses, and university-operated rentals.
2. Commute from home of parent or legal guardian as long as the home is within a 40 mile radius of the campus.
3. Be registered with the University as a dependent of a current Saint Francis University employee and receiving tuition remission benefits.

To be eligible for institutional aid, students who commute from the home of a parent or legal guardian or are dependents of an SFU employee and receiving tuition remission benefits must be registered with the Office of Residence Life and approved as a commuter. If a student chooses to live off-campus (private residence, apartment, etc.) they do so with the understanding they will forfeit Saint Francis University institutional aid. If a student fraudulently reports they are commuting from home to the Office of Residence Life and are found to be living off-campus, the University reserves the right to revoke institutional aid and disciplinary action may be taken. A Saint Francis University student housing contract is for two semesters.

**Identification.** Residents and guests must carry appropriate forms of identification at all times, and present such identification upon request from a university official.

**Intensive Study Floors.** These living communities emphasize academic excellence by intentional educational programming and extended quiet hours. Minimum quiet hours in the academic communities are Sunday through Thursday, 7 p.m. – 10 a.m., and Friday and Saturday, 10 p.m. – 10 a.m. Ideas for programs and activities are generated by the residents in conjunction with the Resident Assistant.

**Internet Access.** All residence halls are wireless. Each room has two ports for laptops to be connected should the wireless capability be compromised.

**Keys and ID Cards.** For your safety and that of everyone in your residence hall, do not loan your room key or student ID card. If you lose your key or ID card, notify Residence Life staff or University Police immediately. All keys and ID cards belong only to Saint Francis University and may not be duplicated or loaned. There is a fee for lost keys and cards.

**Laundry.** Laundry rooms are in the basements and first floor of most residential buildings. Use of all washers and dryers in the residence halls and on-campus apartments is included in the student's housing fee. Please report any malfunctioning units to your RA or RLC.

**Liability.** Saint Francis University does not assume responsibility for any loss to person(s) or personal property in the residence halls. It is recommended that you maintain adequate public liability insurance



coverage and renter's insurance coverage for your personal property. Damages and losses from a prohibited or restricted item or negligent behavior are the responsibility of the individual whom the item belongs or who committed the negligent act. SFU will not be responsible for personal property left in student rooms after the assigned residents have moved out.

**Lockouts.** Students are expected to keep track of their keys, but everyone occasionally locks themselves out of their room. Each student is given two "free" lockouts per semester. After two lockouts, students will be held accountable through the university judicial system which may include a fine or community service in hopes the behavior will not continue. Procedures for obtaining assistance when you are locked out of your room can be found at the front desk and/or posted in your building.

**Locks.** Each residence hall room is equipped with a lock. Students are encouraged to lock their doors (and deadbolt them where applicable) at all times when they are not in the room or are sleeping. In addition, students should not store their key in a public location. Tampering with or damaging the lock mechanism is prohibited. Additional locks may not be added to doors or university property or equipment. Should a key be lost to a residence hall room, the lock will be changed within 48 hours of notification that the key has been lost and the individual responsible for key loss will be charged for the replacement.

**Lost and Found.** If you lose something, report it to University Police. All items found should be turned in at the University Police Department, which will keep them for 30 days. After 30 days, lost items will be considered abandoned.

**Maintenance Problems.** Even though maintenance staff provides routine and preventative services, unforeseeable problems do happen. Don't try to make repairs yourself! Report any maintenance problems in your room or public areas to the maintenance department by following the procedure posted in your residence hall. Please see your RA for assistance. When a maintenance problem poses a danger to residents or the risk of property damage, contact your RA, RLC, or University Police immediately. For emergency repairs after hours, the on-call maintenance staff will be contacted. All other types of maintenance problems will be taken care of on a first-reported or priority-repaired basis.

**Meal Plan Changes and Cancellations.** Traditional residence halls students are required to participate in a meal plan with a 10 meal-a-week plan the minimum. Students participating in the HAT Program are not required to have a meal plan. Meal plans are also available for non-resident students. All students may sign up for meal plans or increase their meal plan at any time during the academic year in the Residence Life Office located in Padua 227. Students can make changes to their meal plan at the beginning of the semester before the drop/add date as established by the Registrar's Office by stopping by the Residence Life Office in Padua 227.

**Medical Emergency.** If a resident or guest requires immediate medical attention, call 911. You should also notify the nearest RA and University Police. Residence hall staff members are not permitted to transport students to the hospital.

**Overnight Guests.** All overnight guests must be registered with your residence hall staff. Only same gender guests at least 18 years of age are permitted overnight. During selected campus events, as designated by the Director of Residence Life, guests under 18 years of age are permitted to stay in the

halls, but must have a note from a parent or legal guardian on file with the department. Occupancy for more than three nights by any guest is a violation of University policy. No more than two guests per resident are allowed to stay overnight in a room. Hosts must receive permission from all roommates in order to have an overnight guest, and it is the responsibility of the host to register the guests with the Residence Life staff in the building.

**Parking Permits.** Please remember that every student operating a vehicle on campus must register it with the University and display a valid university permit on the vehicle. University Police manage all parking lots and the issuance of parking passes for students, faculty, staff, and guests.

**Pest Control.** Saint Francis University has professional licensed pest control services available. These specialists are available to respond to any unexpected problems with insects and other pests. If you encounter a problem, do not attempt to deal with it yourself; please notify the maintenance department or your RA, RLC, or the University Police.

**Pets.** Animals, except for fish in fish bowls not to exceed 5 gallons, are not allowed in the residence halls or apartments. This includes birds, hamsters, laboratory specimens, and your guest's pets. When a violation occurs, public health regulations may require sanitation, disease control procedures, and deodorization for which the violator will be charged as well as referred into the university judicial process. Dogs trained and certified to assist the visually or hearing impaired or people with other medical conditions may be exempt from this policy. Consult the Office of Residence Life regarding service animals.

**Postings.** Student organizations or university departments may have signs posted in the residence halls by bringing the signs to the Office of Residence Life. Please submit at least 40 copies. Any advertisements by groups must be approved through the Center for Student Engagement & Leadership Development and **MUST** be posted in designated areas within the halls. Postings delivered to the Office of Residence Life will be posted by the resident assistant staff. No items may be attached to glass surfaces. Any signs attached to glass will be promptly removed. Any item not approved or deemed unsuitable for display in a residence hall will be removed.

**Programming.** Life in the halls is enhanced with a number of social, recreational, and educational events. Residents, resident assistants, and other University staff plan and organize these events.

**Prohibited and Restricted Items.** To ensure the safety of everyone in the residence halls, we cannot allow you to have some items in your room or in the building. Residence Life staff will ask residents to remove dangerous or prohibited items from their rooms if it is appropriate to do so. If a resident fails to comply, the RLC will confiscate the item. During Health and Safety inspections, university officials may confiscate prohibited appliances or items including, but not limited to those listed below. If you have questions about particular appliances not listed below, please contact the Office of Residence Life.

Electrical appliances permitted in the residence halls must be: Underwriter Laboratory (UL) listed; equipped with thermostatic controls when appropriate; and rated at 1000 watts or less.

These items can include: computer equipment; electric blankets; surge protector strips with 14-gauge wire at the minimum; extension cords are allowed but cannot exceed 10 feet in length; fans; hair dryers

and other hair styling appliances; coffee makers with automatic turn off; iron with automatic turn off; microwaves; refrigerators (three cubic feet in size or smaller with no locking mechanism); televisions; DVD, Blue-ray, etc.

Because of the danger of lightning, antennas, satellite dishes, or wires may not extend outside room windows. For fire, safety, damage, and insurance liability reasons, bicycles may not be kept in hallways, stairwells, or public areas in the residence halls or entry ways. Additionally, mopeds, motorcycles, and other such equipment may not be kept in the residence halls. For health, safety, and insurance liability reasons, residents are prohibited from having the following items in their rooms:

Flammable liquids and other similar materials, except for sealed containers not exceeding eight-ounce capacity.

Open-coil appliances and heaters, including, but not limited to, immersion coils, pottery water-warmers, toaster ovens, hot plates, stoves, indoor grills, exposed burners (including popcorn poppers without self-contained heating units), and large power tools.

Fire/open flame materials or high-heat producing devices, including, but not limited to, burning candles, burning incense, incense burners, halogen lights and lamps, camping stoves, fireworks, charcoal and propane grills, and sunlamps.

Hair styling appliances, irons, or coffee makers that do not have an automatic/timed shut off.

Antennas or wires extending outside room windows.

Waterbeds.

Only guns or bows and arrows for hunting are permitted on campus. However, these must be registered and stored at the Office of University Police and Safety in Raymond Hall. Weapons may never be taken into residence halls or stored in vehicles. All other weapons (including BB guns, paintball guns, pellet guns, martial arts equipment, *etc.*), firearms, knives, firecrackers, and explosives are prohibited in all areas of the halls and campus.

Alcoholic beverages (unless otherwise posted)

Illegal drugs

Mopeds, motorcycles, and other similar vehicles. Bicycles may not be kept in hallways, stairwells, or public areas inside the residence halls.

Animals, including birds, laboratory specimens, and guests' pets are not permitted. Fish that are kept in fish bowls are permitted. Service animals must be approved through the Office of Residence Life.

All containers of alcohol are prohibited (unless otherwise posted); even if the containers are empty. This includes liquor bottle or beer can displays that are meant to be decorative and any alcohol paraphernalia.

Pornography or pornographic material.

**Property Insurance.** Saint Francis University cannot carry insurance on the personal belongings of the students. The University will not assume responsibility in the event of loss in any of its buildings. Therefore, students are urged to take out an insurance policy to protect their personal items or to have their parents provide coverage through their insurance policy. Students with parents having homeowner's insurance may have protection on their belongings at the University. The University recommends that parents and students check coverage with their insurance agent. The University can recommend an insurance company for students by contacting the Business Office.

**Quiet Hours.** You have the right to sleep and study in your room at any time without interference. During quiet hours, sound must not be audible beyond the limits of any room, hallway, or lounge. Everyone is expected to demonstrate courtesy and consideration toward others at all times, and, if asked to respect this right, you should immediately comply. The quiet hours are 10:00pm – 10:00am Sunday through Thursday and midnight until 10:00am on weekends (Friday and Saturday). During final exams, a 24-hour quiet policy is adopted for all residential facilities.

**Recreation / Equipment.** Most halls have recreation equipment, which may include a pool table, ping pong table, DVD player, foose ball table, exercise equipment, *etc.* Residents should contact a resident assistant to find out how to access residence hall equipment. Each end of campus also has an outdoor sand volleyball court. The south campus has an outdoor basketball court.

**Residence Life Coordinator (RLC).** The Residence Life Coordinator, as an educator, works to provide direction for student learning and academic success while assisting with the coordination of the administrative, supervisory, and programmatic facets for a co-educational area. The RLC manages a residential area ranging from 300 to 500+ residents. As a live-in member of the Residence Life Department, the Residence Life Coordinator has responsibility for the supervision of staff, judicial responsibility, the advisement of student leadership groups, the development of comfortable living and learning communities that foster academic success, and assisting individuals with their personal needs and concerns.

**Resident Assistant (RA).** Resident assistants are sophomores, juniors, and seniors who live with students in the community to which they are assigned and are staff members for the Office of Residence Life. Their responsibilities include knowing each resident; serving as a resource; familiarizing students with and enforcing university policies and regulations; mediating conflicts between residents; helping residents maintain an environment conducive to learning; and, as appropriate, assisting residents with adapting to university life and personal problem-solving skills. RAs are on duty in the residence halls from 7pm-7am seven days a week.

**Room Assignments.** In most cases, room assignments for new students are based on the date the student's deposit is received. Whenever possible, we try to meet the student's housing assignment preferences. If applications for housing exceed the number of regular housing spaces available, SFU may use floor lounges, study rooms, offline halls, or recreation rooms for residential purposes until permanent assignments can be made. Room change requests may be granted on a case-by-case basis by the building Residence Life Coordinator. Occupancy of a room is limited to the residents assigned to that room. The room will be used only as a living space. *Also see Business Activities and Guests.* If you are assigned to a double room and your roommate moves out or does not show, Residence Life may assign another student

into the vacant space without notice to you or reassign you to other accommodations of equal value. This process is called “Consolidation.” Prior to the assignment of another person, you may be given the option to pay the private room rate and keep your room as a single. If other residents are in temporary accommodations awaiting a permanent assignment or if there are applicants awaiting an assignment, you may not be given this option. Your room assignment may be administratively changed or canceled if your continued presence is considered detrimental to the community or the educational environment. Students who are suspended from housing are responsible for the entire remaining balance of the housing and meal plan fees.

**Room Change.** You may apply to move to a different room within your current residence hall or to a different residence hall during the open period during the beginning of the semester. Room changes may be granted on a case-by-case basis, depending on space availability. Only administrative changes will take place after the drop/add date. Please note that no room changes can be made without written authorization from the Residence Life Coordinator. Here’s the room change procedure.

Get a Room Change Form from the Residence Life Office or online (if available).

Complete the Room Change Form and submit it to the building RLC.

Wait for written authorization from the building RLC before making any move.

Moving without written authorization may mean you have to return to your original assignment and face additional charges and university judicial action.

**Room Entry.** Entry by Saint Francis University authorities into assigned rooms in residence halls will be divided into three categories: inspection, search, and emergency.

Inspection - The entry by university officials into an occupied room in order to ascertain the general welfare of students, to determine health and safety conditions in the room, to check the physical conditions of the room, to make repairs on facilities, or to perform cleaning and janitorial operations. Inspection will not necessarily be conducted in the presence of the room occupant(s).

Search - The entry by university officials into an assigned room for the purpose of (1) investigating suspected violations of campus regulations and/or city, state or federal law and (2) investigating circumstances which require immediate attention. In order to enforce university policies, university officials may enter an individual room; make a search for and seizure of illegal or otherwise forbidden items.

Emergency - The entry by university authorities into an assigned room when there is perceived danger to persons, properties or buildings. Emergency entry can be made by any university official, including University Police.

**Safety Problems or Disturbance.** If you encounter a safety problem (such as broken doors, windows, etc.) or a disturbance in the residence hall, contact the nearest RA immediately. If an RA is not available, please contact the RLC or University Police. For immediate threats, fire, or injury call 9-911.

**Smoking and Tobacco Use.** Pennsylvania Clean Indoor Act prohibits smoking in any Saint Francis-owned property. Smoking and the use of smokeless tobacco products are not allowed within any building or facility. Saint Francis University also prohibits using any type of electronic smoking devices such as e-cigs or personal vaporizers.

**Storage.** Many of the halls have rooms available for storage of student possessions. If any student wishes to leave items in storage, the items must be boxed and clearly labeled with the owner's name. Students are allowed to place items in storage at the beginning and end of the year. No one is allowed to move anyone's possessions from storage without the owner's permission. Anything placed in storage is placed at the student's risk. The University will not be liable for any damage or theft. Students' personal furniture will not be stored. It is not recommended that anything of value be placed in storage.

**Telephone Services.** A telephone is optional in most residence hall rooms, apartment or suite. In halls where there are not telephones in the rooms, there is a phone located somewhere on the floor to allow for local calls. Residents may contact the I.T. Services at x3033 for telephone services, long-distance and international calling services.

**Trash.** Please dispose of all trash in the trash rooms located throughout the residence halls. No trash should be left in the hallways. Break down all cardboard boxes and place them in the dumpsters located outside of the halls. If there are large amounts of trash, students are asked to place it directly in the dumpsters. Remember to recycle whenever possible.

**Use of Facilities by Groups.** Space in the residence hall may be reserved for use by student groups while the University is in session. For the safety of our residents, use of the building for non-student groups is only permitted when residential students are not occupying the building. Student groups wishing to use space in the residence hall should contact the building RLC for approval and scheduling.

**Vending Machines.** Refunds of any monies lost in vending machines in a residence hall may be requested at the Office of Residence Life, 227 Padua Hall.

**Visitation Hours.** Members of the opposite sex may visit in residence hall rooms and public areas from 10:00 a.m. to 12:00 midnight on weekdays. Visitation hours are extended until 2:00 a.m. on Saturday and Sunday mornings.

### **Who's In Charge?**

The Director of Residence Life is responsible for the programmatic aspect of residential living, including the Resident Assistants, Residence Life Coordinators, and Desk Workers. The staff is charged with the responsibility of building community, providing meaningful educational programs, and providing an environment which fosters accountability and academic excellence.

The Director of Physical Plant is responsible for the staff of personnel for upkeep/maintenance of the facilities and the environmental operations such as housekeeping.

The Director of Campus Safety is responsible for the University Police Department personnel which investigates any/all crimes and allegations on campus.

**Windows.** It is acceptable to let in fresh air, but remember that the window screens must be secured at all times. You may be charged for the replacement of unfastened, damaged, removed, or missing window screens from your room. You are not permitted to hang anything out of your window including sheets, banners or flags without written permission from the Office of Residence Life. Nothing deemed offensive should be displayed in your window that the general public can view. There are certain windows that you will not be allowed to cover and will be instructed if you live in a unit with one of those windows.

**Yards.** The yards around the residence halls are designed for recreational use by residents and their guests. Kick back, relax, and enjoy. Please be respectful of other students and utilize the designated smoking areas and play music at a minimal level. Please refrain from using the sides of the building in sporting activities.

**SAINT FRANCIS UNIVERSITY**  
**Loretto, Pennsylvania**

**HOUSING AND FOOD SERVICE CONTRACT—2015-2016**

**READ CAREFULLY-** You are bound by these policies and procedures. This contract is between the individual name on the reverse side and Saint Francis University. A 10% fee assessed for cancelled contracts. (See Student Handbook for detailed policies and procedures.)

***RESIDENT STUDENTS EXPECTATIONS***

Resident students are offered the unique opportunity of living in an environment which supports their academic achievement and personal growth. The facilities and qualified staff provide the means to accomplish this growth. This program is part of University Housing Operations and therefore all policies and procedures are in effect. Expectations of resident students lie in accordance to the general expectations of all students. Controlled, mature and considerate behavior is critical to the success of a resident student and is expected at all times. This includes maintaining a clean, undamaged environment that does not block any means of egress, developing relationships with other residents that result in positive contributions to personal growth as well as community development, and respecting the policies and procedures outlined in the housing and food service contract and the student handbook. At all times, residents need to recognize that living in University housing is a privilege.

