Equal Opportunity/Non-discrimination Statement

Saint Joseph’s University is committed to a policy of equal opportunity in every aspect of its operations. The University values diversity and seeks talented students, faculty, and staff from a variety of backgrounds. Accordingly, the University does not discriminate on the basis of race, color, gender, sexual orientation, religion, national or ethnic origin, age, marital status, or disability in the administration of its admissions, educational, financial aid, employment, athletic or recreational policies and programs.
STUDENT LIFE MISSION STATEMENT

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

Live the Difference: Transformative Learning Goals

The Student Life Division at Saint Joseph’s University is committed to providing all students with a vibrant, transformative campus life experience, informed by the Jesuit tradition and Ignatian values.

This undertaking is delivered in the context of five Transformative Learning Goals;

- Develop Faith and Spiritual Awareness
- Appreciate Diversity
- Realize a Satisfying and Productive Lifestyle
- Practice Servant Leadership focused on Social Justice
- Discern Personal, Educational and Professional Goals

These goals serve to guide all of our interactions with students and inform all of our programs and services. Connected to each goal is a series of objectives and specific learning outcomes designed to enhance a student’s college experience while preparing students to live a meaningful, purpose-filled life.

This handbook has been prepared for all students, administrators, faculty and staff at Saint Joseph’s University and others wishing to know more about University policies, procedures, programs and activities. It is intended to be for informational purposes only, and is not a contract. Every reasonable effort has been made to make certain that the information contained herein is accurate as of the date of publication (July 2013). Saint Joseph’s University, however, reserves the right, without prior notice, to correct errors and to make changes in policies, procedures, programs, and/or activities (without prior notice) as it deems appropriate and in the best interest of the University.
Dear Students,

Welcome to Hawk Hill. For our first-year students, congratulations and thank you for choosing Saint Joseph’s University. Of all the universities you considered, you chose to become a member of our educational community. I am delighted by your choice. Your decision and indeed your academic accomplishments make you part of an elite group of students and, upon graduation, an elite group of alumni.

To our returning students, welcome back. I am looking forward to seeing many of you again and meeting some of you for the first time. I anticipate another successful academic year as we work together to make Saint Joseph’s an even more engaging educational community.

As a Catholic and Jesuit university, Saint Joseph’s is dedicated to the pursuit of the magis, a spiritual attitude that encourages us to strive to choose the greater good, which leads to excellence in all that we do. This attitude captures the essence of Saint Joseph’s. By engaging in the educational opportunities offered to you here at SJU, you will be transformed. These Jesuit ideals of liberal arts education were born more than 470 years ago and are cultivated today by some 200 Jesuit higher educational institutions throughout the globe. What’s more, these Jesuit ideals are meant to be transformative as they will lead you to possess broadened perspectives of life and enriched abilities to become an engaged and contributing global citizen for the 21st century.

The intellectual challenges you will face from our accomplished faculty, the service opportunities that are offered, the athletic endeavors that await you, and the spiritual support and stretching will contribute to your personal and interpersonal transformation. This handbook for the 2013-2014 academic year will help you to make the most of your Saint Joseph’s University experiences.

Become familiar with all that we have to offer so that you will enjoy your college years to their fullest. Today and throughout the rest of your life, carry these ideals with you and share them selflessly.

Best wishes for a successful and rewarding year!

Sincerely,

Rev. C. Kevin Gillespie, S.J. ’72
President
# Academic Calendar

## Fall 2013

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Aug 26 (Mon)</td>
</tr>
<tr>
<td>Labor Day, No Classes</td>
<td>Sep 2 (Mon)</td>
</tr>
<tr>
<td>Last Day Drop/Add</td>
<td>Sep 3 (Tue)</td>
</tr>
<tr>
<td>Fall Break Begins, No Classes</td>
<td>Oct 14 (Mon)</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>Oct 16 (Wed)</td>
</tr>
<tr>
<td>Mid-Term Grades Due</td>
<td>Oct 17 (Thr)</td>
</tr>
<tr>
<td>Intersession Registration Begins</td>
<td>Oct 21 (Mon)</td>
</tr>
<tr>
<td>Last Day to Withdraw From Classes</td>
<td>Oct 25 (Fri)</td>
</tr>
<tr>
<td>Spring Registration Begins</td>
<td>Oct 28 (Mon)</td>
</tr>
<tr>
<td>Thanksgiving Break Begins</td>
<td>Nov 27 (Wed)</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>Dec 2 (Mon)</td>
</tr>
<tr>
<td>Last Day</td>
<td>Dec 9 (Mon)</td>
</tr>
<tr>
<td>Reading Day</td>
<td>Dec 10 (Tue)</td>
</tr>
<tr>
<td>Final Exams Begin</td>
<td>Dec 11 (Wed)</td>
</tr>
<tr>
<td>Last Day Final Exams</td>
<td>Dec 17 (Tue)</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>Dec 20 (Fri)</td>
</tr>
</tbody>
</table>

## Intersession 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Jan 2 (Thr)</td>
</tr>
<tr>
<td>Last Day to Register</td>
<td>Jan 2 (Thr)</td>
</tr>
<tr>
<td>Last Day to Withdraw From Classes</td>
<td>Jan 9 (Thr)</td>
</tr>
<tr>
<td>Last Day of Classes/Exams</td>
<td>Jan 15 (Wed)</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>Jan 21 (Tue)</td>
</tr>
</tbody>
</table>
**Spring 2014**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Jan 16 (Thr)</td>
</tr>
<tr>
<td>MLK Holiday, No Classes</td>
<td>Jan 20 (Mon)</td>
</tr>
<tr>
<td>Last Day Drop/Add</td>
<td>Jan 27 (Mon)</td>
</tr>
<tr>
<td>Spring Break, No Classes</td>
<td>Mar 10 (Mon)</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>Mar 17 (Mon)</td>
</tr>
<tr>
<td>Mid-Term Grades Due</td>
<td>Mar 20 (Thr)</td>
</tr>
<tr>
<td>Last Day to Withdraw From Classes</td>
<td>Mar 28 (Fri)</td>
</tr>
<tr>
<td>Summer Registration Begins</td>
<td>Mar 31 (Mon)</td>
</tr>
<tr>
<td>Fall Registration Begins</td>
<td>Mar 31 (Mon)</td>
</tr>
<tr>
<td>Easter Holiday Begins (Evening Division)</td>
<td>Apr 17 (Thr)</td>
</tr>
<tr>
<td>Easter Holiday Begins (Day Division)</td>
<td>Apr 18 (Fri)</td>
</tr>
<tr>
<td>Classes Resume, (Evening Division)</td>
<td>Apr 21 (Mon)</td>
</tr>
<tr>
<td>Classes Resume, (Day Division)</td>
<td>Apr 22 (Tue)</td>
</tr>
<tr>
<td>Day Division Constructive MONDAY</td>
<td>May 1 (Thr)</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>May 5 (Mon)</td>
</tr>
<tr>
<td>Reading Day</td>
<td>May 6 (Tue)</td>
</tr>
<tr>
<td>Final Exams Begin</td>
<td>May 7 (Wed)</td>
</tr>
<tr>
<td>Final Exams End</td>
<td>May 13 (Tue)</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 17 (Sat)</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>May 19 (Mon)</td>
</tr>
</tbody>
</table>

**Summer I 2014**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>May 19 (Mon)</td>
</tr>
<tr>
<td>Memorial Day Holiday, No Classes</td>
<td>May 26 (Mon)</td>
</tr>
<tr>
<td>Make-up Day for Holiday, Mon Classes Held</td>
<td>May 30 (Fri)</td>
</tr>
<tr>
<td>Last Day of Classes/Exams (6 week classes)</td>
<td>June 26 (Thr)</td>
</tr>
<tr>
<td>Final Grades Due (6 week classes)</td>
<td>July 1 (Tue)</td>
</tr>
</tbody>
</table>

**Summer II 2014**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>June 30 (Mon)</td>
</tr>
<tr>
<td>Fourth of July Holiday, No Classes</td>
<td>July 4 (Fri)</td>
</tr>
<tr>
<td>Make-up Day for Holiday, Mon Classes Held</td>
<td>July 11 (Fri)</td>
</tr>
<tr>
<td>Last Day of Classes/Exams (6 week classes)</td>
<td>Aug 7 (Tue)</td>
</tr>
<tr>
<td>Final Grades Due (6 week classes)</td>
<td>Aug 12 (Tue)</td>
</tr>
</tbody>
</table>
Important Phone Numbers
The Saint Joseph’s University Phone Directory is available at www.sju.edu/directory

University Operator:
610-660-1000

Admissions:
888-BE-A-HAWK

Snow/Emergency Hotline: 610-660-3333

To send mail to a university employee or department:
(Name of person)
(Name of department or office)
Saint Joseph’s University
5600 City Avenue
Philadelphia, PA 19131-1395
UNIVERSITY MISSION STATEMENT

Saint Joseph’s University is a Catholic and Jesuit university that instills in each member of its academic community: a love of learning and of the highest intellectual and professional achievement; moral discernment reflecting Christian values; and a transforming commitment to social justice. Saint Joseph’s is a private Independent and Comprehensive university.

The defining element of Saint Joseph’s intellectual tradition experienced by all of its undergraduate students is its strong and integrative core curriculum in the liberal arts that informs their study of particular disciplines. While remaining true to that humane and formative tradition, Saint Joseph’s now embraces the challenge of excellence in graduate education in both the arts and sciences and in business. Our understanding of the centuries-old Jesuit educational vision of “concern for the individual student” (cura personalis) establishes effective and rigorous teaching and learning as a primary value. Since teaching and learning in the modern academic context require research at both the undergraduate and graduate level, the University cultivates, in students and faculty, generative scholarship that embodies free and open inquiry, and provokes imaginative thinking, aesthetic appreciation, and precise communication. As a necessary complement to intellectual achievement, we seek to illuminate the affective and ethical dimension in learning within the various disciplines at every level. Cura personalis also calls for the fullest development of the individual student’s potential both inside and outside the classroom.

The Catholic character of Saint Joseph’s University springs from its historical relationship with the Roman Catholic Church, and from its current embodiment of the great traditions of Catholic life and culture. For this University, Christ and the Church are sources of truth, guides and inspirations for life. Catholic values are normative, including: full respect for the freedom of conscience of each person, freedom in research and teaching according to one’s discipline, and the continuous pursuit of truth, human rights, and the common good. We foster a lived awareness of the challenging and mutually enriching interaction between Christian faith and diverse contemporary culture; we seek to engage the full participation of the entire community in the University’s intellectual, cultural, and spiritual life. The University’s Ignatian identity derives from its founding by the Society of Jesus in 1851 and from the subsequent shaping of the University’s development by the evolving world view of the Society. In ways consistent with its nature as a university, Saint Joseph’s espouses the educational
priorities of the Society of Jesus which include: searching for God in all things, pursuit of the greater good, the service of faith together with the promotion of justice, and effective compassion for the poor and those in need.

For the University’s defining institutional ideals to matter at the regional, the national, or the international level, they need to be realized and expressed within an inclusive environment marked by trust and enriched by a diversity of ideas, cultures, and religious commitments. The contemporary Ignatian vision of educating “men and women for others” assumes a Saint Joseph’s University community-students, staff, and faculty that exists as a vital cultural plurality, aware of and committed to its central identity, while yet open and welcoming to all.

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To view the online interactive campus map, click here

To view the downloadable (PDF) campus map, click here
DEPARTMENT INFORMATION

For information on grading, changing courses, absence from class, transcripts, etc., see the College of Arts and Sciences and the Erivan K. Haub School of Business catalog.