***POLICIES***

1. It is the policy of Saint Francis University to offer full, equal and nondiscriminatory assistance to all students without regard to their race, color, religion or nationality, in both the placement in University housing and in the furnishings of facilities and services in connection with that housing.
2. In order to receive Saint Francis University Institutional Aid (Institutional merit aid, Athletic scholarship, University grants, Endowed University scholarships, etc.) full-time dependent (as determined by Federal guidelines) undergraduate students are required to do one of the following: Live in University Owned or Operated Housing or commute from the home of their parents or legal guardian, if they reside within a 40 mile radius. If a student chooses to live off-campus (private residence, apartment, etc.) they do so with the understanding that **they will forfeit Saint Francis University institutional aid**. If a student fraudulently reports that they are commuting from home to the Office of Residence Life and are found to be living off-campus, the University reserves the right to revoke institutional aid and disciplinary action may be taken.
3. The University reserves the right to make emergency changes in its calendar.
4. The housing and food services provided by this contract are applicable only for students to which they are assigned and may not be sold, lent or sublet.
5. All students living in University residence halls are required to purchase a meal plan. Exceptions are given for those in University House/ Apartment Transition Program or HATP.
6. Any student dropping below 12 credits must meet with the Director of Residence Life in consultation with the Vice President of Student Development to determine continued residency in University housing. Reducing credits below 12 credits does not automatically release a student from their housing contract obligation.

***WITHDRAWAL FROM SAINT FRANCIS UNIVERSITY***

1. Students intending to withdraw from the University, either during the semester or at the end of a semester, must complete the appropriate forms with the Director of Academic Success and Retention. Failure to complete the appropriate forms constitutes an unofficial withdrawal in which no refunds will be made.
2. In the event of complete withdrawal from the University after the scheduled opening of classes, no part of the student's payment representing deposits for room and board will be made. Upon the recommendation of the Vice President of Student Development and Vice President for Finance, in the event of serious illness, an exception may be made, and proportionate share of room and board payments will be refunded. In the event of dismissal, suspension or unofficial withdrawal, no refund payments will be made.

***OCCUPANCY***

The room/ unit assigned by this contract will not be available for occupancy prior to 9:00a.m., August 20<sup>th</sup> for freshmen and 9:00 a.m., August 23<sup>rd</sup> for upperclassmen. All rooms/ units must be vacated and left in good order by May 4<sup>th</sup> at 12:00 noon by upperclassmen and May 8<sup>th</sup> at 6:00 p.m. by graduating seniors.



Residents who withdraw from the University must vacate the residence hall within 24 hours of the date of withdrawal and must complete all check-out procedures with the Director of Residence Life.

University Operated Housing and food facilities will be closed during vacation periods, including Thanksgiving (6:00 p.m., November 24<sup>th</sup> to 12:00 noon, November 29<sup>th</sup>); Christmas (6:00 p.m., December 11<sup>th</sup> to 12:00 noon, January 10<sup>th</sup>); Mid Semester Break (6:00 p.m. February 26<sup>th</sup> to 12:00 noon, March 6<sup>th</sup>); Easter (6:00 p.m., March 23<sup>rd</sup> to 12:00 noon, March 28<sup>th</sup>). Extensions during Thanksgiving, Christmas, Mid Semester Break and Easter to students who are experiencing difficulty in obtaining accommodations are made not to extend past 10:00 a.m. the following day.

### ***ROOM ASSIGNMENTS***

The Office of Residence Life is responsible for making assignments in University Housing and determining the occupancy and capacity of any room/ unit. Attempts will be made to honor roommate requests, providing both students have notified the Office of Residence Life of the same prior to assignment periods. Such requests will be honored on a space available basis. Students who have not expressed a roommate preference will be randomly assigned. The University will not discriminate on the basis of race, color, religion or nationality in the assignment of roommates.

Room changes will not be accommodated until after the first day of classes in any semester. Until that time, all students must remain in their official assignments. Open room changes will be permitted for a one week period. Changes after that time will be determined by the housing administration. If a student changes assignments without written approval, he/she will be in violation of his/her contract and will be subject to a \$25 fine.

The University reserves the right to consolidate a student in a partial vacancy to another partial vacancy. Consolidation will occur after the opening of each semester through the open room change period. The University also reserves the right to administratively re-assign students to another room, wing or building as necessary. This includes, but not limited to, students in our HATP units who violate guest and/ or alcohol policy will be re-assigned to a residence hall.

In order to accommodate all students applying for space, it may be necessary to assign students to temporary accommodations. Withdrawals and cancellations will permit these students to be transferred to permanent rooms. When vacancies in permanent rooms occur, temporary spaces must be vacated upon request of the housing staff.

### ***DAMAGED OR MISSING PROPERTY***

Residents will be held responsible for the condition and cleanliness of their unit and its furnishings and for any loss or damage other than normal wear that may occur during their occupancy. All furnishings are to remain in the unit. At no time is unit furniture to be stored elsewhere. Structural changes of furniture or nailing, screwing or pasting into the walls, woodwork and/or ceilings of the room is not allowed. Occupants of a unit will be held jointly responsible for losses or damages to unit respectively. Charges will be assessed and billed after the end of each semester.

The University is not responsible for loss or damage to personal property of the occupant. Each individual is urged to take home valuable possessions during vacations and to carry personal property insurance.

### ***FACILITIES***

- Each student is provided with a single bed, desk, desk chair, and dresser. Window treatment is provided for each room. Students in the HATP are also provided with furniture for the kitchen/ living room areas
- Students are responsible for the cleaning of their own rooms/ units and are expected to keep them in clean, reasonable order.
- The University will provide regular housekeeping services to common areas and maintain services for all areas of the residence halls. Students have the responsibility to help in maintaining the cleanliness of the halls including lounges, bathrooms and hallways. Students in the HATP are responsible for maintaining the cleanliness of their units. All damages and malfunctions are to be reported to Office of Residence Life
- Failure to return a student room key will result in a charge for lock change and keys.

### ***ACCESS INTO UNIT***

The University reserves the right for authorized representatives to enter the premises for repair or maintenance, health or safety reasons and to determine occupancy and vacancies. Designated officials may enter a room to restore order or to confront policy violations. The Vice President of Student Development or designee may authorize room searches upon suspicion of policy violations.

### ***RESIDENCE PROGRAM REGULATIONS***

The use of University Owned/ Operated Housing is conditioned on compliance with University regulations as stated in the Student Handbook, this contract, the University catalog and other university publications or any modifications of these and is limited to residents and their guests.

- Visitors of resident students must be at least 18 years of age, have a valid photo ID and be escorted by the resident student at all times. Visitors are welcome during visitation hours as long as they do not infringe upon roommates' and other residents'

rights. Residents are responsible for informing guests of all policies and for the conduct of their guests at all times. The privilege of being a guest or having guests may be terminated should violations occur.

- Residents will follow all policies outlined for campus computer usage as defined by IT Services in the Student Handbook “Guidelines for the Acceptable use of Network and Internet Resources”.
- The following shall not be permitted in University Owned/ Operated Housing: Alcohol or drug paraphernalia decorative or otherwise, empty alcohol containers, neon bar lights, alcoholic beverages, illegal drugs, incense, halogen lamps, toaster ovens, space heaters, air conditioners, open coiled appliances, pets, weapons, explosives, internal combustion engines, harmful chemicals, and candles. Eligible students in the HATP can request approval of small quantities of alcohol in accordance with the Alcohol Policy Addendum. Students must receive written approval prior to bringing alcohol into their unit.
- It is the responsibility of residents to keep reasonable conditions for studying. Excessive noise is a violation of the right to study and will be referred to the Director of Residence Life for appropriate disciplinary action.
- Saint Francis University is NOT responsible for the physical safety of the residents, and the student releases the University from any liability therefore, unless the injury arises solely from the gross negligence of the University.
- Residents are responsible for not blocking any means of egress, including exterior doors, lounge doors and common suite doors.
- Residents and their guests must participate in fire drills. The use of fire equipment except in case of fire is illegal. All residents are required to exit all buildings in a prompt and orderly fashion upon the sounding of a fire alarm. Any student found in violation of campus fire code that includes but is not limited to, disabling of fire safety devices, covering smoke detectors or falsely activating a fire alarm will face judicial sanctions.

**SANCTIONS**

Saint Francis University reserves the right to initiate disciplinary actions on any student who is found in violation of this contract. Noncompliance with the following regulations may result in dismissal from University housing and/or the institution at large:

- Possession or use of alcoholic beverages (except where allowed in eligible HATP units who have completed the requirements and received the proper permit)
- Possession or use of explosives, firecrackers, firearms, swords or any weapon, item or substance which may endanger the welfare of the individuals or the University community.
- Tampering with or misuse of fire-fighting and safety equipment.
- Failure to respond properly to fire and safety regulations, drills or evacuation procedures.
- Compromising in any way the safety and security of any University operated housing.
- Behavior that demonstrates disregard for University operated housing.
- Possession of illegal drugs, drug paraphernalia, decorative or otherwise.
- Any other violations of this contract.

**TERMS OF CONTRACT**

Unless specified, and approved in writing, this housing and food contract is for TWO SEMESTERS, fall 2015 and spring 2016. Requests to break the housing contract mid- year must be received in writing prior to the last day of classes for the Fall Semester. Refer to the University Student Handbook for additional information. In addition the University reserves the right to revoke residency privilege if, in the judgment of the Vice President for Student Development or designee, a resident’s conduct is found to be detrimental to the welfare of the university community. Should this be necessary, the student will not be refunded any money for the time removed from housing. The University reserves the right to amend the conditions of this contract.

I HAVE READ THIS CONTRACT AND AGREE TO ABIDE BY ITS TERMS BY AFFIXING MY SIGNATURE BELOW.

<u>Printed Name</u>			<u>Signature</u>			<u>Date</u>
<b>ROOM RATES</b>			<b>DINING PLANS</b>			
_____ Triple Room	Semester	Year	_____ Platinum (Unlimited meals + \$125 Bonus Money)	Semester	Year	
_____ Double Room	2524	5048	_____ Gold (14 meals + \$155 Bonus Money)	2784	5568	
_____ Suite	2811	5622	_____ Silver (10 meals + \$185 Bonus Money)	2709	5418	
_____ Private	3589	7178	_____ Bronze (5 meals + \$550 Bonus Money)	2600	5200	
	3711	7422	<i>(Juniors and Seniors Only)</i>			
_____ Christian Triple	2790	5580				
_____ Christian Double	3164	6328				
_____ Christian Suite	4010	8020				
_____ Christian Private	4863	9726				
_____ HATP	4010	8020	_____ No Meal Plan Selected	<i>(HATP Residents ONLY)</i>		

**Assignment:** \_\_\_\_\_  
*Building*

\_\_\_\_\_  
*Room Number*

## **Section 6: Academic Policies**

### **Academic Attendance Policy**

Saint Francis University is committed to helping you achieve your goals when you enroll at the university. To ensure that the desired learning outcomes are achieved in your academic programs and to promote individual behavior patterns that are congruent with success in school and in life, the University has developed a policy regarding class attendance and participation.

#### **Class Attendance Regulations**

Students are expected to attend all classes for which they are registered as part of their academic obligation. Instructors have no obligation to provide make-up opportunities for an absence unless, in their judgment, the reason for the absence warrants such consideration or is a university-approved absence, as defined in the next section.

Every instructor maintains a record of attendance and determines how absences will affect a student's grade, as explained in the course syllabus. If students are absent excessively from classes, the course instructor will report those absences to the Center for Academic Success who in turn will contact the student's advisor. Once reported, effort will be made to intervene with the student to accommodate any reasons the student might have for not attending classes. The student's parents may be contacted after the Center for Academic Success and the student's advisor has a conversation. The University attempts to maintain a safe, positive, and nurturing atmosphere to help every individual student succeed. If, after intervention, the student continues a pattern of chronic absenteeism, then he or she will be subjected to immediate dismissal from the University. If a student is dismissed for attendance issues, the student must sit out for the period of one entire semester after the semester of dismissal (semester includes fall or spring).

Students reporting late for class may be denied admission by the instructor and reported as absent.

After the final class enrollment lists have been processed, students may attend any class for which they are not registered if the instructor gives permission and if the course does not conflict with the student's regular schedule of courses.

#### **Absence from Class**

If you become ill and must be absent from class, you should notify your instructor(s) directly. The following absences from class are considered approved by the university: military obligation, hospitalization, medical absence due to a documented disability, and athletics participation. (A more detailed explanation and expectations for student-athletes are included in a separate section of this handbook).

If you need to miss class for military obligation, hospitalization, or medical absence due to a disability, you should notify your instructor(s) directly and contact the director of the Center for Academic Success (Renee Bernard, 472-2766, [rbernard@francis.edu](mailto:rbernard@francis.edu)) for official notification distribution. For consideration of a university-approved absence, you need to present appropriate verification.

Prolonged absence from class can eventually create academic problems for any student. Whether or not all other absences not included in this policy will be excused is determined by the faculty member (see Academic Attendance Policy listed above).

*Approved by Faculty Senate March 2015*

## **Academic Honesty**

Academic honesty is an essential part of the Saint Francis University experience. Dishonesty in any aspect of the life of the University is viewed as being incompatible with the school's moral tradition. Accordingly, Saint Francis University has prepared a policy on academic honesty that will guide students in dealing with such issues in the process of learning.

### **Academic Honesty Policy**

The Franciscan tradition of Saint Francis University holds that students maintain honesty in all intellectual and academic pursuits, which means they will present as their own only work they have created. In addition, all material must be properly attributed to the original author or source. This includes always conducting oneself with integrity and honesty in all University business. Examples of violations to this policy are outlined in Section C.

### **Violations of Academic Honesty**

*All Saint Francis University students will be expected to understand what academic dishonesty is and the associated implications by reviewing the policy and examples provided.* It will be the responsibility of the Provost and faculty to ensure that all Saint Francis University students become familiar with the potential violations of academic integrity. To ensure that students are familiar with this policy, the policy will be reviewed during student orientation sessions.

There are various practices that are seen as violations of academic honesty. Examples of these, listed below, were developed by the University of Rochester (2011) and are used with permission. Additional examples of violations of academic honesty are based upon a list of unacceptable practices that was provided by Dr. John Watson of St. Bonaventure University. These examples are not intended to be exhaustive.

**CHEATING.** Using unauthorized notes or other study aids during an examination; using unauthorized technology during an examination, including laptop computers, cell phones, e-readers or others; improper storage of prohibited notes, course materials, and study aids during an exam such that they are accessible or possible to view; looking at other students' work during an exam or in an assignment where collaboration is not specifically assigned by the instructor; attempting to communicate (verbally, nonverbally, or via technology) with other students in order to get help during an exam or in an assignment where collaboration is not specifically assigned by the instructor; obtaining an examination prior to its administration; altering graded work and submitting it for re-grading; submitting another student's paper or project as one's own; submitting work done in one class for credit in another without the instructor's permission; coaching another student in the preparation of an assignment, including editing papers, projects, computer programs, etc., unless specifically assigned by the instructor; discussing exam content from one section of a course with students from a different section who have not yet taken the exam; undertaking any activity intended to obtain an unfair advantage over other students.

**PLAGIARISM.** Using whether *deliberate or unintentional*, an idea, phrase, or other materials from a source without proper acknowledgment of that source (electronic or other) in work

for which the student claims authorship, including direct copy/paste from online or print sources without using quotation marks; inadequately or incorrectly documenting source materials; misrepresenting sources used in a work for which the student claims authorship; improperly using course materials in a work for which the student claims authorship; using papers purchased or obtained online or through other means and turned in as one's own work; submitting written work, such as laboratory reports, computer programs, or papers, that has been copied from the work of other students, *with or without* their knowledge and consent. *\*The risk of plagiarism can be avoided in written work by clearly indicating, either in footnotes, in-text citations, or other accepted methods, the source of any major or unique idea or wording that you did not arrive at on your own. In addition, the majority of any written work should consist of the original ideas of the student. When material is directly copied from a source, the material must appear in quotes to show that the wording is not the student's own. Sources must be correctly cited regardless of whether the material is quoted directly, summarized, or paraphrased.*

**FABRICATION.** Falsifying or inventing any information, citation, or data; using improper methods of collecting or generating data and presenting them as legitimate; submitting contrived or altered data, quotations, or documents with an intent to mislead; or deliberately misattributing material to a source other than that from which the student obtained it; misrepresenting oneself or one's status in the University.

**FACILITATING ACADEMIC DISHONESTY.** Aiding another person in an act that violates the standards of academic honesty; allowing other students to look at one's own work during an exam or in an assignment where collaboration is not specifically allowed by the instructor; providing information, material, or assistance to another person verbally or by electronic means knowing that it may be used in violation of course, departmental, or University academic honesty policies; providing false information in connection with any academic honesty inquiry.

**DENYING OTHERS ACCESS TO INFORMATION OR MATERIA.** Any act that maliciously hinders the use of or access to library or course materials; such as the removal of pages from books or journals or reserve materials, the removal of books from libraries without formally checking out the items, the intentional hiding of library materials, and the refusal to return reserve readings to the library. All of these acts are dishonest and harmful to the University community.

**FALSIFYING RECORDS AND OFFICIAL DOCUMENTS.** Forging signatures or falsifying information on official academic documents (paper or electronic), such as drop/add forms, incomplete forms, petitions, letters of permission, or any other official University document, is considered a violation of policy. Knowingly making false statements or presenting false evidence at any time throughout the academic honesty process is as well. In cases where the student has been accused of other unacceptable practices, knowingly making false statements or presenting false evidence will be treated as an additional offense for purposes of determining the proper penalty category.

## **The Judicial Process for Violations of Academic Honesty**

### **1. The Role of the Faculty**

The faculty of Saint Francis University is obliged to play a major role in the implementation of an effective academic honesty policy. Accordingly, when a member of the faculty becomes aware of a possible incident of academic dishonesty, that faculty member must question the alleged offender and impose a penalty if the situation warrants.

Members of the faculty have several initial penalty options for academic misconduct:

- a. Assignment of a failure for the course.
- b. Assignment of a failure on the specific assignment.
- c. Lowering of a letter grade by one or more letters.
- d. Suspension from the class for one class period.

The accusing instructor must then write an incident report outlining the offense and the nature of the penalty levied. The report will be handled in the following manner:

- a. The report will be sent to the Office of the Registrar, where it will be filed for a period of five years, unless the student is still enrolled at Saint Francis University. If this is the case, records will be destroyed when the student graduates or otherwise separates from the university.
- b. A copy of the incident report will be forwarded to the Provost's Office (See "Appeals: First Offenses"). When a student is accused of dishonesty, it will be the responsibility of the Provost to determine whether the student is a multiple offender. If this is the case, the student will move through a different appeal process than will first-time offenders. (See "Appeals: Multiple Offenses")
- c. Within 10 days of the report, the accused student will be given written notice of the violation and assigned consequences. At this time, the student will have 5 days to file an appeal.

## **2. Appeals**

### **Appeals: First Offense**

Saint Francis University believes in fairness for all of its students and faculty. It provides due process for any of its students who have been accused of a breach of academic honesty. Thus, a student who does not agree with the penalty imposed by the faculty member may appeal directly to the Academic Court.

If a student rejects the decision of the Academic Court, he or she may elect to appeal to the Provost. This officer of the institution will be the court of last resort at Saint Francis University.

A record of each student's appeal process will be documented by the Provost and placed on file in the Registrar's Office.

### **Appeals: Multiple Offenses**

In all cases where a student has been accused of a violation of academic trust, the Provost will certify the honesty status of that student. This means that the Provost will examine the files held by the Registrar and indicate whether the student has previously broken the academic honesty policy.

A multiple offender, before actual dismissal, must appear before the Academic Court. Unless the student in question can present a compelling case, he or she will be dismissed from Saint Francis University immediately. The student may apply for readmission after a period of one year.

If the student rejects the action taken by the Academic Court, he/she will have the right to appeal to the Provost. This officer may reduce the student's sentence or uphold the penalty imposed by the Academic Court. The Provost may *not* add to the sentence.

## **3. The Academic Court**

The Academic Court at Saint Francis University is an important element in the academic appeals process. The body will consist of five members plus two alternates. Two of the members will be students appointed by the President of the Student Government Association. Three other members of the court will be full-time faculty appointed by the President of Saint Francis University. The Chief

Judge of the Academic Court will be elected by colleagues on the court. He or she must be a member of the teaching faculty. The Bylaws of the Academic Court are listed in Section E.

#### **4. Records**

All records pertaining to each case of academic dishonesty will be kept on file in the Office of the Registrar. These records will include the following:

- a. The written record of the professor regarding the initial penalty.
- b. The written record of the student's appeal to the Academic Court and the decision reached by that court.
- c. A review of the case by the Provost.

#### **5. Bylaws of the Academic Court:**

Membership on the court equals five, plus two alternates. One alternate will be a student appointed by the President of the Student Government Association. The second alternate will be a faculty member appointed by the President of Saint Francis University.

- Three members of the court will be full-time faculty appointed by the President of Saint Francis University.
- Two members of the court will be students appointed by the President of the Student Government Association.
- Student members must at least have achieved junior status by the beginning of their first semester on the court.
- The Chief Judge of the Academic Court will be elected by colleagues on the court for a one-year term at the beginning of each academic year.
- Each year, the Academic Court will elect a secretary for a one-year term.
- To establish the faculty representation on the court, the President of Saint Francis University will appoint one faculty member to a one-year term, a second to a two-year term, and a third to a three-year term. After the establishment of the court, the President of Saint Francis University will each year elect one member of the full-time faculty for a three-year term.
- To establish student representation on the court, the President of the Student Government Association will, for the first year, appoint one junior and one senior to the court. In each of the following years, the President of the Student Government Association will appoint one junior student for a two-year term of office.
- Records of the Academic Court shall be kept in the Office of the Registrar.
- The Chief Judge of the Academic Court (or designee) will have access to the records of the court.
- Balloting of the court will be secret. After balloting occurs, ballots will be collected and counted by the Chief Judge of the Academic Court.
- Decisions will be made by simple majority vote, thus ensuring that a tie cannot occur.
- The Academic Court will ensure that all parties to an appeal action appear before it.
- A quorum consists of the full membership of the court.

## **Family Educational Rights & Privacy Act (FERPA)**

### **Saint Francis University Privacy of Student Records and Release of Information**

#### Policy Statement:

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, affords eligible students certain rights with respect to their education records. These rights include:

1. The right to inspect and review information contained in the student's education records within 45 days after the day the University receives a request for access. A student should submit to the registrar, dean, vice president for student development, or chair of the academic department, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

When a student requests access to his or her education records, University officials must verify or authenticate the identity of that student before releasing the education records. The student's identity shall be authenticated as follows:

- For requests made in-person, picture identification may be used (such as a Saint Francis University ID, driver's license, state identification card, or passport;
- For requests by telephone the student's identity may be confirmed via a combination of the Saint Francis University student ID number plus some other authenticating information unique to that student (such as birth date or period of attendance).

To ensure the confidentiality of references, certain documents may carry waivers signed by the student relinquishing the right of access to the document. Waivers are subject to the following conditions:

- Waivers can be signed only for the specific purposes of application for admission, candidacy for honor or honorary recognition, and candidacy for employment.
- Waivers cannot be required.
- The student shall be told, upon request, the names of those supplying references.
- All items in the student record not covered by waivers are open to the student. Material not covered by waivers may not be concealed by keeping it out of the student's file.

2. The right to request amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA;

The eligible student has the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the



decision of the agency or institution. The University must maintain the statement with the contested part of the record for as long as the record is maintained, and disclose the statement whenever it discloses the portion of the record to which the statement relates.

3. The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Saint Francis University discloses education records without a student's prior written consent under the FERPA exceptions for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

4. The right to file a complaint. The student may file a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

A student who believes that protected information has been released inappropriately may submit a written complaint to the Registrar. The complaint will include the following information:

- Date of the alleged release of protected information;
- Specific nature of the information that allegedly was released;
- Name of the University employee who allegedly released the information;
- Name of the individual or organization to whom the information was released;
- Reason why the student believes that the release of information violated FERPA.

The Registrar will respond to the complaint in writing after having investigated the allegations, ideally within two weeks of receipt of the complaint.

#### **Definition of Terms:**

- **Parent:** the natural parents, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

- **Eligible student:** a student who has reached the age of 18 or who is attending a postsecondary institution at any age. Once a student becomes an “eligible student,” the rights afforded his or her parents under FERPA transfer to that student.

If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school. Additionally, the postsecondary institution may disclose personally identifiable information from the student’s education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules.

- **University official:** includes a person employed by the University in an administrative, academic, or staff position; a person under contract with the University, such as an attorney or auditor; or a member of the board of trustees
- **Third party:** any individual or organization other than the student or an official of Saint Francis University.
- **Legitimate Educational Interest:** A school official has a legitimate educational interest in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the University, such as when the official is:
  - Performing a task that is specified in his or her job description or by a contract agreement or other official appointment;
  - Performing a task related to a student's education;
  - Performing a task related to the discipline of a student; or
  - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

The determination as to whether or not a legitimate educational interest exists will be made by the custodian of the records on a case-by-case basis. When the custodian has any question regarding the request, the custodian should withhold disclosure unless the custodian obtains consent from the student or the concurrence of a supervisor or other appropriate official that the record may be released. The custodian should consult with the Registrar, if necessary.

## Education Records

Education records are defined as records, files, documents, and other materials that contain information directly related to a student (personal identifiable information) and are maintained by Saint Francis University or by a University official. Education records take many forms including printed documents and electronic media. Examples of education records and the offices that have custody of them include:

- Grades – Office of the Registrar
- Class lists – Office of the Registrar
- Transcripts from Saint Francis University or other institutions – Office of the Registrar
- Student course schedules – Office of the Registrar
- Disciplinary records – Office of Student Development
- Student financial records – Business Office

- Payroll records for employees who are employed as a direct result of their status as students (e.g. work study, assistantships, resident assistants) – Business Office
- Accommodation records – Center for Academic Success
- Student athlete academic records – Student Athlete Development

Education records do not include:

- Sole possession records (records kept in the sole possession of the maker which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record);
- Medical or psychological treatment records that include those maintained by the Counseling Center or Student Health Center;
- Employment records, provided that employment is not contingent upon being a student;
- Law enforcement records created and maintained by University Police; and
- Records collected about an individual after that person is no longer a student at Saint Francis University (i.e., alumni records).

### **Directory Information**

FERPA allows the University to disclose certain “Directory Information” about students without prior consent. This information includes:

- Full name
- Address
- University e-mail address
- Telephone number
- Date and place of birth
- Major
- Degrees and awards received
- Dates of attendance
- Most recent previous school attended
- Classification (i.e. first-year, sophomore, junior, senior, graduate student)
- Participation in University-recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Enrollment status

Students who request non-disclosure of Directory Information prevent the University from releasing any information about the student to anyone other than officials at school(s) in which the student intends to enroll. Such non-disclosure means the University will not release to outside parties (included prospective employers) such information as fact of attendance, degrees or honors earned. The student must submit a completed Request for Non-Disclosure of Directory Information form to the Office of the Registrar. The University accepts no liability for any Directory Information released before a student completes this form.

## Release of Student Information

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including faculty, within Saint Francis University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the University's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Any questions on privacy of student records and the release of information should be directed to the Registrar. Requests to locate a student will be referred to the University Police.

### **Dissemination of this Policy**

FERPA requires that students be notified of this policy annually. This policy will be available on my.francis.edu under Current Students in the Academic Forms and Policies section, or through the Student Handbook, the University Catalog, and the Student Consumer Information guide available on the University's web site.

### **Withdrawal Procedures**

Should you need to withdraw from Saint Francis University you are required to complete an official withdrawal form from the Center for Academic Success, St. Francis Hall. This form will then be signed by the Director of Academic Success & Retention (or designee) and sent to various offices at the University. The official withdrawal process includes the completion of the official withdrawal form, clearing of all financial obligations, and returning the laptop.

If considering withdrawal from the University you should be aware that you are subject to the regulations governing withdrawal from courses. Therefore, if you withdraw from Saint Francis University after the official date for dropping a course, you will receive a grade of "F" for all courses carried that semester. If you can show just cause (illness or family emergency) you may, in consultation with the instructor, apply for a grade of "CN" or "W" for any course from which you withdrew. If such arrangements are not made you, the "F" grade will apply. As usual, the "F" grade in this instance is calculated your quality point average.

If you request a leave of absence for the semester or year, you will contact the Center for Academic Success to complete the official withdrawal process. In order for leave of absence to be approved, you should be in good academic standing as well as good standing with the Office of Student Conduct and Business Office. You must be approved by your respective academic major department. Once the form is submitted, and approval is granted, a letter will be sent outlining steps for return to the university. If a leave of absence is not approved, you will be considered officially withdrawn from the university and will need to seek readmission by contacting the office of admissions.

Please refer to “Financial Information” and “Refunds” in the official college catalog for information on financial refunds in the case of withdrawals.

### **Enrolled Students Called to Active Military Service**

Students called to active duty as reservists should provide a copy of their military order to the University Registrar. The Registrar will then forward copies of this order to the Business Office, Financial Aid Office and the Office of Military Affairs.

Students who request a full semester withdrawal will receive a full refund of tuition and fees. Any University room/board contract fees would be refunded on a pro-rated basis for the actual services the student has received up to the date of the withdrawal.

If a substantial part of the semester has been completed at the time the student receives deployment orders, the student may make arrangements with Faculty to complete his/her academic responsibilities for the semester and apply for a “CN” grade according to the usual procedures described in the University catalog. Any University room and dining hall contract fees would be refunded on a pro-rated basis for the actual services the student has received up to the date of leaving the University for Active Duty.

When a student withdraws from classes, a Return to Title IV (R2T4) calculation must be performed, which determines the prorated amount of all Title IV funds (Pell, FSEOG, Perkins loan, and Stafford loan) which must be returned to the federal government. The tuition actually charged to withdrawn students is normally used when performing R2T4; however, calculations for students who withdraw because they have been activated for military service are based upon 100% of tuition, regardless of what the school actually charges. (This enables the students to retain a greater portion of their Title IV aid.) Students who receive University issued laptop computers are required to return the computers at the time military orders are presented to the Registrar.

Students who complete their active military duty and request re-admission to the University will be automatically re-admitted with all admission fees waived. The student’s academic standing at the time of re-admission will remain as it was prior to the call to active military duty. Although reservists who must discontinue their studies at Saint Francis University in consequence of active duty may request formal Withdrawal from the University, they may alternatively apply for “Military Leave” status and will be encouraged to do so. Although students who request Military Leave status under these circumstances will not be registered for courses, they will, nevertheless, be considered students of Saint Francis University. As such, they are eligible to resume their studies and register for courses upon completion of active duty (consistent with their academic standing at the time of deployment) without applying for re-admission to the University.

*Note: This policy also includes military dependents whose families must move due to re-deployment and/or re-location.*

### **Accessibility Services.**

The Student Accessibility Services (SAS) office works with students, faculty, staff, and administration to ensure that the programs, services, and activities of Saint Francis University are accessible to and usable by persons with disabilities.

Student Accessibility Services (SAS) provides assistance to students with varying degrees and types of disabilities in order to maximize educational opportunity and academic potential. Types of disabilities that students may have who and are served by Student Accessibility Services include mobility impairments,

visual impairments, hearing impairments, speech impairments, specific learning disabilities, attention deficit disorder, chronic health disorders, psychological disabilities, and temporary disabilities. Students seeking services must provide documentation of their specific disability. Although a student may be eligible for services, specific accommodations are not extended by Student Accessibility Services unless they are requested.

For more information, contact the Academic Support/Accessibility Services Coordinator, Center for Academic Success, Saint Francis Hall, and 472-3176.

### **First-Year Community Enrichment Series**

The Community Enrichment Series (CES) provides out-of-class experiences, including performances, guest lectures, ceremonies, and films that advance the goals of the General Education Program at Saint Francis University. They broaden students' cultural perspectives, raise awareness of current and/or historical issues, and promote conversation about ideas and values.

CES programs are open to all students; however, CES attendance is a required component of the first-year student experience at Saint Francis University. First-year students fulfill this requirement by registering for two semesters of the series, Core 103 in the Fall semester and Core 104 in the spring semester. Students may not take both Core 103 and Core 104 in the same semester. Students who transfer in 14 to 27 credits must take either CORE 103 or 104 but not both. Students who transfer in 28 or more credits do not need to take CORE 103 or 104.

Students receive a passing grade for each section of Core 103/104 through documented attendance at six different events listed in the semester's on-line CES calendar, which can be found on the General Education web page of the SFU web site. Students must obtain an attendance slip before an event, attend the entire event, and hand in the slip to the person taking attendance at the end of the event. Students are not allowed to turn in attendance slips directly to the General Education Office.

Attendance at five or fewer CES events in a given semester will result in an F for either CORE 103 or 104, these events will not be carried over to future semesters during which the student re-registers for either CES course.

Under certain extraordinary circumstances (i.e. semester-long study abroad, unusual family situations, etc.) students may request permission to complete CORE 103 and/or CORE 104 by portfolio. Please contact the Associate Dean of General Education before the end of the third week of the semester regarding specific requirements and permission. (Exceptions to the deadline may be made for certain emergency situations such as extended illness or injury.)

#### **PORTFOLIO REQUIREMENTS:**

- 1) Attend 6 events approved by the Associate Dean of General Education.
- 2) Submit to the Associate Dean of General Education a 1-2 page description/reaction paper for each event within one week of attendance.

Once students have completed their Community Enrichments Series requirement for a given semester, they will receive a letter from the General Education Office indicating they have fulfilled their attendance requirement.

## **The Center for International Education and Outreach**

The CENTER FOR INTERNATIONAL EDUCATION AND OUTREACH is dedicated to fostering a culture of studying abroad at Saint Francis University. These diverse international programs give students an exciting way of completing credits and/or offering service. Study abroad will introduce students to a new culture, and a new way of life. They will learn to recognize and appreciate how culture determines values and behaviors. Study abroad will help students develop skills and give them experiences a classroom setting will never provide. In addition to making friends around the world, study abroad will increase students' self-confidence and will have a lasting impact on their world view. Students at Saint Francis University may participate in any of the following programs: Semester in France, Scuba Diving in St. Lucia, Summer in France, Springtime in Italy, Spanish in Costa Rica , Spring Break in London, Hugs United, and cooperative education programs in Ireland, Scotland, Australia and more.

Students interested in studying abroad should contact The CENTER FOR INTERNATIONAL EDUCATION AND OUTREACH at (814)472-3245, or stop by 214 Schwab Hall. Details on any of the programs listed here may be found at: <http://francis.edu/study-abroad/>



## Section 7: Code of Student Conduct

### Statement of Student Conduct

Students at Saint Francis University are expected to conduct themselves according to Judeo-Christian values that reflect their commitment to the University community and develop the personal character and social attributes that reflect maturity. The values of a Franciscan education are reflected in the established *Franciscan Goals for Higher Education*. These goals reflect the values of the intellectual ministry of Saint Francis University. All members of the Saint Francis University community have an obligation to share in the intellectual, social, and spiritual development of students.

A community exists on the basis of shared values and principles. It is to be clearly understood that the educational process at the University is not limited to or confined by classroom activity as the out of the classroom experience is designed to enhance University life. At the University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the *Code of Student Conduct*. These standards are embodied within a set of core values that include justice awareness, peacemaking, self-respect and respect for others. The Core Values of Student Conduct at Saint Francis University are defined as:

§ *Peacemaking*: Saint Francis University students build and enhance their community through peacemaking, ethical conduct, honor and integrity.

§ *Justice Awareness*: Saint Francis University students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.

§ *Self-Respect*: Saint Francis University students regard themselves as role models within a community of individuals who respect themselves and are deserving of the respect of others.

§ *Respect for Others*: University students are given and accept a high level of responsibility to demonstrate respect for others, for property and for the community.

Students are expected to clearly understand that while enrolled at Saint Francis University, they bear its name. As such their behavior must reflect this reality. Each member of the University community bears responsibility for his/her conduct and to assume reasonable responsibility for the behavior of others. Students are expected to abide by all regulations described in the Student Handbook and other University publications including but not limited to the Housing and Food Service Contract, the Saint Francis University Undergraduate and Graduate Catalog, The Saint Francis University Web site and Your Car on Campus. Should members of the community fail to exemplify these values by engaging in violation of the policy, conduct review processes are used to assert and uphold the *Code of Student Conduct*. In order to fulfill its functions as an educational institution and to protect the rights of all members of the University community, Saint Francis University has the right to protect and the duty to maintain order within the University and to exclude persons who disrupt the educational process. If an individual is unable to function within the University community, demonstrates behavior which is deemed to be physically or emotionally harmful to others or one's self, violates standards of conduct, interferes with the academic progress of other students and/or is otherwise disruptive to the University community, the University reserves the right to respond accordingly. These actions may include, but are not limited to any of the following actions: disciplinary action, suspension or separation from the University, contact of student's parent or guardian, counseling or psychiatric referral off campus.

### Behavioral Expectations and Core Values

The University considers the behavior described in the following sections as inappropriate for the University community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, whether undergraduate, graduate, doctoral, or professional. The University

encourages community members to report to University officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the procedures and sanctions as outlined in the Student Conduct Review Process.

**Peacemaking.** Saint Francis University students build and enhance their community through peacemaking, ethical conduct, honor and integrity.