ADULT STUDENT LIFE
Senior Director - Dr. Nancy Komada
Administrative Assistant - Emilie Linthicum
Barbelin 122, 610-660-1074

The role of the Adult Student Life Office is to assist both undergraduate (CPLS & HDC) and graduate College of Arts & Sciences and the Haub School of Business, on campus and online, to overcome obstacles associated with a multi-tasked lifestyle and to provide Student Life resources to foster academic success. Programs and individual coaching sessions enable these adult and graduate students to connect with University resources, explore academic options and develop strategies for meeting their goals.

AIR FORCE ROTC, AEROSPACE STUDIES DEPARTMENT
Commander - Lt. Col. James Turnbull
AFROTC Building, 2443 N. 54th Street, 610-660-3190

COLLEGE OF ARTS & SCIENCES
Interim Dean - Dr. Jeanne Brady
Barbelin 115, 610-660-1282

ATHLETICS
Vice President - Dominick DiJulia
Hagan Arena, 610-660-1707

BOOKSTORE
2461-83 North 54th Street
610-660-3170

The Bookstore supplies all course-related items including new, used and rentable textbooks and offers a wide selection of snacks, magazines, health and beauty aids, imprinted school clothing and gifts, greeting cards, newspapers, school and office supplies. The Hawk Card, cash, MasterCard, VISA, Discover, American Express and Traveler’s Checks are accepted with two forms of identification.

Regular Bookstore hours during Fall and Spring semesters are:
Monday-Thursday: 9:00 a.m. - 7:00 p.m.
Friday: 9:00 a.m. - 5:00 p.m.
Saturday: 11:00 a.m. - 5:00 p.m.
Sunday: 12:00 p.m. - 5:00 p.m.
Check the Bookstore website for special event store hours
ERIVAN K. HAUB SCHOOL OF BUSINESS
Dean - Dr. Joseph DiAngelo
Mandeville 342, 610-660-1645

CAMPION STUDENT CENTER, THE PERCH, SIMPSON HALL
The Campion Student Center offers dining services, conference areas, a theater, lounge areas, administrative offices and student offices. Some of these include the Office of Student Life, the Office of Community Standards, the Office of Multicultural Life, the Office of Student Leadership and Activities, student organization offices, the Doyle Banquet Hall, the Presidents’ Lounge, the North Lounge, two Sun Rooms, the Campion Foyer, the Forum Theater, The Fish Bowl and the Campion 1st Floor Conference Room. The Perch is 24/7 student programming space and features include a computer lab, wireless internet, a coffee/soda bar, pool tables, ping pong, video games and casual meeting space. In addition, commuter students have access to lockers and an office equipped with a microwave and refrigerator for their convenience. The Perch also houses the Campion Manager (Mary Beth Mallowe). Simpson Hall (connected to The Perch) is home to a few student organizations, including Hand in Hand and Greek Life as well as the new Media Center which includes The Hawk, 1851 Radio and 1851 Records. Students are also encouraged to use the graphics room (located on the 2nd floor).
For reservations and information about any of the spaces mentioned above please contact: campion@sju.edu.

CAMPUS MINISTRY
Director - Thomas Sheibley
Mary Margaret Wolfington Hall, 610-660-1030

The Office of Campus Ministry offers programs and opportunities for students to grow in faith and engage in community service during their college years. Through weekend retreats, liturgies, local service, domestic and international immersion programs, faith-sharing groups, and conversations with campus ministers, students are able to grow in their awareness of God’s presence and utilize their talents for the promotion of justice in the world.
CAMPUS RECREATION
Director - Corey Shannon
O’Pake Recreation Center, 610-660-1703

Located in the O’Pake Recreation Center on the Maguire Campus of the University, the Department of Campus Recreation provides recreational programming and activities to the entire university community. The O’Pake Recreation facilities include a state of the art Fitness Center, basketball courts, a swimming pool, locker room and a large multipurpose room. Additionally, the complex is surrounded by playing fields to accommodate outdoor activity.

Complex Hours:
Monday-Thursday: 7:00 a.m. - 10:00 p.m.
Friday: 7:00 a.m. - 9:00 p.m.
Saturday: 12:00 p.m. - 9:00 p.m.
Sunday: 12:00 p.m. - 9:00 p.m.

Adjusted hours are in effect during the summer and holidays.
Further, Campus Recreation coordinates student athletic competition at both the intramural and the club level. The intramural sports program consists of numerous leagues and activities conducted at SJU throughout the academic year. Competition at the club level provides the opportunity to challenge outside opponents in a competitive setting. Please see the Campus Recreation website for a full listing of club sports. A wide range of fitness programming including fitness assessments and prescribed workout programs are available as a free service to all students. Additionally, group exercise classes such as aerobics, yoga, pilates, and bootcamp are available for a small fee.
Equipment will be provided only for recreational instruction, intercollegiate athletics, and intramural activities. (Generally, individuals should supply their own equipment).
The Career Development Center assists students and alumni with all career-related needs. A wide array of career-related services and programs is available, including:
- Career counseling appointments on topics related to choosing or changing major, internship/job search, interview preparation, graduate school and career assessment
- Drop-In assistance with resumes, cover letters and quick questions, with no appointment needed
- Career fairs, networking nights, career panels, workshops and presentations
- Online job and internship databases and the on-campus interviewing program

Main Office for Scheduled Appointments:
Monday-Friday: 8 a.m.- 5 p.m.
Early evening appointments available; please call 610-660-3100 to inquire.

Additional Hours and Drop-In Locations:
Please visit www.sju.edu/careers for the most up-to-date hours, as well as additional campus locations/hours for quick Drop-In meetings.

COMMUNITY STANDARDS
Director/Asst. to the Vice President for Student Life – Kiersten (Feeney) White
Campion 238/239, 610-660-1628

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)
Director – Dr. Gregory Nicholls
Merion Gardens A-504, 610-660-1090
Satellite (Walk-In) Office: LaFarge -> first floor - opposite fitness center.

Making an appointment:
Appointments can be made by calling 610-660-1090 or by stopping by A-504 Merion Gardens. Our services are confidential and free of charge to students. Office hours are Monday thru Friday 8:30 a.m.– 4:30 p.m. with appointments running until 5pm. Brief walk-in counseling is available every weekday in the LaFarge office and in the main center (Merion Gardens). Please check the website for the most up-to-date hours.