- **Falsification.** Knowingly furnishing or possessing false, falsified or forged materials such as falsification or misuse of documents, accounts, records, identification or financial instruments;
- **Unauthorized Access.** Unauthorized possession, duplication or use of means of access to any University building (i.e. keys, cards, etc.) or failing to timely report a lost University identification card or key;
- **Collusion.** Action or inaction with another or others to violate Code of Student Conduct and/or University policy;
- **Trust.** Violations of positions of trust within the community;
- **Election Tampering.** Tampering with the election of any University-recognized student organization (minor election violations are addressed by the SGA);
- **Disruptive Behavior.** Disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities which occur on campus;
- **Riots.** Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or destruction of property;
- **Unauthorized Entry.** Misuse of access privileges to University premises or unauthorized entry to or use of buildings, including trespassing, propping doors or unauthorized use of alarmed doors for entry into or exit from a University building;
- **Trademark.** Unauthorized use (including misuse) of University or organizational names and images;
- **Acceptable Use of Network.** Violating the University Acceptable Use and Computing Policy, for more information see page 86
- **Weapons.** Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade of longer than two (2) inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on University property; See page 107
- **Fire Safety.** Violation of local, state, federal or University fire policies including, but not limited to:
  - a. Intentionally or recklessly causing a fire which damages University or personal property or which causes injury.
  - b. Failure to evacuate a University-controlled building during a fire alarm;
  - c. Improper use of University fire safety equipment; or
  - d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University property. Such action may result in a local fine in addition to University sanctions;
- **Ineligible Pledging or Association.** Pledging or associating with a student organization without permission of the University. For more details you may contact the Center for Student Engagement.
- **Animals.** Animals, with the exception of animals that provide assistance (e.g. seeing-eye dogs) and pets as outlined in the Residential Living Guide, are not permitted on campus except as permitted by law.
- **Wheeled Devices.** Use of skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside campus buildings, residence halls or on tennis courts. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches,

or any such fixtures which may be damaged by these activities and individuals may be liable for damage to University property caused by these activities.

**Justice Awareness.** University students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors. Conduct that violates this value includes, but is not limited to:

- **Discrimination.** Any act or failure to act that is based upon actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the University's educational program or activities. See page 81
- **Discriminatory Harassment.** Any unwelcome conduct based on actual or perceived status (gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status) that is sufficiently severe, pervasive or persistent and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the University's educational program or activities. See page 81
- **Retaliatory Discrimination or Harassment.** Any intentional, adverse action taken by an accused student or allied third party, absent legitimate nondiscriminatory purposes, as reprisal against a participant in a civil rights grievance proceeding under this Code. Questions regarding Discrimination may be addressed to Heather Meck, Institutional Compliance Officer/Affirmative Action/Title IX/Section 504 Coordinator, Saint Francis University, Raymond Hall, Loretto, PA 15940 (814) 472-3213. See page 81
- **Bullying.** "Bullying" means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the university's educational programs or activities by placing the student (or students) in reasonable fear of physical harm. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics as defined in the University's Discrimination Policy. This also includes association with a person or group with one or more of the above mentioned characteristics, whether actual or perceived. See page 81
- **Cyber-bullying.** "Cyber-bullying" means use of any electronic communication technology to bully or harass, as defined above, one or more students, regardless of location or the type of electronic communication used. See page 81

Cyberspace is *not* a separate legal jurisdiction. The same federal, state, and local laws that apply in the "offline" world also apply in cyberspace. Saint Francis University policies and procedures that apply while communicating outside of the cyberspace, apply when you are communicating in cyberspace. While on line students are not exempt from the normal requirements of legal and ethical behavior within the University Community.

- **Bystander Intervention.**  
The university expects all community members to take reasonable and prudent actions to address known or obvious violations of the Code of Student Conduct or criminal law (also known as complicity). Taking action may include direct intervention, calling 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 College and protected from retaliation. Complicity with or failure of any organized group to appropriately address known or obvious violations of the *Code of Student Conduct* or law by its members.

Appropriate ways to address situations may include:

#### Active Bystander ABCs

There are three components to Active Bystander Intervention. We refer to them as the ABCs:

- 1 **A = Assess for safety.** Ensure that all parties are safe, and if the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.
- 2 **B = Be with others.** If safe to intervene, you're likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.
- 3 **C = Care for others.** If it appears that someone's attempts to fend off the unwanted sexual advances aren't working, we want you to feel responsible for the welfare of another human being, and offer to help-- even if that person is not aware they need help. Focus on the inappropriate behavior that should be stopped.

Students are also expected to immediately contact the appropriate staff members to address the violation.

- **Abuse of Conduct Process.** Abuse or interference with, or failure to comply in, University processes including code of student conduct hearings including, but not limited to:
  - a. Falsification, distortion or misrepresentation of information;
  - b. Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
  - c. Attempting to discourage an individual's proper participation in, or use of, the University conduct review process;
  - d. Harassment (verbal or physical) and/or intimidation of a member of a University conduct review process prior to, during, and/or following a campus conduct proceeding;
  - e. Failure to comply with the sanction(s) imposed by the University conduct review process;
  - f. Influencing, or attempting to influence, another person to commit an abuse of the University conduct review process.

**Self-Respect.** Saint Francis University students regard themselves as role models within a community of individuals who respect themselves and are deserving of the respect of others.

- **Tobacco.** Smoking or tobacco use in any area of campus where smoking or tobacco use are prohibited;
- **Gambling.** Gambling as prohibited by the laws of the Commonwealth of Pennsylvania. (Gambling may include raffles, lotteries, sports pools and online betting activities. For more information, See *Student Handbook*, page 80)
- **Alcohol.** Use, possession or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the University's Alcohol Policy. For more information, See Alcohol and Other Drugs policy on page 84;
- **Drugs.** Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the University's Drug Policy (See Alcohol and Other Drugs Policy on page 84 for further information);
- **Prescription Medications.** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;
- **Public Exposure.** Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation and public sex acts.

- **Financial Responsibilities.** Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a worthless check or money order in payment to the institution or to member of the institution acting in an official capacity.
- **Respect for Others.** Saint Francis University students are given and accept a high level of responsibility to demonstrate respect for others, for property and for the community. Behavior that violates this value includes, but is not limited to:
  - **Damage and Destruction.** Intentional and unauthorized damage to or destruction of University property or the personal property of another;
  - **Taking of Property.** Intentional and unauthorized taking of University property or the personal property of another;
  - **Stolen Property.** Knowingly taking or maintaining possession of stolen property;
  - **Harm to Persons.** Intentionally or recklessly causing physical harm or endangering the health or safety of any person.
  - **Threatening Behaviors:**
    - a. *Threat.* Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property will be viewed as a threat.
    - b. *Intimidation.* Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.
  - **Bullying and Cyber bullying.** Bullying and cyber bullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.
  - **Hazing.** Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy. NOTE: This is an abbreviated version of the Saint Francis University Anti-hazing policy. A copy of the full policy containing procedures, enforcement, additional guidelines, the statement of compliance, and the Anti-hazing statute of the Commonwealth of Pennsylvania are available from the Center for Student Engagement, John F. Kennedy Student Center 102.
  - **Intimate Partner/Relationship Violence.** Violence or abuse by a person in an intimate relationship with another; See page 81
  - **Stalking.** Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear; See page 81
  - **Sexual Misconduct.** Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation Sexual Misconduct Policy, page 87 for further information); See page 81
  - **Failure to Comply.** Failure to comply with the directives of University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so;
  - **Arrest.** Failure of any student to report an arrest (including non-custodial or field arrests) by any law enforcement agency within seventy-two (72) hours of release regarding the allegations/charges to the Office of Student Conduct.
  - **Other Policies.** Violating other published University policies or rules, including all Residence Hall policies;
  - **Health and Safety.** Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.)
  - **Violations of Law.** Evidence of violation of local, state or federal laws, when substantiated through the University's conduct process.

## **University Policies Statements**

As a member of the SFU community it is important that you review and understand the following policies. During the semester you may have the opportunity to attend programming covering many of the topics. You should take advantage of these opportunities as they present themselves.

### **Responsible Action Protocol.**

Students who act responsibly by notifying the appropriate authorities (e.g., calling 911, alerting a resident assistant, contacting University Police) typically will not face Student Conduct action for their own alcohol violations, unless they are responsible for other violations (e.g., vandalism, assault) as well. However, a written action plan will be developed. Failure to follow the action plan will subject the student to student conduct processing.

### **Campus Surveillance Statement.**

Please be advised that certain areas of campus are under video surveillance 24 hours a day and the activity captured by these cameras are recorded. These may include areas such as Parking Lots, Residence Hall Entrances, Public Areas of Academic Buildings as well as Personal Recording Devices which may be carried by the Police Officers. Any attempt to damage, disarm any campus surveillance equipment will be viewed as a violation of University policy under the Code.

### **Smoking and Tobacco Use.**

Pennsylvania Clean Indoor Act prohibits smoking in any Saint Francis-owned property. Smoking and the use of smokeless tobacco products are not allowed within any building or facility. All electronic cigarette replacement devices are also prohibited.

### **Gambling Policy.**

Students are expected to abide by the federal laws and the laws of the Pennsylvania prohibiting illegal gambling, including online gaming. Gambling for money or other things of value on campus or at University-sponsored activities is prohibited except as permitted by law. Such prohibited activity includes, but is not limited to: betting on, wagering on, or selling pools on any University athletic event; possessing on one's person or premises (e.g., room, residence unit, or personal vehicle) any card, book or other device for registering bets; knowingly permitting the use of one's premises or one's telephone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to sporting events.

### **Religion/Association Policy.**

You have the right to exercise your religious convictions and associate with religious, political, or other organizations of your choice provided you do so in a manner that respects the character of Saint Francis University, the rights of other members of the community, and complies with the *Code of Student Conduct*. You have the responsibility to respect the rights of other members of the University community

to the free exercise of their religious convictions and to the free association with organizations of their choice.

### **Equal Opportunity: Nondiscrimination, Harassment, Sexual Misconduct, Stalking and Relationship Violence.**

Saint Francis University, inspired by its Franciscan and Catholic identity, values equality of opportunity, human dignity, racial, cultural, and ethnic diversity, both as an educational institution and as an employer. Accordingly, the University prohibits and does not engage in discrimination or harassment on the basis of gender, gender identity, age, race, color, ethnicity, religion, sexual orientation, marital status, disability, pregnancy status, veteran status, predisposing genetic characteristic or any protected classification. Saint Francis University will not tolerate sexual violence, dating violence, domestic violence, stalking, or sexually inappropriate conduct in any form. The University is committed to this policy based upon its values and as required by Title IX of the Education Amendments Act of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. This policy applies to all programs and activities of the University, including, but not limited to, admission and employment practices, educational policies, scholarship and loan programs and athletic or other University sponsored programs.

Saint Francis University affirms its commitment to promote the goals of fairness and equity. All policies contained herein are subject to resolution using the University's Resolution Process, as detailed below. The Resolution Process applies regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators and/or staff. The University reserves the right to act on incidents occurring on campus or off-campus, when the off-campus conduct could have an on-campus impact or impact on the mission of the University.

The Associate Vice President and Title IX Coordinator oversees implementation of the University's Affirmative Action and Equal Opportunity plan, disability compliance, and the University's policy on equal opportunity, discrimination, harassment, sexual misconduct, stalking, and relationship violence. Reports of discrimination, harassment, sexual misconduct, stalking, relationship violence, and/or retaliation should be made to the Title IX Coordinator promptly. There is no time limitation on the filing of allegations as long as the accused individual remains subject to the University's jurisdiction, however a delay in filing a report will weaken an investigation. Reporting is addressed more specifically below.

- a) Any situation where it appears that the accused individual may present a danger or threat to the health or safety of him/herself or others;
- b) Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- c) Any situation that is detrimental to the educational interests of the University.

Inquiries about this policy and procedure may be made internally to:  
Ms. Heather Meck, Associate Vice President and Title IX Coordinator  
102A Raymond Hall  
(814) 472-3213  
Email: [hmeck@francis.edu](mailto:hmeck@francis.edu)

[Read our full Nondiscrimination Statement and No Harassment Policy](#)

## **Parent Notification Policy**

The purpose of this policy is to clarify the circumstances and procedures under which the University may notify parent(s)/guardian(s) regarding information about a student without the consent of the student. While we always strongly encourage students and parents to have an open discussion regarding personal responsibility and privacy during the college years, the University realizes the importance of parent/guardian involvement for successful matriculation and retention.

### **University Philosophy Regarding the Role of Parent(s)/Guardian(s) in their student's education:**

Saint Francis University sees parent(s)/guardian(s) as important to the student in the achievement of higher education goals and personal development. The University encourages parent(s)/guardian(s) involvement for legitimate educational interest in regard to their student's academic and personal development. To that end, the University will share certain information with the parent(s)/guardian(s) without the written consent of the dependent student. The University seeks to develop an appropriate partnership with parents so that together we can support students as they become independent thinkers and decision makers.

While we value our relationship with students we view the parent's/guardian's role as integral to student success at Saint Francis University. We prepare them for successful lives after graduation, guide them toward good decisions, and help them learn from the outcomes of those decisions. We expect students to take primary responsibility for their education. They are accountable for fulfilling their academic requirements, meeting their financial obligations, and adhering to the University's expectations for appropriate conduct.

Together, the University and parents can support the learning and success of our students.

*Circumstances When Parental Notification May Take Place.* In general, University staff will notify parents when they have knowledge of circumstances adversely affecting a student. The Vice President of Student Development, in consultation with appropriate staff, will determine when parental notification will occur. These situations include:

- *Academic Issues* Parents/guardians may be notified when a student is at risk of academic suspension, when a student withdraws from the University, when the academic standing of a dependent student may negatively impact financial aid, or when a student fails to complete provisional acceptance
- *Physical Health and Mental Health Issues:* The University Counseling Center staff is prohibited by law from sharing detailed information regarding complaints or diagnoses, and even attendance at the University Counseling Center, without express consent from the student. However, staff will encourage students to discuss serious mental issues with parents or guardians. University Counseling Center staff will be permitted to violate confidentiality in the case of imminent



danger, to the extent that is necessary to protect the student or others who are threatened by the student. In such cases, parent(s)/guardian(s) will be notified.

Parents/legal guardians of dependent students are usually notified in the event of hospitalization, when transport to hospital via ambulance is required for the dependent student. In those cases where the student(s) is alert and able to make informed decisions, they will be asked if they wish to call their parents or prefer that an administrator make the call. In cases where the students cannot make the choice, an administrator will notify parents. Parents will be provided with the nature of the situation, as well as the name and phone number of the hospital. Independent students who wish to have someone other than parents notified must contact the Office of Student Development with the name and number of the emergency contact. Parents/legal guardians of a dependent student are usually notified in the event of a serious injury or health or safety emergency when deemed necessary to protect the health or safety of the student or other individuals.

In some instances the University may require parents to travel to Saint Francis and/or other health care facility to assist in resolving challenges, especially disciplinary, medical and mental health issues. We expect that parent(s)/legal guardian(s) will respond affirmatively, as such requests are not made without thorough consideration and compelling need.

*Student Conduct Issues* Parent(s)/guardian(s) of dependent students will be notified if a student poses a risk to themselves, others or the University Community's well-being. Parent(s)/legal guardian(s) of a dependent student will be notified in the event of student's connection to events resulting in significant damage to property.

Parent(s)/legal guardian(s) of a dependent student will be notified in instances when a missing persons report is filed with University Police.

Offices Responsible for Notification and Continuing Communication

Academic Issues	Office of Advising and Retention
Mental Health Issues	Counseling Center
Student Conduct Issues	Office of Student Development

*Encouraging Students to Take Responsibility for Parental Notification.* Students are encouraged to contact parent(s)/guardian(s) prior to the University's notification of parent(s) or legal guardian(s). In the event of parental divorce or separation, University officials will use the contact information in the student's file unless other designation of parent to be contacted is made.

## **Hazing Policy.**

All acts of an abusive nature by any individual student or University registered student club or organization and any of its members or alumni are prohibited. Students are entitled to be treated with consideration and respect, and no individual may perform an act that is likely to cause physical or psychological harm or willful destruction of public or private property or social ostracism to any other

person within the University community. Accordingly, any such behavior is expressly forbidden when related to the admission, initiation, pledging, joining, or any other group-affiliation activity.

Any student or organization found to be involved in any abusive affiliation activity will face conduct action and will likely be subjected to expulsion from the University. Violation of this policy exists irrespective of the voluntary or consensual participation in the abusive affiliation activity by the person being abused.

NOTE: This is an abbreviated version of the Saint Francis University Anti-hazing policy. A copy of the full policy containing procedures, enforcement, additional guidelines, the statement of compliance, and the Anti-hazing statute of the Commonwealth of Pennsylvania are available from the Center for Student Engagement, John F. Kennedy Student Center 102.

### **Alcohol and Other Drugs Policy.**

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of University are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on University property or as part of any University-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities. The University affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity and other health risks. These risks include an increased risk of accidents which may result in death or permanent injury. Free, confidential counseling for alcohol and other drug abuse issues is available to students and employees through the University Counseling Services and Health Services departments. The university sponsors educational programming for alcohol and other drug abuse issues through the Alcohol and Drug Information Office, the Office of Residence Life and the office of Student Engagement. Other referral resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies, all which might include a fee.

Students exhibiting signs of excessive alcohol consumption will, at a University Campus Police officer's discretion, be transported via Emergency Medical Services (EMS) at the student's expense for medical attention. Refusal to cooperate with EMS personnel may result in arrest for Emergency Detention in order to ensure the student's health and safety and/or a conduct charge for failure to comply.

**Safe Harbor.** The University believes that students who have a drug and/or addiction problem deserve help. If any University student brings their own use, addiction or dependency to the attention of University officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and the campus conduct process will be initiated.

**Alcohol Policy.** The following sections describe University's policy regarding the sale, service, distribution, and consumption of alcoholic beverages on or off University property or at University-sponsored events in accordance with federal, state and local laws.

Those under the minimum legal drinking age of 21 years are not permitted to possess or consume alcohol anywhere on University property or at University-sponsored events. Students who are over 21 years of age and are a part of the HAPT program are permitted to possess and consume alcohol in approved University housing units (for more information on HAPT Alcohol Policy, please refer to Residence Life Guide of Residential Living). Students who are of legal drinking age may not share or provide alcohol to any students, employees or guests who are under 21 years of age. Drinking games, and simulated drinking games are prohibited on campus.

<b>Examples of violations of the University Alcohol Policy include but are not limited to:</b>
• <b>Purchasing alcohol by a person under the age of 21.</b>
• <b>Selling or providing alcohol to a person under the age of 21.</b>
• <b>Possessing either full or empty alcohol containers by a person under the age of 21</b>
• <b>Consuming or appearing to have consumed alcohol by a person under the age of 21.</b>
• <b>Being present where alcohol is present</b>
• <b>Showing physical or mental impairment following or resulting from alcohol use.</b>
• <b>Possessing empty alcohol containers for any purposes including decorative.</b>
• <b>Using or possessing common sources of alcohol including, but not limited to kegs, party balls wine boxes etc.</b>
• <b>Participating in or being present during the occurrence of any drinking game.</b>
• <b>Possessing an open container of alcohol in a common area including, but not limited to bathrooms, hallways, lounges, elevators, lobbies or outdoor spaces.</b>
• <b>Misrepresenting one's age for the purposes of purchasing, possessing or consuming alcohol.</b>
• <b>Driving or operating a vehicle while under the influence of alcohol.</b>
• <b>Possession or consuming alcohol in any residence hall room regardless of age</b>

The University has full discretion in determining what events will permit the possession, consumption, of alcohol by person who are 21 years of age or older. For more information see the University Social Event Policy.

**Illegal Drug Policy.** The following sections describe University's policy regarding the sale, manufacture, distribution, possession and use of illegal drugs on or off University property or at University-sponsored events in accordance with federal, state and local laws.

<b>Examples of violations include but are not limited to:</b>
• Misusing over-the-counter drugs.
• Misusing or sharing prescription drugs.
• Possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug.
• Possessing paraphernalia (i.e., rolling papers, pipes, bong, etc.) for intended or implied use of any form of illegal drug.
• Possessing paraphernalia that contains or appears to contain illegal drug residue.
• Purchasing or passing illegal drugs from one person to another.
• Using mail services to purchase, pass, or distribute illegal drugs.

In addition to University imposed sanctions, students and employees are subject to all legal sanctions under federal, state and local law for any offenses involving illegal drugs on University property or at University activities.

Whether on or off campus, failure to comply with the directives of University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so is considered unacceptable behavior for a University student. An example of such inappropriate behavior includes but is not limited to: a) refusing to submit to a field sobriety test when requested by a police officer, b) failure to leave the scene of an incident when instructed by staff, c) failure to comply with instructions given by staff. Please be advised: intoxication will not be seen as a justifiable reason for a student's failure to comply with staff directives.

**Driving Under the Influence/Driving While Intoxicated.** The University is concerned about students who violate state and local laws regarding consumption of alcohol and the operation of motor vehicles. In accordance with state law, the University abides by the legal definition of intoxicated as "not having the normal use of mental or physical faculties by reason of introduction of alcohol, a controlled substance, a drug, a dangerous drug, a combination of two or more of those substances, or any other substance into the body" or failure to pass a field sobriety test. In addition, students under the legal minimum drinking age of 21 years who are found to have any detectable amount of alcohol in their systems will be considered driving under the influence of alcohol and subject to penalties under that offense.

**Mandated Evaluation and Counseling.** Students who violate the Alcohol and Other Drug Policy may be mandated for evaluation and counseling with a Substance Abuse Counselor. In some cases, mandated evaluation and counseling with a Substance Abuse Counselor may affect future employment and/or admission to graduate/professional school. Students are advised to determine how this sanction will affect their current and future career goals.

### **Acceptable Use of Email, Network, and Internet Resources.**

The University provides the email, network, and Internet resources for University-related activity. The purpose of the campus network is to support education and research by providing access to valuable resources. It also provides opportunity for interaction and collaborative work using the Internet through e-mail services and other network applications. The Acceptable Use of Email, Network and Internet Resources Policy are applicable to all employees and students.

The University reserves the right to monitor hardware and software activities on the network to prevent unauthorized access or misuse of network resources according to University policies, and local, state or federal laws, and to take other actions as necessary.

#### *Guidelines*

**Email and Network system.** The electronic mail system is the property of Saint Francis University. Accordingly, all messages composed, sent, received, or stored on the electronic mail system are, and will remain, the property of the University. There should be no expectation of privacy or confidentiality for documents and/or messages sent, received or stored on the University-owned network or computer systems.

Employees will be assigned an e-mail address and will have access to the Internet to facilitate their work. Any text sent or posted via the Internet contains the user's address and the University name. Employees

should treat email messages as formal communications. Sending unauthorized or illegal materials over the Internet is not permitted since it may potentially harm, embarrass, or subject the University to potential liability. Users are cautioned when opening messages or any attached material, even from a reputable source, because of the possibility of computer virus exposures. Users should also keep in mind that email may be misdirected and caution is necessary when transmitting confidential information.

*Prohibited uses of the University email and network system.* Electronic mail and communications are subject to disclosure to law enforcement or government officials. Prohibited uses of electronic mail include, but are not limited to, the following:

- displaying or transmitting distasteful or offensive images, slurs, epithets, or anything else that harasses, intimidates or disparages another person on the basis of such factors as gender, race, sexual orientation, color, age, religion, disability, or national origin,
- viewing, sending, downloading, storing or knowingly receiving pornographic materials;
- using information in violation of federal copyright laws and state law;
- intercepting and opening electronic mail or attempting to gain access to another person's account except by those authorized to diagnose and to correct technical problems;
- transmitting unauthorized mass email messages;

*Internet resources.* Internet access is purchased by and owned by the University. Internet resources such as World Wide Web access and file sharing utilities are subject to disclosure to law enforcement or government officials.

Prohibited uses of Internet resources include, but are not limited to, the following:

- displaying or transmitting distasteful or offensive images, slurs, epithets, or anything else that harasses, intimidates or disparages another person on the basis of such factors as gender, race, sexual orientation, color, age, religion, disability, or national origin;
- viewing, sending, downloading, storing or knowingly receiving pornographic materials;
- using information in violation of federal copyright laws or state law;
- accessing a file on a University owned computer or network without the permission of the owner to copy, rename, modify, examine or change the file protection or visibility. The lack of protection on a file does not imply "right of access";
- creating web sites on University servers or networks which are linked to University web sites and/or using University domain or URL addresses, to sell products or services;
- copying and sharing of MP3s, images, movies or other copyrighted material which is not rightfully owned by the holder;
- posting or plagiarizing copyrighted material.

***Violation of this Policy.*** Any person learning of a violation should notify the Chief Information Officer. Failure of an individual to comply with the policies set forth in this document constitutes an offense. As with all matters of law and ethics, ignorance of the rule does not excuse violations. Policy abuses may result in immediate denial of service and penalties that may include loss of computing privileges or termination of employment. Policy abusers are liable for monetary payment and may be liable for civil or criminal prosecution under State and Federal statutes. Technology specialists will not provide support to users who fail to follow this policy. When an incident or a violation of this policy is reported the following actions will be followed:

1. An investigation into the allegations will be conducted by the Chief Information Officer or his/her designee.

2. If necessary, access to the University network will be suspended immediately for the accused person(s).

A meeting with the accused person(s), the immediate supervisor and the Chief Information Officer will be conducted to discuss the allegations.

In order to regain access to network privileges, the accused individual must sign an agreement with Saint Francis University under which the individual agrees to cease the activity that is in violation of this policy. Any further infractions may result in the permanent loss of access to University owned network resources.

The University reserves the right to terminate employment depending on the severity of the violation and/or a repeat violation of this policy.

### **Email as the official means of electronic communication at Saint Francis University.**

Saint Francis University has established email as one of the official means of communication with faculty, staff, and students on important academic and administrative matters. This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of incorporating electronic messaging into traditional communication methods. To support this use of email, Saint Francis University provides an official University email account to faculty, staff, and students to which official University communications are sent.

The University has the right to expect faculty, staff, and students to process email at their University address in a timely fashion and to manage their email account to ensure that disk space allotments are not exceeded. Use of email on University-owned servers is subject to University policies including, but not be limited to, the University Acceptable Use Policy.

Saint Francis University has established email as one of the means of sending official information to faculty, staff, and students. These guidelines apply to faculty, staff and students of Saint Francis University. All email users are responsible for reading, understanding, and complying with these guidelines.

Faculty, staff and students are expected to check their University email on a frequent and consistent basis to ensure that they are staying current with all official communications, some of which may be time-critical.

Faculty, staff and students can forward email from their official University address to another email address if they so choose. However, they solely are responsible for managing both the Saint Francis University account and the account to which the email is forwarded so as to ensure that all official University correspondence continues to be delivered. Email messages that are lost, because of forwarding, does not absolve anyone from the responsibilities associated with communications sent to the official email address. The University is not responsible for email handled by non-University servers.

## **Voluntary/Involuntary Medical/Psychological Leave Policy for Students Who Pose a Direct Threat of Harm to Others**

The following policies and procedures are to be used to help transition a student to a safer and/or more conducive environment when remaining at the University is not in the best interest of the student or the University community. This policy encourages a student to take a leave voluntarily when medical conditions or psychological distress make a leave necessary; it seeks to ease that transition and potential return to the University. When encouragement to the student to take a leave voluntarily has not been successful, an involuntary leave under this policy may be implemented.

***Student-Initiated Leave.*** Students may initiate a leave or withdrawal from the University for medical or psychological reasons. The normal University procedures for University leave or withdrawal will be followed. If a student takes a voluntary leave, the leave documentation will specify the duration of the leave, and options for extension. The student is permitted to return upon the end of the leave, without condition or restriction. Students, who elect to withdraw rather than take a leave, are required to reapply for admission, and will be treated as any other applicant for admission at that time.

***University-Initiated Medical or Psychological Leave.*** If a student is behaving in a way which is threatening to others, the Vice President for Student Development (or designee) may initiate these procedures.

***A. Standard for Involuntary Leave on the Basis of Threat of Harm to Others.*** Standard for separating a student on the basis of behaviors resulting from a condition or disability applies to all involuntary leaves from housing or from the University for any student who is at significant risk of harm to others as a result of a condition covered by disabilities law. When the potential for harm to others is present, involuntary leave actions must consider whether the endangering behavior results from a condition of disability. If so, the student will be protected by Section 504 of the Rehabilitation Act of 1973. Under this federal statute, an individual with a disability may only be separated on the basis of this disability when they are not otherwise qualified to participate in the education program of the institution.

a. Disability here will unlikely be the qualified disability on record with the disability services office. Instead, protection of disability laws here comes from institutional perception and treatment of a student as an individual with a disability. The objective of this section is to determine whether it is more likely than not that a student is a direct threat. When a student is a direct threat, they are not otherwise qualified under disabilities law, and may be placed on leave.

A direct threat exists when a student poses a significant risk to the health or safety of others. A significant risk constitutes a high probability of substantial harm. Significance will be determined by:

1. The duration of the risk;
2. The nature and severity of the potential harm;
3. The likelihood that the potential harm will occur; and
4. The imminence of the potential harm.

The University must determine whether reasonable accommodations to policies, practices or 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 and review. The assessment must be based on 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 a direct threat of harm to others.

*B. Referral for Assessment or Evaluation.* The Associate Dean of Students (or designee) and/or Behavioral Intervention Team may refer or mandate a student for evaluation by a campus or independent licensed psychiatrist or psychologist (or licensed professional counselor, licensed clinical social worker, etc.). Such evaluation may be ordered if it is believed that the student may meet the criteria set forth in this policy.

Students referred or mandated for evaluation will be so informed in writing with personal and/or certified delivery, and will be given a copy of these standards and procedures. The evaluation, conducted at the student's expense, must be completed within five business days from the date of the referral letter, unless an extension is granted by the Associate Dean of Students (or designee). A student who fails to complete the evaluation in accordance with these standards and procedures, and/or who fails to give permission for the results to be shared with Associate Dean of Students (or designee), will be referred for conduct action.

*C. Readmission Following an Involuntary Leave.* A student who is seeking reinstatement to the University after an involuntary leave must receive clearance by providing the Associate Dean of Students written evidence from a licensed medical or mental health professional that the student is no longer a direct threat to others and is otherwise qualified to participate in the Saint Francis educational program.



## Section 8: The Office of Student Conduct

The University community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct process within the Office of Student Conduct is committed to an educational and developmental process that balances the needs of individual students with the needs of the University community.

The office will facilitate development of all students by maintaining a student conduct system and programs which enhance student engagement and intellectual development by promoting both the Franciscan Goals of Higher Education and the Core Values of Student Conduct at Saint Francis University. The Office of Student Conduct under the leadership of the Associate Dean of Students fulfills its mission by providing programs and services that:

- develop, disseminate, interpret, and enforce University rules and policies;
- allow students to use critical thinking skills through the design of educational opportunities to determine appropriate behaviors and the consequences for unacceptable and/or inappropriate behaviors;
- intervene effectively when student behavior violates the Statement of Conduct.

**Jurisdiction.** Students at the University are provided a copy of the Student Handbook, which contains the University's Code of Student Conduct, annually in the form of a link on the University website. Hard copies are available upon request from the Office of Student Conduct. Students are responsible for reading and abiding by the provisions of the Code of Student Conduct.

The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and/or obtain official transcripts. All sanctions must be satisfied prior to re-enrollment eligibility and/or the degree may be revoked.

The *Code of Student Conduct* applies to behaviors that take place on the campus, at University-sponsored events and may also apply off-campus when the Vice President for Student Development or designee determines that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- Any situation where it appears that the student may present a danger or threat to the health or safety of him/herself or others;
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or;
- Any situation that is detrimental to the educational mission and/or interests of the University.

The Code of Student Conduct may be applied to behavior conducted online, such as harassment through social media or bullying via email. Students must also be aware that blogs, web page entries on sites such as Google+, YouTube, Facebook and Twitter and other similar online postings are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly search for this

information but may take action if and when such information is brought to the attention of University officials. However, most online speech by students will be protected as free expression and not subject to this Code, with two notable exceptions:

- A true threat defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals”;
- Disparaging speech posted online about the University or its community members that causes a significant on-campus disruption.

The *Code of Student Conduct* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to resident non-students, campers and high school bridge/extension/partner/dual-credit and continuing education programs by contractual agreements. Visitors to and guests of University may seek resolution of violations of the *Code of Student Conduct* committed against them by members of University community.

There is no time limit on reporting violations of the *Code of Student Conduct*; however, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit the University’s ability to investigate and respond to a complaint. Persons aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Conduct and/or to University Police.

**Violations of the Law.** Alleged violations of federal, state and local laws may be investigated and addressed under the *Code of Student Conduct*. When an offense occurs over which the University has jurisdiction, the University conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

The University reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. When criminal charges are pending, the University may be delayed or prevented from conducting its own investigation and moving forward with an Incident Review Hearing. When this happens, the University will delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information from law enforcement upon which to proceed. In cases governed by Title IX, this delay will be no longer than two weeks from notice of the incident.

Students accused of crimes may request to take a leave from the University until the criminal charges are resolved. In such situations, the University procedure for voluntary leaves of absence is subject to the following conditions:

- the accused student must comply with all University investigative efforts that will not prejudice his/her defense in the criminal trial; and
- the accused student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- the accused student you must agree that, in order to be reinstated to active student status, he/she you must first be subject to, and fully cooperate with, the University conduct review process and must comply with all sanctions that are imposed.

**Student Conduct Authority.** The Vice President for Student Development is vested with the authority over student conduct by the Board of Trustees. The Vice President for Student Development appoints an administrator to oversee and manage the student conduct process. At Saint Francis University the Student Conduct system is managed by the Associate Dean of Students. The Vice President for Student Development and the Associate Dean of Students appoint hearing and appeals officers as deemed necessary to efficiently and effectively work with students as they move through the student conduct process. The Associate Dean of Students (or designee) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

**Gatekeeping.** No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim's statement. A complaint wholly unsupported by any information will not be forwarded for a hearing.

**Hearing Officers.** For each complaint, a Hearing Officer will be chosen from the available pool. In complaints involving discrimination, sexual misconduct, or other sensitive issues, the Associate Dean of Students or the Director of Residence Life will serve as the hearing officer. In the event a hearing officer is unable to serve, the Associate Dean of Students (or designee) will solicit a replacement from the group from which the representative came. Decisions made and sanctions imposed by a Hearing Officer will be final and implemented, pending the normal review process. At the discretion of the Associate Dean of Students (or designee), implementation of sanctions may be stayed pending review.

**Interpretation and Revision.** The Associate Dean of Students will develop procedural rules for the administration of hearings that are consistent with provisions of the *Code of Student Conduct*. Material deviation from these rules will generally only be made as necessary and will include advance notice to the parties involved. The Associate Dean of Students (or designee) may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this *Code*. The Associate Dean of Student (or designee) may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the *Code of Student Conduct* will be referred to the Associate Dean of Students whose interpretation is final. The *Code of Student Conduct* will be updated annually under the direction of the Associate Dean of Student with a comprehensive revision process being conducted every 3-5 years.

## **University Student Conduct Review Process**

The University's student conduct review process is designed to support the overall mission of the University. The student conduct process at the University is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with the University's values and expectations. When a student is unable to conform his/her behavior to community expectations, the student conduct process may determine that he/she should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures do not include the same

protections of due process afforded by the courts. Due process as defined within these procedures, assures written notice of an Incident Review Hearing or Appeal Hearing. A hearing will be conducted before an objective decision-maker. No student will be found in violation of University policy without a preponderance of evidence showing that a violation occurred. Any sanction(s) issued will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

It should be noted that not all situations are of the same severity or complexity. While the process remains consistent however, procedures such as written notification are flexible, and may not be seen the same in every situation.

The *Code of Student Conduct* and student conduct review process and procedures apply to behaviors that take place on the campus, at University-sponsored events and may also apply off-campus when the Vice President for Student Development (or designee) determines that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- a. any situation where it appears that the student may present a danger or threat to the health or safety of him/herself or others;
- b. any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- c. any situation that is detrimental to the educational mission and/or interests of the University.

**Notice of an Incident.** The student conduct review commences with notice to an administrator of a potential violation of University rules. Any member of the University community, visitor or guest may allege a policy violation(s) by any student for misconduct under the Code of Student Conduct by contacting University Police at 814-472-3360. Additionally the Associate Dean of Students (or designee) and/or the Title IX Coordinator may act on notice of a potential violation whether a formal allegation is made or not.

Once notice is received from any source (victim, RA, 3<sup>rd</sup> party, online, etc.), the University may proceed with an investigation. Allegations of misconduct should be submitted as soon as possible after the offending event occurs.

**Investigation.** The Title IX Coordinator (or designee) will appoint an investigator(s) for any complaint that falls under Title IX (e.g. sexual misconduct) or involves any other form of discrimination. The Associate Dean of Students may appoint an investigator(s) if applicable for other allegation under this *Code*. The Investigator will conduct an investigation to:

- identify the nature of the complaint
- identify a complete list of all policies that may have been violated
- determine if there is reasonable cause to charge the accused student

At the conclusion of the investigation, the University may decide to not further adjudicate a complaint based on the following reasons:

- there is insufficient evidence,
- the behavior alleged, even if proven would not violate the Code of Student Conduct,
- for reasons such as mistaken identity.