DEVELOPMENT & ALUMNI RELATIONS
Vice President for Development and Alumni Relations – Martin Farrell
Duperreaut & Quinn Halls, 610-660-1231
**DINING SERVICES**
Director - Thomas Rizzo
Campion First Floor, 610-660-1054

The Food Court, located in Campion Student Center features The Hawk Wrap, Subway® Sandwich, Grille Works, WAWA® coffee, fresh housemade soups, grab n’ go snacks and cold beverages, plus daily featured specials. The Food Court is located on the first floor of the Campion Student Center.

The hours are as follows:
Monday-Thursday: 7:30 a.m. - 11:00 p.m.
Friday: 7:30 a.m. - 8:00 p.m.
Saturday/Sunday: 7:00 p.m. - 11:00 p.m.

The Residential Restaurant offers something for everyone. Daily features highlight specials at any one of our eight stations, including the Home Zone, the Grill, Pizza-by-the-slice, housemade soups, Made-to-Order Action or pasta stations. Or, simply build your own salad at the Produce Market and Self-Serve Deli. Finish your meal off with our delicious desserts or Scoop-Your-Own Eddy’s Ice Cream at the hard ice cream station.

The Residential Restaurant is located on the first floor of the Campion Student Center. The hours are as follows:
Monday-Friday:
   - Breakfast: 7:30 a.m. - 10:30 a.m.
   - Lunch: 11:00 a.m. – 2:00 p.m.
   - Lite Lunch: 2:00 p.m. - 4:30 p.m.
   - Dinner: 4:30 p.m. - 8:00 p.m.
   - Friday Dinner: 4:30 p.m. - 7:00 p.m.
Saturday/Sunday:
   - Continental Brunch: 9:30 a.m. – 11:00 a.m.
   - Brunch: 11:00 a.m. – 3:00 p.m.
   - Dinner: 4:30 p.m. – 7:00 p.m.

P.O.D. Markets and P.O.D. Express’ are available for grab n’ go snacks and beverages in the following locations around campus. Hours are subject to change without notice.

**Mandeville Hall**
Monday-Thursday: 8:00 a.m. - 8:00 p.m.
Friday: 8:00 a.m. - 2:00 p.m.
Saturday-Sunday: Closed

**Bellarmine Hall**
Monday – Thursday: 8:00 a.m. - 8:00 p.m.
Friday: 8:00 a.m. - 2:00 p.m.
Saturday-Sunday: Closed

**The Post Learning Commons Library Café**
Monday- Thursday: 10:00 a.m. - 8:00 p.m.
Friday: 10:00 a.m. – 2:00 p.m.
Merion Hall
Monday-Thursday: 8:00 a.m. - 8:00 p.m.
Friday: 8:00 a.m. - 2 p.m.
Saturday/Sunday: Closed

Campion Student Center
Monday-Friday: 10:00 a.m. - 11:00 p.m.
Saturday: 12:00 p.m. - 11:00 p.m.
Sunday: 4:00 p.m. - 11:00 p.m.

Cosi® and Starbucks® are adjacent to campus for your convenience.

Cosi®
2461 North 54th Street
Monday - Thursday: 11:00 a.m. - 9:00 p.m.
Friday: 11:00 a.m. - 7:00 p.m.
Saturday/Sunday: 11:00 a.m. - 6:00 p.m.

Starbucks®
203 City Ave
Monday - Thursday: 7:00 a.m. - 7:00 p.m.
Friday: 7:00 a.m. - 3:00 p.m.
Saturday / Sunday: 8:00 a.m. - 5:00 p.m.

Service hours during the summer and University breaks will be posted in the
dining center and online.

Dining Policy
1. Lost ID cards must be reported to the security office as well as CardSmith to
   prevent misuse of your account. Temporary dining passes are available at the
dining services office. First temporary pass is free, the second temporary pass is
$3.00, the third is $6.00, etc. Proper ID is needed.
2. All plates, cups, utensils or any other university property (e.g. chairs, tables,
etc.) may not be removed from the dining hall.
3. Shoes and shirts must be worn at all times in the dining center.
4. Pets, with the exception of service animals, are not permitted in the dining
   center.
5. Smoking is not permitted in any dining area.
6. The throwing of food or any other object is strictly prohibited because of the
   potential for injury.
7. Busing of all plates, napkins, silverware and such is requested at the completion
   of your meal. Please be aware and courteous to your fellow students who will be
   dining in the same area.
8. Proper behavior is expected of all students, guests, and staff members at all
   time.
9. All persons in the dining center are expected to cooperate fully with the Dining Service managers, security, and University staff members.
10. Violation of dining center rules will result in disciplinary sanctions.

**FAITH-JUSTICE INSTITUTE**
Director – Virginia Goulding Johnson, Ph.D.
Mary Margaret Wolflington Hall, 610-660-1574

The Faith-Justice Institute promotes social analysis and critical thought around contemporary justice issues. Rooted in the Jesuit spirit of the service of faith in the promotion of justice, the Institute offers opportunities for students and faculty to participate in education for social change. The Institute fulfills its goals through a variety of programs including Faith-Justice Studies minor, Service-Learning courses, Outreach Lectures and justice-based events, as well as course-based immersion experiences.

**IÑIGO FIRST YEAR EXPERIENCE**
Director - Dr. Kim Allen-Stuck
Assistant Director - Dan McDevitt
St. Thomas Hall, 610-660-1339
Email: inigo@sju.edu, Twitter @inigoSJU

The goal of the Iñigo First Year Experience is to transform individual undergraduates into a community of men and women with and for others. Through intentional community building initiatives first year students connect with one another and with the University as a whole. The Iñigo First Year Experience provides the framework for a smooth transition to college life. The ultimate goal of the program is to create a sense of belonging for all first year students while exposing them to the time-honored ideals of the Jesuit education known around the world.