The accusing party, if any, will be notified in this event. The accusing party, if any, may request that the Title IX Coordinator and/or Associate Dean of Students, as applicable, re-open the investigation

or convene an Incident Review Hearing. The decision to re-open an investigation or convene a hearing rests solely in the discretion of the Title IX Coordinator or the Associate Dean of Students in cases such as this.

The Investigator will deliver his/her investigative report to the Title IX Coordinator (when appropriate) and /or the Associate Dean of Students (or designee). Incidents involving students, who are accused of violating the Code of Student Conduct, will be reviewed. For incidents that warrant action, the Associate Dean of Student ( or designee) and or the Title IX Coordinator will appoint a Hearing Officer. In many cases the Investigator may also serve as the Hearing Officer.

**Incident Review Hearing.** A written notice of the complaint will be issued, and the Incident Review Hearing will be held before a Hearing Officer. Both the accused student and the complainant (if applicable) will receive notification of the date, time and location of the Incident Review Hearing. In an Incident Review Hearing, the student who is accused or the complainant has the right:

1. to be present at the hearing. However, if the student who is accused fails to appear at a scheduled hearing, without giving prior notice, the hearing may be held in his or her absence. Students who fail to appear, without giving prior notice, may have additional charges brought against him/her. Students will not be found in violation solely based on their failure to appear.
2. to present evidence and witnesses. It is the responsibility of the accused student to notify their witnesses of the date, time and place of the hearing. If witnesses fail to appear, the hearing will be held in their absence.
3. to bring an advisor to the hearing. The advisor may not participate in examination of witnesses or present material/information unless asked to do so by the Hearing Officer. This advisor may not be an attorney or paralegal.

Additional guidelines:

- The proceedings are not open to the public.
- Students are not required to make self-incriminating statements.

The purpose of the Incident Review Hearing is to examine the complaint, interview witnesses, review any items submitted as physical evidence, obtain any documentary evidence and information that is available, interview the accused student and the accusing party (if applicable) listen to the accused and/or complainant (if applicable) account of the event(s), discuss the circumstances regarding the incident and hear the concerns expressed by either party if appropriate.

**Incident Review Hearing process.** Once it is determined that an Incident Review is warranted, the appropriate parties have been notified of the incident. A date and time of the Incident Review Hearing will be established. The accused student, the Hearing Officer and the accusing party (if applicable) will review the incident. The accused student may present evidence to support his/her position. All witnesses for the accused are heard during the Incident Review. The complainant may present evidence that support his/her position or that differs from evidence that has been presented. The Hearing Officer presents any available additional evidence that differs from evidence presented by either the accused student or the complainant.

1. The Hearing Officer will review the facts. If additional information is needed the Hearing Officer may decide to recess until further investigation is completed. Once all pertinent facts are reviewed, the Hearing Officer will render a finding.
2. The Hearing Officer will make a finding based on the preponderance of the evidence (whether a policy violation is more likely than not to have occurred).

3. The Hearing Officer will review with the accused student the appropriate sanctioning protocols, review of student's conduct history, to determine appropriate conduct sanctions.
4. The student will be notified in writing as to the outcome of the hearing. The student found in violation will be notified in writing of the outcome and the sanction.
5. The Hearing Officer will inform the accusing party as to the status of the investigation and the outcome.

**Appeal Hearing.** A request for an appeal may be considered for one or more of the following reasons:

- a. to consider new information which was unavailable at the time of the original hearing that could be outcome determinative;
- b. to assess whether a material deviation from written procedures resulted in an unfair outcome of the hearing;
- c. to assess whether substantiated bias on the part of an investigator, Hearing Officer deprived the process of impartiality;
- d. to determine whether a sanction is outside the typical range of sanctions for this type of offense.

A request for an Appeal Hearing must be made in writing within 3 working days of receipt of the decision. All requests for an Appeal Hearing should be delivered to the Associate Dean of Students, 232 Padua Hall. The Associate Dean of Students (or designee) will review the request for an Appeal Hearing and determine if grounds exist. In instances where the Associate Dean of Students has served as the original hearing officer, the Vice President of Student Development will review the request for an Appeal hearing and determine if grounds exist. The student requesting the Appeal Hearing will be notified in writing of the decision from the Associate Dean of Student (or designee) on granting an Appeal Hearing. The decision on granting the Appeal Hearing is final.

If the Associate Dean of Students or the Vice President for Student Development (or designee) determines that a request for Appeal Hearing is eligible to be reviewed, the complaint may be returned to the original Hearing Officer for reconsideration; In rare instance a full rehearing of the incident may be needed, in such cases, a new Hearing Officer will be appointed by the Associate Dean of Students or the Vice President for Student Development. Please note, if an appeal request is granted the Hearing Officer has the option to support or change a decision and/or increase, decrease or modify a sanction.

**Appeal Hearing process.** If the request for an Appeal Hearing is accepted for review, the Hearing Officer handling the Appeal Hearing will request the accused student and the complainant (if applicable) set an appointment within two days of receipt of Appeal Hearing approval.

1. The Hearing Officer will review the written record of the hearing and all supporting documents. The exception will be made as required in cases where:
  - a. new information unavailable at the time of the Incident Review Hearing is the basis for the Appeal Hearing.
  - b. full rehearing of the incident is warranted, as determined by the Associate Dean of Students (or designee) and/or the Title IX Coordinator (if applicable).
2. The Hearing Officer will render a finding in writing or in some cases will determine if additional investigation is needed.

3. The Hearing Officer will make a finding based on the preponderance of the evidence (whether a policy violation is more likely than not). The student found in violation will be notified in writing of the finding and the sanction.
4. The Hearing Officer will share findings and update the accusing party on the status of the investigation and the outcome.

**Conduct Sanctions.** One or more of following sanctions may be imposed upon any student for any single violation of the Code of Student Conduct:

- a) Warning. A written notice will be sent to the student(s) who violated University policies and/or rules. It specifies that inappropriate and unacceptable actions have occurred and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the University.
- b) Restitution. Compensation for damage caused to the University or any person's property. This is not a fine but, rather, a repayment for property destroyed, damaged, consumed, or stolen.
- c) Fines. Reasonable fines may be imposed.
- d) Community/University Service Requirements. For a student or organization to complete a specific supervised University service.
- e) Loss of Privileges. The student will be denied specified privileges for a designated period of time.
- f) Confiscation of Prohibited Property. Items whose presence is in violation of University policy will be confiscated and will become the property of the University. Prohibited items may be returned to the owner at the discretion of the Director of Residence Life, Associate Dean of Students and/or University Police.
- g) Behavioral Requirement. This includes required activities such as, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
- h) Educational Program. Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
- i) Restriction of Visitation Privileges. May be levied on residential or non-resident student. The parameters of the restriction will be specified.
- j) University Housing Probation. The student is put on official notice that, should further violations of Residence Life or University policies occur during a specified probationary period, the student may immediately be removed from University housing. Regular probationary meetings may also be imposed.
- k) University Housing Reassignment. The student is reassigned to another University housing facility. Residence Life personnel will decide on the reassignment details.
- l) University Housing Suspension. The student is removed from University housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to University housing may be specified. Under this sanction, a student is required to vacate University housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Residence Life. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for

University housing, the student must gain permission from the Associate Dean of Students (or designee).

**m) University Housing Expulsion.** The student's privilege to live in, or visit, any University housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.

**n) University Probation.** The student is put on official notice that, should further violations of University policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

**o) Eligibility Restriction.** The student is deemed "not in disciplinary good standing" with the University for a specified period of time. Specific limitations or exceptions may be granted by the Associate Dean of Students and terms of this conduct sanction may include, but are not limited to, the following:

- Ineligibility to hold any office in any student organization recognized by the University or hold an elected or appointed office at the University; or
- Ineligibility to represent the University to anyone outside the University community in any way including: participating in the study abroad program, attending conferences, or representing the University at an official function, event or intercollegiate competition as a player, manager or student coach, etc.

**p) University Suspension.** The student is separated from the University for a specified minimum period of time, and upon the satisfaction of specific conditions, after which the student is eligible to return. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Associate Dean of Students. This sanction may be enforced with a trespass action as necessary.

**q) University Expulsion.** The student is permanently separated from the University. The student is barred from being on campus and the student's presence at any University-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. This sanction will be noted as a Conduct Expulsion on the student's official academic transcript.

**r) Other Sanctions.** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Associate Dean of Students (or designee).

The following sanctions may be imposed upon groups or organizations found to have violated the *Code of Student Conduct*:

- a) one or more of the sanctions listed above, specifically *a)* through *i)* and *o)* through *q)*; and/or
- b) deactivation, de-recognition, loss of all privileges (including University registration), for a specified period of time.

**Failure to Complete Conduct Sanctions.** All students, as members of the University community, are expected to comply with conduct sanctions within the time frame specified by the Hearing Officer. Failure to complete sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the University. In the event of a suspension, it will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Associate Dean of Students (or designee).

**Interim Suspension.** Under the *Code of Student Conduct*, the Associate Dean of Students (or designee) may impose restrictions and/or separate a student from the community pending the scheduling



of an Incident Review on alleged violation(s) of the *Code of Student Conduct* when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve University property and/or to prevent disruption of, or interference with, the normal operations of the University. A student who receives an interim suspension may request a meeting with the Associate Dean of Students (or designee) to demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, the University may still proceed with the scheduling of an Incident Review.

During an interim suspension, a student may be denied access to University housing and/or the University campus/facilities/events. As determined appropriate by the Associate Dean of Students and or the Director of Residence Life, this restriction may include classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of the Associate Dean of Students (or designee) and with the approval of, and in collaboration with, the Associate Provost, alternative coursework options may be pursued to ensure as minimal an impact as possible on the accused student.

**Conduct Records** Conduct records are maintained by the University for seven (7) years from the time of their creation. Title IX conduct records will be maintained indefinitely. Conduct records are educational records and may be shared with other members of the academic community with a legitimate need to know. Academic departments may take action as a result of student conduct. Other than suspensions and expulsion, conduct records will not be made a part of the student's permanent academic record.

## **Section 9: Health / Safety Procedures**

### ***This Section Includes:***

Student Right to Know and Campus Security Act of 1990

Altering Class Schedule

Emergency Notification System – Get RAVE

Fire Safety

Health Service

Protection of Minors Policy

Security Telephones

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### **Student Right to Know and Campus Security Act of 1990 - Clery Report**

The Student Right to Know and Campus Security Act of 1990 is a federal mandate which requires all current students and employees be provided with information on policies and procedures involving campus security, the reporting of criminal action or other emergencies, and the enforcement authority of security personnel. This information must also include descriptions of programs for students and employees about campus security and crime prevention, as well as statistics on the occurrence of specific crimes. Notification of the annual report is made by University Police and the full report is posted on the University web site each October.

Members of the University Police and Safety Department maintain a daily log of all criminal activity or fire incidents which is available for public inspection. These incidents of crime and fire are also furnished to the campus newspaper, the Troubadour, for inclusion in each issue. A yearly tabulation of crime on campus is furnished to the Pennsylvania State Police via the Uniform Crime Report. This yearly total is also included in the University Police publication “Our Commitment to Your Safety,” which is available at the Police Department Office located at 2299 Manor Drive or online at <http://francis.edu/safety-and-security/>

### **Altering Class Schedules**

**Altering Class Schedule Policy.** The University does not close, but because of adverse weather conditions, power failures, or other unforeseeable circumstances we may find the need to alter class schedules.

**Schedules.** We will attempt to limit the altered schedule to include either class cancellation or a 2 hour delay.

Class cancellations are set for a specified time period. This is usually done early in the morning and implemented for the day-time classes. A separate decision is made for the evening & weekends classes.

We also may limit the altered class schedule to a single location such as; Loretto, Johnstown or Altoona classes and it may not be implemented University-wide.

A 2 hour delay will only be used for daylight classes and only for the Loretto campus. When it is in effect we will use a compressed schedule as follows;

**Compressed Schedule.** Compressed Schedule for MWF classes; each 50-minute class compressed to 40 minutes

<b>Section</b>	<b>Normal Time</b>	<b>Compressed Time</b>
<b>A</b>	8:00 – 8:50	10:00 – 10:40
<b>B</b>	9:00 – 9:50	10:45 – 11:25
<b>C</b>	10:00 – 10:50	11:30 – 12:10
<b>D</b>	11:00 – 11:50	12:15 - 12:55
<b>E</b>	12:00 – 12:50	1:00 - 1:40
<b>F</b>	1:10 - 2:00	1:45 - 2:25
<b>G</b>	2:10 - 3:00	2:30 - 3:10
<b>H</b>	3:10 - 4:00	3:15 - 3:55

Compressed Schedule for TR classes; each 75-minute class is compressed to 70 minutes.

<b>Section</b>	<b>Normal Time</b>	<b>Compressed Time</b>
<b>R</b>	8:00 – 9:15	10:00 – 11:10
<b>S</b>	9:30 – 10:45	11:15 – 12:25
<b>T</b>	11:00 – 12:15	12:30 – 1:40
<b>V</b>	1:15 – 2:30	1:45 – 2:55
<b>W</b>	2:45 – 4:00	3:00 – 4:10

For daytime classes which begin at times other than the normal starting times listed above, the faculty member should contact the Registrar’s office to check whether to keep the same starting time or move to a later time.

Classes that begin after 4:00 P.M. will not be delayed or compressed and will remain on their normal schedule even if day classes are on a compressed schedule. The only options will be to run as scheduled or cancel.

**Operations.** Provisions will be made to keep the following operations open to provide services to students throughout, whatever the circumstances:

- Torvian Dining Hall
- University Police
- Health Services
- Stokes Athletics Center

- DiSepio Wellness Center
- Residence Halls
- JFK Student Center
- Physical Plant

Administration and Academic offices are required to be open when classes are being held, so for a 2 hour delay they may not be open until 10:00 AM. Please contact the department to find out their availability during delays and cancellations.

**Notifying Campus Community.** Once the decision has been made to alter class schedules the following methods of media will be used to convey the message to students.

Communication Method	Description
<b>Rave Alert</b>	Receive a text on you cell phone
<b>Television</b>	WTAJ, WJAC, WWCP, WATM
<b>On-Campus Phones</b>	Voice Mail to all campus phones
<b>Websites</b>	my.francis.edu
<b>SFU Email</b>	Receive an email on your SFU account

If there is ever a time where there is conflicting or confusing information, my.francis.edu website will always be the most up-to-date and accurate. This should always be the primary place to refer for information.

### **Emergency Notification System**

Saint Francis University uses RAVE ALERT, as a mass notification system that will be used to warn students and employees of an emergency where immediate action is necessary to protect those on campus. It is necessary for students and employees to sign up for this as it will only send notification to those that have registered and confirmed their account. This emergency notification system is part of a larger plan to notify University students and employees of an emergency. The elements of the plan are:

- Cellular telephone text message with information
- E-mail message with further information (if required)
- Information posted to the University’s home page
- Other means of communication as available

All Saint Francis University community members are strongly urged to participate in this effort. The system will be used only in times of emergency, class schedule alterations and testing procedures. Employees with University-owned cellular telephone are required to sign up for the notifications.

For further information and to participate, go to <https://www.getrave.com/login/francis>

## Personal Safety Device

RAVE GUARDIAN is available free of charge to you as well as all students and employees. This allows cell phones to be programmed so that by pressing a single number you will set off alarms at the Police Dispatch computer, your profile which includes a picture and other valuable information will appear as well as a campus map showing your location. Also you will have direct communication with a Police Officer's radio. This is to be used for emergency use only.

## Fire Safety

Fire prevention and safety are serious concerns for all members of the University community. Misuse of University Fire Safety equipment, or failure to follow Fire Safety procedure will not only result in University disciplinary action, you may be subject to criminal procedures, which include fines, imprisonment or both for involvement in fire safety violations.

Please refer to the Fire Safety brochure for expanded information. The brochure is available in the Residence Halls as well as at the University Police Office.

### ***For your safety and the safety of the University community Saint Francis University does not permit:***

- Deliberately committing, or attempting to commit, arson by burning dwellings, property, or buildings (e.g. setting trash fires, lighting wall/door decorations).
- Causing a false alarm by pulling a fire alarm or activating a smoke detector with no evidence of fire.
- Falsely reporting a bomb threat.
- Falsely reporting a fire.
- Tampering with fire extinguishers, hoses, or other fire safety equipment (this includes, but is not limited to, removal, destruction, damage or unauthorized use of fire safety equipment).
- Failure to evacuate a building during the sounding of a fire alarm or attempting to re-enter the building without permission from proper authorities.
- Use and/or possession of flammable liquids, fireworks or firearms of any type.
- Interference with University or civil authorities as they respond to emergencies.
- Creating a fire hazard (e.g. blocking fire escapes, hallways and/or stairwells with trash, furniture, bicycles, etc.).

According to Pennsylvania Fire Codes, bicycles may not be parked in exit corridors, stairways, or beside doors. Bicycles in violation of this rule will be impounded. Gasoline powered bikes (mopeds) and motorcycles are not permitted inside buildings. Vehicles in violation of this rule will be impounded.

Questions related to these fire safety standards and policies should be directed to the Director of Risk Management

### ***IF YOU DISCOVER A FIRE YOU SHOULD:***

- Pull the building fire alarm. This will sound an alarm at the 911Center and the fire department will be dispatched.

- Telephone the University Police (x3360) to report the location of the fire, building, floor area and intensity.
- Evacuate the building immediately. Do not attempt to fight a fire. Fire extinguishers are to be used only on very small fires.

## **The Student Health Center**

The Student Health Center is located on the first floor of the DiSepio Institute for Rural Health and Wellness. Visits are by appointment. Walk-in appointments will be accommodated when possible. The Student Health Center is staffed by a team of health professionals that includes the medical director, director, registered nurse, and medical assistant.

All full-time students are required to submit a completed health form before arriving on campus. Students are required to comply with the immunization requirements listed on the form. The Student Health Form, along with additional immunization information can be obtained on-line.

**Services:** Services available to students include:

- evaluation and treatment of acute medical conditions,
- allergy injections and immunizations,
- physical exams,
- travel consultations,
- CPR certification, blood draws,
- urine drug screens.

Referral to community resources will be made for students on an as-needed basis.

**After-Hours Medical Care:** If a student becomes ill during the evening or weekend hours, he/she may visit the Conemaugh MedWell site located at 236 Jamesway Road in Ebensburg 814-472-7336 for urgent care.

**Emergency care:** Injuries or illness where emergency care is needed, the student should go to an Emergency room, or call 911. Ambulatory services are available and may be contacted through the 911 call center. Please contact the Student Health Center at (814)472-3008 if additional information is needed.

## **Vaccine Policy**

All Saint Francis University students are required to have specified immunizations. Freshmen and transfer student will be provided with a student health form for completion once they are accepted to the university. Detailed vaccine requirements are listed on the health form.

Upon completion, students are required to submit their health form to the Student Health Center. The form is reviewed by a professional staff member and the student is notified by letter of any incomplete health record.