**HAWK CENTRAL**
Hawk Central is SJU's student-focused service center where counselors are available to meet with students and families to help them understand how to analyze and assess their needs and make well-informed decisions related to the registration process, student academic records, financial assistance, and billing. Our counselors are dedicated to providing a seamless student experience across multiple channels (in person, email, or by phone) while resolving questions or concerns.

Email: hawkcentral@sju.edu
Fax: 610-660-1019
Phone: 610-660-2000
Barbelin 121
Monday- Friday 9:00 AM- 5:00 PM
**OFFICE OF INSTITUTIONAL DIVERSITY**
Director – Dr. Valerie Dudley
Mary Margaret Wolfington Hall, 610-660-3290

**CENTER FOR INTERNATIONAL PROGRAMS**
Director - Thomas Kesaris
183 City Avenue, 610-660-1835

**THE HAWK (STUDENT NEWSPAPER)**
Perch Media Center, 610-660-1079  Email: thehawk@sju.edu

**LAPTOP PROGRAM**
Program Manager – Jeannine Shantz
Phone: 610-660-1678 Email: laptophelp@sju.edu

**THE POST LEARNING COMMONS & FRANCIS A. DREXEL LIBRARY**
Director - Evelyn Minick
Phone: 610-660-1900  610-660-1904 – Information Desk
The Post Learning Commons and Francis A. Drexel Library is located near the center of campus, between Barbelin and the Science Center. An SJU Student ID card is necessary for entrance.

Hours: (may vary during holidays, interim periods, and finals)
Monday through Thursday: 8:30 a.m. to midnight
Friday: 8:30 a.m. - 9:00 p.m.
Saturday: 10:00 a.m. - 6:00 p.m.
Sunday: 10:00 a.m. to midnight

Reference Librarians are available to provide assistance during the following hours:
Monday-Thursday: 9:00 a.m. - 10:00 p.m. Friday:
9:00 a.m. - 5:00 p.m.
Saturday: 10:00 a.m. - 6:00 p.m.
Sunday: 2:00 p.m. - 10:00 p.m.

The Campbell Collection for Food Marketing is located on the 2nd floor of Drexel Library
Hours:
Monday-Thursday: 8:30 a.m. - 11:00 p.m.
Friday: 8:30 a.m. - 5:00 p.m.
Saturday: 10:00 a.m. - 6:00 p.m.
Sunday: 1:00 p.m. - 11:00 p.m.
Reference is available Monday through Friday 9:00 a.m. - 5:00 p.m.
MAIL SERVICES
Barbelin Ground Floor, 610-660-1180
mailroom@sju.edu
Monday-Friday 8:30 a.m. – 4:30 p.m.
Saturday: 8:30 a.m. – 12:00 p.m.

PACKAGE CENTER
Science Center 204, 610-660-1371. Email: receiving@sju.edu
Monday-Friday: 8:00 a.m. - 11:00 a.m. and 3:00 p.m. – 4:30 p.m.
Students are notified by SJU e-mail if a package for them has been delivered to the Package Center. Students can pick-up packages during the above noted times. Must have valid SJU ID to pick up a package.

OFFICE FOR MISSION
Vice President for Mission – Dr. E. Springs Steele
Mary Margaret Wolfington Hall, 610-660-3290

OFFICE OF MULTICULTURAL LIFE
Director – Dr. Shoshanna Edwards-Alexander
Campion 229, 610-660-1140

OFF CAMPUS & COMMUTER STUDENT LIFE
Assistant Director for Off Campus and Commuter Student Life-
Denys Davis
Campion 238/239, 610-660-1003

PUBLIC SAFETY AND SECURITY
Director - John Gallagher
Barbelin 15, 610-660-1111

The Department of Public Safety and Security website includes up-to-date information on the department, parking information and crime statistics. There is also a crime bulletin page where information on any problems happening in or around campus can be found.
The University’s security officers are not police officers and they do not carry firearms; any criminal investigations are conducted by one of the two law enforcement agencies which are responsible for coverage at Saint Joseph’s University.
Because the safety and security of the University is the shared responsibility of all who live, work and study on the campus, members of the University community are encouraged and expected to use common sense where personal safety is concerned and to report any suspicious or criminal activities to the Department of Public Safety and Security at 610-660-1111.
Emergency phones are located throughout the campus both inside and outside of campus buildings. Dialing is not required on these phones. When the receiver is lifted, the phone automatically calls Public Safety and Security.
Escort Service
An escort service is available for transportation between on-campus locations and nearby off campus apartment complexes not on the scheduled University shuttle system by calling 610-660-1010. Walking escorts will also be provided upon request for travel between on-campus locations after dark. Students are encouraged to use these services rather than to walk alone.

Parking and Traffic Regulations
Parking a motor vehicle on campus is a privilege which may be withdrawn from any individual who fails to comply with the regulations that are found at www.sju.edu/resources/security/parking.

Identification Cards
Identification cards will be issued to all members of the Saint Joseph’s community. The card must be carried at all times on campus, and produced upon the request of a University employee. Identification cards are non-transferable and subject to confiscation, and disciplinary sanctions if used by any person other than the person to whom it was issued.
If your card is lost or stolen, contact the Department of Public Safety and Security immediately. A replacement card will be issued for a fee of $20.

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

RESIDENCE LIFE
Director - John Jeffery
LaFarge Residence Center, 610-660-1060

STUDENT EDUCATIONAL SUPPORT SERVICES
Assistant Vice President - Jacqueline Starks
Bellarmine Hall, Ground Floor, 610-660-1081
SESS provides the following academic and personal support services:

LEARNING RESOURCE CENTER
Bellarmine Hall, Ground Floor, 610-660-1775
The LRC offers walk-in and scheduled tutoring sessions in most entry level courses. The LRC also provides students with study strategy workshops and individual study skills assessment and practice. Supplemental Instruction, which is assigned to historically challenging courses, holds bi-weekly review sessions for students who are enrolled in the course. Students can view the LRC webpage for a full list of services as well as information regarding workshops and appointments.

EDUCATIONAL SERVICES FOR STUDENT ATHLETES
Bellarmine Hall, Ground Floor, 610-660-1729
SERVICES FOR STUDENTS WITH DISABILITIES
Bellarmine Hall, Ground Floor, 610-660-1774, TTY 610-660-1620
The Rehabilitation Act of 1971, Section 504, and The Americans with Disabilities Act of 1990 apply to all individuals with learning, physical, or psychiatric disabilities that substantially limit one or more major life activities. The services for Students with Disabilities Office is responsible for promoting access to facilities and programs, ensuring equal educational opportunities, acting as an informational and referral resource, providing counseling, and serving as liaison between faculty and students. Students interested in learning more about services provided at SJU are encouraged to contact the office directly.

STUDENT HEALTH CENTER
Director – Laura Hurst, MSN, CRNP
First Floor Sourin Hall, 610-660-1175

The Student Health Center provides quality health care as well as health promotion that facilitates the development of the whole person. The Student Health Center is staffed by a part-time Physician, adult and women’s health nurse practitioners, several registered nurses, and an administrative assistant. Visit www.sju.edu/studenthealth for a complete list of health center services. All incoming students are required to complete a health evaluation form prior to their arrival on campus. This form requires a brief health history, insurance documentation, a physical examination and a record of immunizations. The health evaluation form is available at www.sju.edu/studenthealth.

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

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

STUDENT LEADERSHIP AND ACTIVITIES
Director – Dr. Beth Hagovsky
Campion Third Floor, 610-660-1073
The Perch and Simpson Hall, 610-660-1066

STUDENT LIFE
Vice President for Student Life/Associate Provost – Dr. Cary Anderson
Campion 238/239, 610-660-1045
THE OFFICE OF STUDENT SUCCESS
Director – Dr. Kim Allen-Stuck
Assistant Director - Dan McDevitt
St. Thomas Hall, 610-660-1339
Email: success@sju.edu  Twitter: @sjusuccess

The role of the Office of Student Success is to assist students as they face obstacles associated with college life: academic, social, emotional, health-related, and family emergencies. Through individual coaching sessions and programs including the Rebound Program, students connect with University resources, explore academic options and develop strategies for meeting their goals. Every SJU student is fully capable of earning a degree from Saint Joseph's University; the Office of Student Success is here to help students as they face challenges on their way to an SJU degree.

STUDENT OUTREACH & SUPPORT
Director/Case Manager – Marci Berney
Assistant Director, Wellness, Alcohol & Drug Education Program (WADE) – Katie Bean
Campion 212, 610-660-1149

Student Outreach & Support works with students during difficult situations, or following critical incidents, and fosters awareness of University services and resources. The WADE program provides educational programs, individual sessions, and resources/referrals for students on wellness topics, including drug & alcohol use.

The Peer Education program provides educational programs on a variety of topics upon request by contacting the office.

TECHNOLOGY SERVICE CENTER
Science Center 129
Email: techhelp@sju.edu , Phone: 610-660-2920

Technology Service Center (TSC) is responsible for the delivery and support of the University’s information resources. Our goal is to provide reliable, secure, and scalable technologies in support of the educational mission of the University and we strive to provide excellent service to our faculty, staff and students.

Services that the TSC provides include; connecting to the SJU Network in your room, wireless connection problems, browser problems, accessing MySJU and the services within MySJU, Blackboard course questions or problems, email, spyware and virus removal, hardware diagnostics and any issues related to the telephone service in your room, etc. For more information regarding technology services, please call 610-660-2920 as we have 24x7 phone support. You can also visit our IT Support Portal at http://www.sju.edu/it and login with your SJU username and password.
In addition, students participating in the SJU Laptop Programs will receive hardware warranty support for their laptop computers purchased through the program. Every student participating in the Laptop Program is entitled to a loaner laptop if their computer needs to be sent out for repair to Lenovo or Apple. For students not participating in the laptop program, the TSC is able to run hardware diagnostics and provide software services as well. For instructions on how to connect to our wireless network, visit: www.sju.edu/resources/it/popular-topics/wireless.html.

During the fall and spring semesters, the Technology Service Center’s hours of operation are:
Monday-Thursday: 7:30 a.m. - 9:30 p.m.
Friday: 7:30 a.m. - 5:00 p.m.
Saturday: 11:00 a.m. - 5:00 p.m.
Sunday: 11:00 a.m. - 5:00 p.m.

You can like us on Facebook at www.facebook.com/SJUTSC, follow us on Twitter @SJUIT, and follow our blog at wordpress.sju.edu/oit.

TITLE IX COORDINATOR
Dr. Mary-Elaine Perry, TitleIX@sju.edu, 610-660-1145

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

Any student who believes they have been a victim of harassment, discrimination or has been sexually assaulted may report this occurrence to the University’s Title IX Coordinator for follow up and consultation. Confidential resources are available through Counseling and Psychological Services at 610-660-1090 or through REPP (Rape Education and Prevention Program)

Information on the policy prohibiting Discrimination Harassment and Retaliation can be found here and the Sexual Violence policy can be found here.

UNIVERSITY COUNCIL
The University Council is the principal body for corporate participation in policy formation. Five students are members of the University Council and there are two standing committees to evaluate and review policies relevant to student life. For more information contact the Provost’s Office at 610-660-1207.
UNIVERSITY POLICIES, REGULATIONS, & GUIDELINES

Students must accept responsibility for their behavior to create and support an environment that is conducive to the educational, social and spiritual development and benefit of all members of the University community. To support the continuation of a positive, safe and educational setting, the University has adopted an array of policies and regulations. Should any member of the University community violate established policy, the University has in place processes intended to educate which includes in some instances the need to discipline the violator, and thus deter further violations by that and/or other individuals. This handbook includes most policies in full, as well as some excerpts from more lengthy policies. Students having questions about any of the policies should contact the Office of the Vice President for Student Life/Associate Provost.