Additional notification is given in person to each freshman and transfer student once they arrive on campus. No student will be permitted to stay in residence halls without proper meningitis vaccination documentation.

All required immunizations are available through the Student Health Center at a reasonable charge. Vaccine waivers may be completed if the student has medical or religious reasons. If a student wants to sign a waiver, the risks are first explained to the student by a Student Health Center professional.

### **Protection of Minors Policy**

Saint Francis University places the highest emphasis on the safety and wellbeing of its students, faculty and staff. The University places the same emphasis on the safety and wellbeing of its campus visitors and particularly those visitors who are minors. Minors may visit the campus for various reasons, including but not limited to, as students or prospective students, as patients, or as part of an athletic camp or program. The protection of minors, especially from physical or sexual abuse, is a core value of Saint Francis University, and every member of the campus community has an obligation to comply with the provisions of this policy.

**A. Duty to Report:** Every member of the University community has an immediate obligation to report suspected instances of the abuse of minors. This includes instances of suspected abuse committed on or off campus by members of our campus community or suspected abuse on campus by any visitors. A valid report means conveying all relevant information regarding the suspected abuse to the University Police to ensure that an appropriate investigation is initiated. Failure by any member of the University community to report information related to suspected abuse of a minor, immediately to University Police may result in discipline up to and including termination for employees and expulsion for students. Failure of University Police to initiate a timely and appropriate investigation may result in discipline up to and including termination. No retaliation is permitted against someone who reports an incident.

**B. Consequences of Abuse:** Any University employee who is convicted of the abuse of a minor may be terminated, whether the abuse occurred on or off campus. Any employee against whom a credible accusation of abuse of a minor has been made as determined by a preponderance of the evidence, on or off campus, is subject to University discipline up to and including termination. Any student of the University who is convicted of abuse, on or off campus, may be expelled from the University. Any student of the University against whom a credible accusation has been made as determined by a preponderance of the evidence, on or off campus, is subject to sanctions up to and including expulsion.

**C. Contact and Reporting Information:** If there is an emergency, immediately call 911 for medical assistance. 911 will contact University Police. You may also contact University Police at 814-472-3360.

Other related policies: Equal Opportunity: Nondiscrimination, Harassment, Sexual Misconduct, Stalking and Relationship Violence.

Approved by the President's Council on November 30, 2012

## Security Telephones

Security telephones are mounted in gray boxes in key locations. These are direct-dial telephones, which connect immediately to the officer on duty. These security telephones are located at the JFK Student Center and outside the University Police Office. Telephones are also located outside each residence hall, the Maurice Stokes Athletic Center, and the lobbies of the Padua Lounge and Pasquerilla Library.

## Service Animals and Pets

It is the policy of Saint Francis University not to permit pets in the buildings or around campus unleashed; with the exception of dogs trained to assist disabled persons.

## Student ID Cards

The Department of University Police and Safety issues your ID cards prior to check in and on request during the academic year. The official University identification card must be carried at all times. Lost, damaged or stolen cards can be replaced for a fee of \$10.

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The following regulations apply to the use of your I.D. card:

Card must be presented at meals, for admission to all student activities and to charge library materials;

Card must be presented at meals, for admission to all student activities and to charge library materials;

Card must be presented to gain access to your residence hall;

Card must be presented to any staff member upon request

Card is non-transferable and must be returned to the Vice-President for Student Development upon termination of enrollment.

To protect your account balance(s) and unauthorized use of your card, you must immediately report lost or stolen student ID card to University Police.

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## Traffic and Parking Procedures

You must purchase a parking permit if operating a motor vehicle on University property. A valid permit must be displayed on each vehicle while on campus. Freshmen students are permitted to park on campus but must use the upper JFK parking lot.

Rules and regulations governing the operation of your motor vehicle on the grounds of Saint Francis University are contained in the *"Your Car on Campus"* brochure, which is provided for you at registration. Copies are also available in the University Police Office.

**Parking for Individuals with Disabled Parking Permit.** Each building has designed disabled parking. You must display a disabled parking permit in order to use those spaces. The Chapel side of the mall is considered authorized parking for those in need, as well as various additional parking spaces throughout campus. Temporary disabled parking permits may be obtained by contacting the University Police. When the disability is not apparent, a doctor's certification is required. Vehicles parked in



disabled spaces must display a placard obtained from University Police in addition to a valid hangtag parking decal. For additional information, contact the University Police Department at 814-472-3360.

### **Weapons Policy**

The use of or the possession of open or concealed weapons such as firearms, swords, bayonets, explosives, knives (other than pocket knives and kitchen knives), etc. are prohibited from all property owned or operated, unless authorized by University Police. The misuse of pocket knives and kitchen knives is also prohibited. The use of or the possession of Airsoft, BB and Paintball guns are also prohibited on property owned or operated by Saint Francis University.

The policy equally applies to those weapons carried by persons with government-issued permit. This policy regarding weapons does not apply to Saint Francis University police officers; other duly-appointed law enforcement officers; and members of the U.S. armed forces when on duty.

There may be activities (such as physical fitness, theatrical productions, displays, or educational workshops) that may appear to violate the letter but not the intent of this policy. In such cases written approval from the Director of Public Safety and University Police is required before the activity takes place. Students who find it necessary to bring weapons from home, for example for hunting, you must store weapons at the University Police Office located at 2299 Manor Drive and may check them out when needed, but must be removed immediately after checking them out.

### **Unauthorized Access**

For your safety, you are not allowed on the roof of any University building or in electrical and mechanical rooms.

The University Safety Committee meets to address safety issues on campus on a monthly basis. Questions and concerns can be emailed to [safety@francis.edu](mailto:safety@francis.edu).

## **Appendix A: Information Supplementing the University Drug and Alcohol Policy**

### **Introduction**

Too much alcohol, too fast, can kill you. It is always okay not to drink. If you do choose to drink, make healthy choices. Following 0-1-3 can reduce impairment, health, and legal problems:

**Zero** alcohol intake if you are under 21 years old, sick, using medications or other drugs, pregnant, chemically dependent, driving, or have a strong family history of alcoholism

**1** – One drink per hour: Your body can only metabolize one average drink per hour.

**3** – No more than three drinks on any day, and never three drinks daily.

A human brain continues major development through age twenty-five. Drinking during this critical developmental period—especially drinking to the point of getting drunk—may impair brain function for the rest of the person’s life. Memory, motor skills, and coordination can be affected. Young people are particularly likely to binge drink and to suffer repeated bouts of withdrawal from alcohol. This repeated withdrawal may be a key reason for alcohol’s harmful effects on the brain.

### **Health 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.

### **Health Risks of Alcohol Use**

The following is a partial list of the adverse effects of alcohol use on the individual and society arranged by source.

*The Truth about Alcohol: Tips for Teens* (U.S. Department of Health & Human Services, 2003)

*Alcohol affects your brain.*

“Drinking alcohol leads to a loss of concentration, poor judgment, slowed reflexes, distorted vision memory lapses and even blackouts.”

*Alcohol affects your body.*

“Alcohol can damage every organ in your body. It is absorbed directly into your bloodstream and can increase your risk for a variety of life-threatening diseases, including cancer.”

*Alcohol affects your self-control.*

“Alcohol depresses your central nervous system, lowers your inhibitions, and impairs your judgment. Drinking can lead to risky behaviors, including having unprotected sex. This may expose you to HIV/AIDS and other sexually transmitted diseases or cause unwanted pregnancy.”

*Alcohol can kill you.*

“Drinking large amounts of alcohol can lead to coma or even death. Also, in 1998, 35% of traffic deaths of 15- to 20-year-olds were alcohol-related.”

*Top Ten Myths about Alcohol* (National Institute on Alcohol Abuse and Alcoholism: National Institutes of Health)

Can you hold your liquor? That is not a good thing. “If you have to drink increasingly larger amounts of alcohol to get a ‘buzz’ or get ‘high,’ you are developing tolerance. This increases your vulnerability to many serious problems, including alcoholism.”

“One in three 18- to 24-year-olds admitted to emergency rooms for serious injuries are intoxicated. And alcohol is also associated with homicides, suicides, and drowning.”

*The Naked Truth: Alcohol and Your Body* (FactsOnTap.org)

“The amount of alcohol it takes to make you pass out is dangerously close to the amount of alcohol it takes to kill you.”

“A hangover is caused partly by the body being poisoned by alcohol and partly by the body’s reaction to withdrawal from alcohol.”

*Harmful Interactions: Mixing Alcohol with Medicines* (U.S. Department of Health & Human Services)

“Some medicines that you might never have suspected can react with alcohol, including many medications which can be purchased ‘over-the-counter’—that is, without a prescription. Even some herbal remedies can have harmful effects when combined with alcohol.”

“Mixing alcohol with certain medications [both prescription and over-the-counter] can cause nausea and vomiting, headaches, drowsiness, fainting, or loss of consciences. It can also put you at risk for internal bleeding, heart problems, and difficulties in breathing. In addition to these dangers, alcohol can make a medication less effective or even useless, or it may make the medication harmful or toxic to your body.”

“Alcohol and medicines can interact harmfully even if they are not taken at the same time.”

“Medications are safe and effective when used appropriately. Your pharmacist or other health care provider can help you determine which medications interact harmfully with alcohol.”

### *Facts about Women and Alcohol*

“Women are more susceptible to the influence of alcohol just prior to or during their menstrual cycle than at other times during their cycle.”

“On average, a woman weighing 120 pounds requires 2.5 hours to metabolize one [standard] drink.”

“A daily glass of wine with dinner can add 10 pounds per year.”

“The course of alcohol addiction progresses at a faster rate among women than men.”

## **Health Effects and Other Drug Use**

All drugs—even over-the-counter and legal prescriptions—have possible side effects that can cause impairments for some people. However, these drugs are regulated, and risks are written on the packaging. With illegal drugs, there are no guidelines, and you can never be sure of their strength or purity. Here are some things to consider:

Most, if not all, illegal drugs are mixed with impurities. You may not always get what you think you're getting!

Cocaine is highly addictive. It is easy to get addicted both psychologically and physically. THC, the active ingredient in marijuana, remains in your body for one month following use. Marijuana smoke produces all of the harmful effects of tobacco smoke and contains 50 percent more of the cancer-causing chemicals. Alcohol and illicit drugs are major factors in a large proportion of unplanned pregnancies, sexually transmitted diseases, date rapes, accidental injuries, and deaths. Long-term drug use and addiction can cause lasting social effects as well as permanent physical damage. Every organ system can suffer especially the heart, liver, and brain.

## **Health Risks of Other Drug Use**

The following is a partial list of the adverse effects of drug use on the individual and society arranged by source.

### *Marijuana...It Can Leave You Breathless!*

Marijuana contains over 400 different chemicals including THC.

“THC, the active ingredient in marijuana, remains in the fat cells of the body from 14 – 30 days.”

Marijuana use...

- Slows reaction time;

- Impairs thinking;
- Interferes w/concentration;
- Impairs comprehension skills;
- Impairs mathematical skills;
- Impairs reading skills;
- Impairs verbal skills; and
- Can lead to psychological dependency.

“Long term, regular use of marijuana can have a permanent, negative effect on attention span, concentration, memory, judgment and logical thought.”

“Smoking one marijuana cigarette is as harmful to the lungs as smoking approximately 4 - 5 regular cigarettes. Smoking both greatly increases the risk of developing emphysema, cancer and other lung diseases.”

“Regular use of marijuana can affect fertility in males as it can suppress testosterone production.”

#### *Drugs & Pregnancy...No Way to Start a Life! And Drug Abuse & Pregnancy*

The “use of marijuana during pregnancy may result in low birth weight and smaller length and head circumference in babies.”

“Babies whose mothers smoked marijuana during pregnancy may have vision problems and shorter attention spans. Also, THC, the ingredient in marijuana that causes the ‘high,’ accumulates in the mother’s milk and transfers to nursing infants where it could cause harm to the baby’s development.”

The “use of cocaine during pregnancy increases the risk of hemorrhage and premature delivery. Chronic use of cocaine causes increased risk of spontaneous abortion.”

“Nursing babies of cocaine abusers can also receive doses of cocaine through their mother’s milk.”

“Mental retardation and abnormal facial features have been seen in babies whose mothers used inhalants or solvents in combination with alcohol while they were pregnant.”

“The use of solvents during pregnancy has also been linked to central nervous system defects in newborns.”

“Heroin use during pregnancy increases the likelihood of stillbirths and neonatal deaths, and babies born to opiate-addicted mothers experience withdrawal symptoms such as restlessness, tremulousness tremors, sweating, vomiting, diarrhea, high-pitched crying, frantic fist sucking and seizures.”

#### *Inhalants...Deadly Fumes!*

“Products such as spray paint, glues, felt-tip markers, typewriter correction fluid, poppers and RUSH are considered inhalants.”

“The immediate effects of sniffing inhalants are disorientation, confusion, feelings of drunkenness, possible hallucinations, incoherence and loss of memory.”

“Sniffing inhalants can cause unpredictable or violent behavior in some persons. In other cases, it may cause someone to become withdrawn and isolated.”

“Inhalant abuse can cause permanent brain, liver, heart and lung damage.”

### *Amphetamines...A Dead End Street!*

“Amphetamines are used to treat some forms of Attention Deficit Disorder (ADD) and narcolepsy.”

The term *amphetamine* refers to three related drugs: amphetamine, dextroamphetamine and methamphetamine.

Street names for amphetamines include: speed, white crosses, uppers, and crystal.

Health risks associated with amphetamine use:

- Brain damage;
- Skin Disorders;
- Lung Disease;
- Delusions;
- Paranoia;
- Malnutrition;
- Ulcers;
- Heart Disease; and
- Hallucinations

### *Steroids*

“Synthetic anabolic steroids are drugs which act like the male hormone, testosterone...Some athletes use steroids to increase their strength, muscle mass, and endurance. While not all athletes use steroids, many weight lifters and body builders do...Also, some non-athletes who want well-defined muscular shape and attractive over-all body appearance use steroids.”

- A partial list of the adverse side-effects experienced by male users includes:
  - Enlarged breasts;
  - Permanent premature hair loss;
  - Shrinkage of the testicles;
  - Risk of heart and blood vessel disease; and
  - Sterility
- A partial list of the adverse side-effects experienced by female users includes:
  - Male-sounding voice;
  - Growth of permanent facial hair;
  - Reduction in breast size;
  - Male-like muscle growth;
  - Increased sex drive; and
  - Permanent sterility.

A partial list of the adverse side-effects shared by male and female users includes:

- Pimples & skin blemishes;
- Inability to release body heat through sweating;
- Abnormal blood clotting;
- Unusually aggressive behavior;
- Violent rages;
- High blood pressure;
- Liver dysfunction;
- Depression and frustration;
- Drug dependency; and
- Liver cancer

### **Legal Sanctions / Criminal Penalties**

The following represents a summary of relevant articles from the Pennsylvania Crimes Code. Statutes for alcohol violation come from the Pennsylvania Crimes Code Title 18, Pennsylvania Liquor Code Title 47.

A person, under the age of 21, commits a summary offense if he/she attempts to purchase, purchases, consumes, possesses or knowingly and intentionally transports any liquor or malt or brewed beverages. Maximum fine \$300 plus court costs and mandatory loss of your driver's license for 90 days for a first offense, one year for a second offense and two years subsequent offenses. The police department making an arrest for 6308 is obligated to notify the parents or guardians of the minor charged (Pa C.S.A. 6308).

A person is guilty of a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violations if he/she is under the age of 21 and knowingly and falsely represents him/herself to be 21 years of age or older, for the purpose of obtaining any liquor or malt or brewed beverages. Maximum fine is \$500 plus court costs and loss of driver's license (Pa C.S.A. 6307).

A person is guilty of a misdemeanor of the third degree if he/she knowingly, willfully, and falsely represents to any licensed dealer, or other person, that a minor is of legal age for the purpose of inducing a person to sell or furnish any liquor, malt or brewed beverages. The minimum penalty is a fine of not less than \$300 (Pa C.S.A. 6309).

A person commits a misdemeanor of the third degree if he/she intentionally and knowingly sells or intentionally and knowingly furnishes, or purchases with the intent to sell or furnish, any liquor or malt or brewed beverages to a person who is less than 21 years or age. Minimum penalty for violating this subsection is a fine not less than \$1000 for the first violation and a fine of \$2500 for each subsequent violation plus court costs (Pa C.S.A. 6310.1A).

A person commits a misdemeanor of the second degree if he/she intentionally, knowingly or recklessly manufactures, makes, alters, sells or attempts to sell an identification card falsely representing the identity, birth date or age of another. Minimum penalty is a fine of not less than \$1000 for the first violation and a fine of not less than \$2500 for each subsequent violation (Pa C.S.A. 6310.2).

A person commits a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violation if he/she is under 21 years of age and possesses an identification card that falsely identifies the person as being 21. It is also a violation to use the identification card of another individual. Minimum penalty is a fine not more than \$500 plus court costs (Pa C.S.A. 6310.3).

It is unlawful for any person who is an operator or any occupant in a motor vehicle to be in possession of an open alcoholic beverage container or to consume any alcoholic beverages or controlled substances. This is a summary offense with a maximum penalty of \$300 (Pa C.S.A. 7513).

A person is guilty of a summary offense if he/she appears in any public place under the influence of alcohol or a controlled substance. Penalty is a maximum fine of \$300 plus court costs (Pa C.S.A. 5505).

A minor (under 21 years of age) shall not drive, operate or be in physical control of a motor vehicle while having alcohol in his/her system. This is a summary offense with a fine of \$100 (Pa C.S.A. 3718).

A person shall not drive, operate or be in physical control of the movement of a vehicle while under the influence of alcohol or a controlled substance to a degree that renders the person incapable of safe driving. For an individual who is 21 years of age or older, the Blood Alcohol Content is .08, for a minor under 21, the Blood Alcohol Content is .02. It is a misdemeanor of the second degree for a first offense.

#### Pennsylvania Liquor Code Title 47

Sales of alcoholic beverages without a Liquor Control Board license or the purchase of such beverages from an unlicensed source of liquor or malt or brewed beverages are prohibited. Maximum penalty is \$300 fine, 90 days in jail plus \$200 per ounce of alcohol sold. (Approximately \$4000 for each keg used illegally).

#### Loretto Borough Ordinance

It is unlawful to possess an open container of all alcoholic beverage while in or upon public streets, alleys, parks or other public grounds. Fine is a maximum amount of \$100 plus court costs.