COMMUNITY RELATIONS

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

ANNUAL SECURITY REPORT

For information relating to the campus and surrounding areas, please the Saint Joseph’s University Annual Security Report.

COMMUNITY STANDARDS

Approved by University Council: April, 2008; Revised July 2010, July 2011, July 2012, August 2013

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

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

• Be honest;

• Have respect for self;

• Have respect for others, their well-being and their property; and

• Have respect for the standards of the University and the laws of the larger community.

To Whom Do the Community Standards Apply?

By voluntarily choosing to affiliate with Saint Joseph’s University, all student members of the University are expected to uphold the standards of this community. This includes students who have been notified of their admission to the University and/or who are matriculated, enrolled or registered in any University academic program or activity, at the graduate or undergraduate level. Students on a leave of absence and persons who were students when they allegedly violated the Community Standards are also included. The Community Standards shall apply to conduct that occurs on University premises and at University sponsored events both on and off campus. The Community Standards may also apply to off campus behavior of students, including those who are participating in study abroad programs. Students who do not fully comply with the Educational Housing District Law (http://www.sju.edu/int/studentlife/studentresources/housing/offcampus/living_offcampus/offcampus.html ) may be prohibited in participating in student clubs/organizations/teams (i.e., providing accurate off campus residential address). Students are responsible for the behavior of their guests. The Vice President for Student Life/Associate Provost (VPSL)/designee shall decide whether certain conduct will commence the application of the Community Standards based on the fact and circumstances of each case.
What Conduct Would Violate the Community Standards?

Any behavior that violates standards set forth in the Student Handbook, the University Catalog, approved organizational constitutions and by-laws, room/board contracts and other University bulletins, as well as behavior that fails to meet the four University Expectations outlined above may violate the Community Standards. Specifically, any student or student organization alleged to have committed or alleged to have attempted to commit any of the following acts is subject to the Community Standards process outlined in this document.

This is not an all-inclusive list.

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

2. Engaging in sexual violence. This includes dating violence, domestic violence, and stalking (see Sexual Violence Policy).

3. Hazing (see Policy on Hazing).

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

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

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

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

8. Discriminating, harassing, or retaliating against another person (see Policy Prohibiting Discrimination, Harassment and Retaliation).

9. Bullying another person (see Bullying Policy).

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

11. Failing to comply with the directions of University personnel (e.g., Residence Life and Public Safety staff) who are acting in the performance of their duties. This includes failing to respond to a request for identification, or providing false identification.
12. Entering and/or using University premises, facilities or property without authorization; possessing, duplicating, or using keys or access cards without authority.

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

14. Violating the sexual activity policy (see Sexual Activity Policy).

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

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

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

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

19. Misrepresenting identity or age; forging or altering records including University identification card or parking permits.

20. Engaging in illegal gambling activities (see Statement on Illegal Gambling).

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

22. Violating residence life policies, e.g., quiet hours, guest policy (see Residential Living Policies & Procedures).

23. Violating the student vehicle policy (see Student Vehicle Policy).

24. Littering.

25. Smoking in unauthorized locations.

26. Violating any federal, state, or local law or any University policy, rule, or regulation.
NOTE: Violations of the University’s Academic Honesty Policy are addressed according to the process set forth in the Academic Honesty Policy, rather than under the Community Standards.

What Should Be Done if Present During a Violation?

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

What if Conduct May Also be a Violation of Law?

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

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

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

Students are expected to immediately report conduct or activity which poses a danger to the community or its members. For example, all students are expected to seek appropriate assistance for themselves or others in situations where help is needed to ensure proper care of a person who is significantly intoxicated or under the influence of drugs. Students should not hesitate to seek help because of fear of disciplinary action.
In most circumstances, the help seeker and the student in need will not be charged with a policy violation under the University Community Standards system. Although students may be required to meet with a University official regarding the incident, Saint Joseph’s University will support and encourage this behavior by treating it as a health and safety matter, not as a disciplinary incident. In rare circumstances, such as cases of repeated, flagrant, or serious violations of the Community Standards (e.g., bodily harm, sexual violence, physical or verbal abuse or harassment, distribution of drugs, hazing, theft) or violations that caused the harm to another person requiring emergency response, a student’s behavior may be considered more than a health and safety matter.

How does the Community Standards Process Begin?

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

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

Can the University Impose Interim Remedial Measures?

If at any time during the Community Standards process, the University through the VPSL determines that a student’s participation in activities on campus would be disruptive to the Community Standards process or risks harm to another student, him or herself, or the broader University community, the University may impose interim remedial measures. During this time, the student may be restricted in his/her access to the residence halls, and/or to the campus (including classes), and/or all other University

1 The Director of Community Standards is Kiersten White. Telephone 610-660-1046 or email at kwhite@sju.edu
activities or privileges for which the student might otherwise be eligible. There is no appeal of this status, but the University shall make every effort to conduct the Community Standards process without undue delay. The remedial measures may stay in place until the hearing and/or appeal process is complete. In addition, at any time after the filing of a complaint, the Office of Community Standards may place a registration hold on the record of any student pending the outcome of proceedings or enforcement of a sanction. A registration hold may prevent, among other things, registration, the release of transcripts, and the awarding of a degree.

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

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

What is the Community Standards Process?

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

1. Alternative Resolution Hearing, most often conducted by a single member of the Division of Student Life.

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

3. Peer Review Board Hearing with a four or five person panel consisting of students.
4. Community Standards Board Hearing with a five person panel consisting of faculty, administrators/staff, and students.

Most allegations of less serious Community Standards violations shall be heard by an Administrative Hearing Officer or the Peer Review Board, or addressed through an Alternative Resolution Hearing. Generally, more serious Community Standards violations including significant interpersonal conflicts/sexual offenses shall be heard by an Administrative Hearing Officer or the Community Standards Board. Mediation will not be used to resolve sexual offense complaints. For these more serious Community Standards violations, a pre-hearing meeting shall be scheduled.

Who is the Alternative Resolution or Administrative Hearing Officer?

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

What is the Peer Review Board?