#### Alcohol Liability in Pennsylvania

In December 1986, the United States Court of Appeals for the Third Circuit, in a case titled Fasset vs. Delta Kappa Epsilon (New York), the Villanova chapter of Delta Kappa Epsilon, et. al., reviewed the law of Pennsylvania concerning the liability of a social host who serves alcohol. The court held that particular defendants could be held liable if they had an intention to promote or facilitate the consumption of alcohol by a minor or attempted to aid in the consumption of alcohol by minors. Consequently, the court held that the president of the fraternity that sponsored the party (because he helped organize the party), the treasurer of the fraternity who signed a check for the purchase of the alcohol, and three other individuals who allowed their apartment to be used for the party where minors were served intoxicating beverages could all be held liable for injuries to the intoxicated minor and any third parties injured by the minor.

Thus, individuals in Pennsylvania who furnish alcoholic beverages to minors not only commit a violation of law, but they also render themselves potentially liable for any injuries the minor might sustain and for



any injuries that third parties might sustain due to an act of an intoxicated minor. Individuals potentially liable for such damages include not only those who physically furnish the alcohol to the minor, but any persons who aid and assist in the furnishing of the alcohol through its purchase or through organizing, hosting, or supporting the event at which the alcohol is made available.

### **Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**

21 U.S.C. 844 (a)

- *First conviction:* up to one year in prison and fined \$1,000 to \$100,000, or both.
- *After one prior drug conviction:* 15 days to two years in prison, and fined \$2,500 to \$250,000, or both.
- *After two or more prior drug convictions:* 90 days to 3 years in prison and fined \$5,000 to \$250,000 or both.
  - *Special sentencing provision for possession of crack cocaine:*
  - Mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000 or both if:
    - a) First conviction and amount of crack possessed exceeds 5 grams
    - b) Second crack conviction and amount of crack possessed exceeds 3 grams
    - c) Third or subsequent crack conviction and amount of crack possessed exceeds 1 gram.

21 U.S.C. 853 (a) (2) and 881 (a) (7)

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment (See special sentencing provision for crack.)

21 U.S.C. 881 (a) (4)

- Forfeiture of vehicles, boats, aircrafts, or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844 a

- Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853 a

- Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

18 U.S.C. 922 (g)

- Ineligible to receive or purchase a firearm.

Miscellaneous

- Revocation of certain federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc, are vested within the authorities of individual federal agencies.

*Note: These are only federal penalties and sanctions. Additional state penalties and sanctions may apply.*

## State Alcohol & Other Drug Violations & Penalties

Offense	Penalty Jail/Prison	Fine	
<b><u>Alcohol Sanctions</u></b>			
Misrepresentation of age to secure liquor or malt or brewed beverages	First Offense Second offense Misdemeanor	up to \$300 up to \$4,500 <i>Operator's license suspended</i>	30 days jail
Purchase, consumption, possession, or transportation of liquor or malt or brewed beverages	First Offense Second Offense	up to \$300 up to \$500 <i>Operator's license suspended</i>	30 days jail
Representing that minor is of age	Misdemeanor	NLT * \$300	
Inducement of minors to buy liquor or malt or brewed beverages	Misdemeanor	NLT \$300	
Selling or furnishing liquor or malt or brewed beverages to minors	First Violation Misdemeanor Subsequent Violation	NLT \$1,000 \$2,500 for each	
Manufacture or sale of false identification cards	First Violations Misdemeanor Subsequent Violation	NLT \$1,000 NLT \$2500 for each	
Carrying a false I.D. card	First Violation Summary Offense	up to \$300	30 days
	Subsequent violation Misdemeanor	Up to \$500 <i>Operator's license suspended</i>	jail
Restrictions on alcoholic beverages The driver of any vehicle may not consume any alcoholic beverage or illegal drug	Summary Offense	up to \$300	up to 30 days <i>Operator's license suspended</i>
	Operator's license suspensions: First Offense		90 days Second Offense
Driving under the influence of alcohol or controlled substance	Misdemeanor Second Third Fourth	NLT \$300	NLT 48 hours NLT 30 days NLT 90 days NLT 1 year
Homicide by vehicle while driving under the influence.	Felony	fine <i>Revocation of operating privileges</i>	NLT 3 years
Other violations include bringing alcoholic beverages into the state without paying Pennsylvania taxes and selling or offering for sale alcoholic beverages without a liquor license. Violations of these laws can result in fines, imprisonment, and confiscation of vehicles.			

\*NLT means not less than

### **Illicit Drug Sanctions**

Possession of controlled or counterfeit substance	Misdemeanor	up to \$5,000	up to 1 year
Purchase of controlled substance	Misdemeanor	up to \$5,000	up to 3 years

Manufacture, delivery, or possession by unauthorized person: <i>Narcotic drugs</i>	Felony	up to \$250,000	up to 15 years
<i>Methamphetamine—cocoa leaves, marijuana (in excess of 1,000 pounds)</i>	Felony	up to \$100,000	up to 10 years
<i>Opiates—hallucinogenic substances, marijuana</i>	Felony	up to \$15,000	up to 5 years
<i>Barbiturates</i>	Misdemeanor	up to \$10,000	up to 3 years
Possession of a small amount of marijuana for personal use (30 grams marijuana or 8 grams hashish)	Misdemeanor	up to \$5,000	up to 1 year
Use or delivery of drug paraphernalia	Misdemeanor	up to \$500	up to 30 days
Possession or distribution of “look alike drugs” having depressing or stimulating effect	Misdemeanor	up to \$25	up to 1 year
Manufacture, sale, or delivery, holding, offering for sale, or possession of any controlled substance that is altered or misbranded	Felony	up to \$10,000	up to 5 years
Trafficking drugs to minors within 1,000 feet of years imprisonment if a school, college, or university.	Misdemeanor	up to \$5,000	up to 1 year
	At least 1 year confinement, 2		

## Penalties under the Controlled Substance Act (CSA) Federal Trafficking Penalties

AS of November 18, 1988

CSA	PENALTY		Quantity	DRUG	Quantity	PENALTY	
	2nd Offense	1st Offense				1st Offense	2nd Offense
I and II	Not less than 10 years. Not more than life.  If death or serious injury, not less than life.  Fine of not more than \$4 million individual, \$10 million other than individual.	Not less than 5 years. Not more than 40 years.  If death or serious injury, not less than 20 years. Not more than life.  Fine of not more than \$2 million individual, \$5 million other than individual.	10-99 gm or 100-999 gm mixture	METHAMPHETAMINE	100 gm or more or 1 kg* or more mixture	Not less than 10 years. Not more than life.  If death or serious injury, not less than 20 years. Not more than life.  Fine of not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years. Not more than life.  If death or serious injury, not less than life.
			100-999 gm mixture	HEROIN	1 kg or more mixture		
			500-4,999 gm mixture	COCAINE	5 kg or more mixture		
			5-49 gm mixture	COCAINE BASE	50 gm or more mixture		
			10-99 gm or 100-999 gm mixture	PCP	100 gm or more or 1 kg* or more mixture		
			1-10 gm mixture	LSD	10 gm or more mixture		
40-399 gm mixture	FENTANYL	400 gm or more mixture					
10-99 gm mixture	FENTANYL ANALOGUE	100 gm or more mixture					
	Drug	Quantity	First Offense	Second Offense			
	Others?	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.			
III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.	Not more than 10 years. Fine not more than \$500,000 individual, \$2 million not individual.			
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.	Not more than 6 years. Fine not more than \$500,000 individual, \$2 million not individual.			
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.	Not more than 2 years. Fine not more than \$200,000 individual, \$500,000 not individual.			

\*Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg. \*Does not include marijuana, hashish, or hash oil. (See separate chart.)

As of November 18, 1988

Federal Trafficking Penalties—Marijuana			
Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	<b>Marijuana</b> Mixture containing detectable quantity*	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	<b>Marijuana</b> Mixture containing detectable quantity*	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	<b>Marijuana</b>	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
10 to 100 kg	<b>Hashish</b>		
1 to 100 kg	<b>Hashish Oil</b>		
50-99 plants	<b>Marijuana</b>		
Less than 50 kg	<b>Marijuana</b>	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual
Less than 10 kg	<b>Hashish</b>		
Less than 1 kg	<b>Hashish Oil</b>		

(Marijuana is a Schedule I Controlled Substance)  
\*Includes Hashish and Hashish Oil

### Academic /Career Risk

Saint Francis University students who intend to become educators need to be aware that state law requires that a report of their criminal history be submitted with their job application. Other academic major/careers may also be affected. Please see Pennsylvania Liquor Control Board publication 0307, "Your Degree Does Not Matter" or visit:

[www.lcbapps.lcb.state.pa.us/webapp/education/item\\_images/0307.pdf](http://www.lcbapps.lcb.state.pa.us/webapp/education/item_images/0307.pdf)

**Resources:**

Saint Francis University offers confidential, professional counseling and referrals for students needing assistance for problems relating to alcohol and drug abuse. Student may obtain information and assistance by contacting the University Counseling Center, located at 125 Francis Hall, phone 814-472-3211

Alcohol and Drug educational sessions/training/materials may be obtained on campus through the Alcohol and Drug education Center. The Alcohol and Drug Education Center offers programming year round, and is open to all members of the Saint Francis University Community. An experienced Alcohol and Drug Educator is available by appointment only. Students may obtain information and assistance by contacting the Alcohol and Drug Education Center located at 116 Padua Hall, phone 814-472-3332

Members of the university community who experience drug and or alcohol-related problems, or who are concerned about another who may be having such difficulties are encouraged to seek assistance. For assistance off-campus the following organizations provide local referrals and information on alcohol or drug abuse through nationwide hot-line services:

<b>Local Resources to Saint Francis University</b>	<b>Phone Number</b>
Twin Lakes Center in Ebensburg	(814) 472-7888
Michelle Thomas, CADC, LPC, Johnstown,	(814) 421-5979
UPMC Altoona	(814) 889-2141
<b>Nationwide Resources</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

Employees may receive this and additional information, including Employee Assistance Program services, through the Office of Human Resources (Raymond 101), 814-472-3264.

## Appendix B: Information Supplementing the University Sexual Misconduct Policy

In addition to the information provided in the University Sexual Misconduct Policy, students should know that rape is a crime and should be reported to civil authorities. Rape is often thought of as a violent attack on a woman by a madman who uses a weapon to threaten his victim, but this description does not apply to the majority of rapes that take place in the United States. “Victims of rape and sexual assault report that in nearly 3 out of 4 incidents, the offender was not a stranger...two thirds of the victims 18 to 29 years old had a prior relationship with the rapist” (Greenfield, 1997). Therefore, University students are more likely to be victimized by someone they know, and perhaps trust, than by someone who is a stranger. Both men and women can be victims. Non-consensual intercourse by a person one knows is defined as *date rape* or *acquaintance rape*, both of which are as serious a crime as stranger rape.

### Frequently Asked Questions

The following are some of the most commonly asked questions regarding the University’s sexual conduct policy and procedures. Also see

a) *Does a complaint remain confidential?*

Reports made to counselors, health service providers and clergy will be kept confidential. All other reports are considered private. The privacy of all parties to a complaint of sexual misconduct will be maintained, except insofar as it interferes with the University’s obligation to fully investigate allegations of sexual misconduct. Where information is shared, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted.

In all complaints of sexual misconduct, the accusing party will be informed of the outcome. In some instances, the administration also may choose to make a brief announcement of the nature of the violation and the action taken, to the community, though personally identifying information about the victim will not be shared. Certain University administrators are informed privately (e.g., the President of the University, Vice President for Student Development, Associate Dean of Students, Title IX Coordinator, Director of Risk Management, etc.). The University must statistically report the occurrence on campus of any of six major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

b) *Will I have to confront the alleged perpetrator?*

Yes, if you file a formal complaint, but not directly. Sexual misconduct is a serious offense and the accused student has the right to question the accuser; however, the University does provide options for allowing questioning without direct contact, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

- c) *Do I have to name the alleged perpetrator?*  
Yes, if you want formal conduct action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint. One should consult the complete privacy policy described in Sexual Misconduct Policy of the *Code of Student Conduct* to better understand the University's legal obligations regarding information which is shared with various University officials.
- d) *What should I do if I am accused of sexual misconduct?*  
First, *do not* contact the alleged victim. You may immediately want to contact someone in the campus community who can act as your advisor. You may also contact the Associate Dean of Students or the Director of Residence Life, who can explain the University's procedures for dealing with sexual misconduct complaints. You may also want to talk to a confidential counselor in Counseling Services.
- e) *What should I do about legal advice?*  
Victims of criminal sexual assault need not retain a private attorney to seek prosecution because legal issues will be handled through a representative from the District Attorney's office. You may want to retain an attorney if you are the accused student or are considering filing a civil action against the alleged perpetrator.
- f) *What should I do about changing University housing rooms?*  
If you want to move, or have the accused student moved, you may request a room change. Room changes under these circumstances are considered emergencies. It is the University's policy that in emergency room changes, the student is moved to the first available suitable room. Other accommodations available to you might include:
1. Assistance from University support staff in completing the relocation;
  2. Arranging to dissolve a housing contract and pro-rating a refund;
  3. Exam, paper or assignment rescheduling;
  4. Taking an incomplete in a class;
  5. Transferring class sections;
  6. Temporary withdrawal; and/or
  7. Alternative course completion options.
- g) *What should I do to preserve evidence of a sexual assault?*  
Physical information of a sexual assault must be collected within about 120 hours of the assault for it to be useful in a criminal prosecution. If you believe you have been a victim of a sexual assault, you should go to a hospital Emergency Room before washing yourself or your clothing. A sexual assault health professional (a specially trained nurse called a SANE) at the hospital is on call and will counsel you. If you go to the hospital, local police will be called but you are not obligated to talk to the police or to prosecute. The exam will help to keep that option open for you should you decide later to exercise it.

The hospital staff will collect information, check for injuries and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet. (Plastic containers do not breathe, and may render forensic information useless.) If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as information. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear information for the police to collect.

h) *Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?*

No, not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

i) *Will a student be sanctioned when reporting an act of sexual misconduct if the student has illegally used drugs or alcohol?*

No. The University offers amnesty in such situations. The seriousness of sexual misconduct is a major concern and the University does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

j) *What should I do if I am uncertain about what happened?*

If you believe that you have experienced non-consensual sexual contact, but are unsure of whether it was a violation of the University's sexual misconduct policy, you should contact the Title IX Coordinator and/or Associate Dean of Students. The University provides counselors who can help you to define and clarify the event(s), and advise you of your options.

## **Risk Reduction Tips**

Tips like these tend to make victims feel blamed if a sexual assault occurs. It is never the victim's fault, and these tips are offered in the hope that recognizing patterns can help men and women to reduce the risk of victimization. Generally, an assault by a known offender will follow a four-step pattern:

- a.** An individual's personal space is violated in some way. For example, the perpetrator may touch the victim in a way that does not feel comfortable.
- b.** If the victim does not express discomfort, the perpetrator may begin to view the victim as an easy target because she/he is not acting assertively.
- c.** The perpetrator may take the victim to a location that is secluded and where the victim is vulnerable.
- d.** The victim feels trapped or unable to be assertive and is raped or assaulted.

Decisive action early in an encounter may be the key to avoiding rape. An individual who can combine assertiveness and self-defense skills, who is self-confident and definite in his/her interactions with others, is less likely to become a victim of rape. If the individual can assertively defend his/her rights initially,



he/she has a better chance of avoiding being raped than does a person who resorts to techniques such as pleading or trying to talk the perpetrator out of it. If you find yourself in an uncomfortable sexual situation, these suggestions may help you to reduce your risk:

- a.** Make your limits known before things go too far.
- b.** Give clear messages. Say “yes” when you mean yes and “no” when you mean no. Leave no room for misinterpretation. Tell a sexual aggressor “NO” clearly and loudly, like you mean it.
- c.** Try to extricate yourself from the physical presence of a sexual aggressor.
- d.** Grab someone nearby and ask for help.
- e.** Be responsible for your alcohol intake/drug use and realize that alcohol/drugs lower your sexual inhibitions and may make you more vulnerable to someone who views a drunk or high person as a sexual opportunity.
- f.** Watch out for your friends and ask that they watch out for you. A real friend will get in your face if you are about to make a mistake. Respect them if they do.
- g.** Be aware of any nonverbal messages you may be sending that conflict with what you are saying. Notice your tone of voice, gestures and eye contact.
- h.** Be forceful and firm when necessary. Don’t be concerned with being polite. Your passivity may be interpreted as permission or approval for this behavior.
- i.** Do not acquiesce to something you do not want just to avoid unpleasantness. Do not allow “politeness” to trap you in a dangerous situation. This is not the time to be concerned about hurt feelings.
- j.** Trust your feelings or instincts. If a situation does not feel comfortable to you or you feel anxious about the way your date is acting, you need to respond. Leave immediately if necessary.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- a.** Do not make assumptions about:
  - a. Consent;
  - b. Someone’s sexual availability;
  - c. Whether a person is attracted to you;
  - d. How far you can go; or
  - e. Whether a person is physically and mentally able to consent to you.
- b.** Clearly communicate your intentions to your sexual partner and give him/her a chance to clearly relate his/her intentions to you.
- c.** Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading your partner. Perhaps your partner has not figured out how far he/she wants to go with you yet. You need to respect the timeline with which your partner is comfortable.
- d.** Do not take advantage of someone’s drunkenness or drugged state, even if he/she did it to him/herself.
- e.** Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Do not abuse that power.
- f.** Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior.
- g.** On this campus, silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

- h.** Do not force someone to have sex with you, or have sex with a partner who has not clearly consented to you by words or actions unmistakable in their meaning.

### **University and Community Resources for Victims of Sexual Harassment and Assault**

#### **University Campus Resources**

University Campus Police Department	24 Hours	814-472-3360
Counseling Services		814-472-3211
Student Health Services		814-472-3008
Associate Dean of Students		814-472-3002
University Title IX Coordinator		814-472-3213
Human Resources		814-472-3264

#### **Community Resources**

Emergency	24 Hours	911
Victim Services Johnstown		(814) 535-2551
Victim Services Altoona		(814) 944-3583
Victim Services toll free hotline	24 Hours	(800) 755-1983
Conemaugh Hospital		(814) 533-9000
Altoona Hospital		(814) 946-2011
Loretto Borough Police		(814) 472-8995
PA State Police		(814) 471-6500

## **Acknowledgement:**

The Saint Francis University Code of Student Conduct is based upon the NCHERM Developmental Code of Student Conduct and is used in the Saint Francis University Student Handbook in adapted form with permission. Use by any other college or university is permitted only with express permission from NCHERM. [www.nchem.org](http://www.nchem.org)

## **Right to Amend/Edit/Change Policy Statement:**

*As a Saint Francis University Student, you are responsible for knowing the information, policies and procedures outlined in the Student Handbook. The University reserves the right to make changes to policy, and procedures as necessary. Once those changes are posted on line they are in effect. Students are encouraged to check on line for the most current version of all policies and procedures.*