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

Board – Students are selected by a committee composed of the Vice President for Student Life/Associate Provost (VPSL)/designee, the Chairs of the PRB, and the Presidents of the University Student Senate, the Greek Council, and the Student Union Board.

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

Moderator – The Moderator is selected from the professional staff of Student Life by the VPSL for a term of at least two semesters. The Moderator shall advise the PRB on matters such as the type of information that may help in determining if Community Standards were violated and precedents in sanctions. The Moderator shall also facilitate the appropriate paperwork and record keeping, as well as reserve the hearing space.
When a hearing is necessary, the moderator selects five student representatives (or four, with the agreement of the respondent and complainant) to serve on a hearing panel to hear the case. Board Members shall disqualify themselves from serving on a Peer Review Board case if they believe in good faith that they cannot be objective in the matter. The respondent and complainant may object to a member for cause in writing at least 48 hours before the hearing. The Moderator shall rule on all objections and replace any disqualified members.

What is the Community Standards Board?

The Community Standards Board (CSB) is a group of students, faculty, and administrators/staff who are trained to hear cases that involve more serious violations of the Community Standards. The CSB includes the following members:

Board – The Community Standards Board is a seventeen-person board, consisting of seven students, five faculty members, and five administrators/staff. Four undergraduate student members are selected from the Peer Review Board by the Peer Review Board Moderator, one student from the College of Professional and Liberal Studies is appointed by the Associate Dean of the school, and two graduate student members are appointed by the Dean of each school; the five faculty members are selected by the Faculty Senate; and the five administrators/staff are appointed by the Vice President for Student Life/Associate Provost (VPSL). The term of membership on the Community Standards Board shall be two years for faculty and administrators/staff and one year for students, running from September to September or May to May. Terms are renewable.

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

Moderator – The Moderator is selected from the professional staff of Student Life by the Vice President for Student Life/Associate Provost for a term of at least two semesters. The Moderator shall advise the CSB on matters such as the type of information that may help in determining if Community Standards were violated and prior sanctions relating to similar conduct. The Moderator shall also facilitate the appropriate paperwork and record keeping, as well as reserve the hearing space.

The Moderator selects five CSB representatives to serve on a hearing panel to hear any particular case.
The composition of each panel shall consist of at least one faculty member, one student, and one administrator/staff. Board Members shall disqualify themselves from serving on a Community Standards Board case if they believe in good faith that they cannot be objective in the matter. The respondent and complainant may object to a member for cause in writing at least 48 hours before the hearing. The Moderator shall rule on all objections and replace any disqualified members.

What Happens Before the Hearing?

Upon receiving notice of an alleged violation, the appropriate Hearing Officer or Moderator shall notify the respondent via University email. The process of the hearing will be outlined in the notice. In addition, in the case of serious violations of the Community Standards, a prehearing meeting shall be scheduled, which is part of the Community Standards process. A pre-hearing meeting is a part of the Community Standards process. In order to schedule a hearing, class schedules are reviewed to find a common available time. Students are expected to attend their hearings or to forfeit the opportunity to provide information orally.

The respondent’s failure to attend the hearing does not limit the Hearing Officer, PRB, or CSB from making a decision based upon available information. If a student misses a hearing due to an emergency, it is the student’s responsibility to contact the Hearing Officer or Moderator within 24 hours after the scheduled hearing. No student may be found to have violated the Community Standards solely because the student failed to appear.

As with all hearings, in matters involving allegations of sexual harassment, the respondent and complainant are entitled to equal process. Complaints will be resolved promptly and fairly, normally in no more than 60 days.

What is a Community Standards Advisor?

At any time during the Community Standards process, the respondent or complainant may consult with an advisor from the community. An advisor is a member of the University community who is permitted to consult with the student throughout the process, including accompanying the student at a hearing, pre-hearing meeting, and/or pre-appeal meeting. Advisors are not to speak or ask questions on behalf of the student during the hearing. Non-University advisors, including parents and legal counsel, are not allowed to serve as advisors or attend the hearing. The Office of Community Standards
has the final determination as to who may serve as an advisor. Trained advisors are listed on the Community Standards website (www.sju.edu/communitystandards), and available in the Office of Community Standards (Campion 239).

What are the Hearing Procedures?

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

Hearings shall be private.

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

Information, including hearsay, may be considered if material to the issue, not unduly repetitious, and the sort of information on which responsible persons are accustomed to rely in the conduct of serious affairs. After receiving information at the hearing, the Hearing Officer, Peer Review Board, or Community Standards Board shall determine, as to each respondent and as to each potential violation of the Community Standards, whether the respondent(s) is/are responsible for violating the Community Standards. The Hearing Officer, PRB, or CSB evaluates the information received and considers credibility of information and key witnesses (character witnesses will not be considered or heard during the process) when determining if the Community Standards were violated. This determination shall be based upon the facts of the conduct alleged, and whether it is more likely than not that the student is responsible for the alleged violation(s). Subsequent reviewers shall not determine anew whether there was a Community Standards violation.
What Factors are Considered in Sanctioning?

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

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

1. Warning. Written or verbal notice given and kept on file.

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

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

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

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

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

7. Fines. Requirement to pay a specified monetary fee to the University. Fine money shall be used for educational and nonalcoholic alternative programs.

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

9. Administrative Relocation in University Housing. Requirement to be placed in an assigned or relocated space in University housing.
10. Disciplinary Probation. A period of fixed duration, during which the status of a student or organization at the University may be evaluated. This includes the possibility of more severe sanctions if the student or organization is found responsible for violating the Community Standards during the probationary period.

11. Deferred Suspension. A designated period of time during which a student is given the opportunity to demonstrate the ability to abide by the community’s expectations of behavior articulated in the Community Standards. If the student is found in violation of any University standard during the time of deferred suspension, a suspension may take effect immediately without further review. Additional sanctions appropriate to the new violation may also be issued.

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

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

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

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

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

Failure to abide by or complete any sanction shall be considered an additional violation of the Community Standards. For Title IX violations, the University will take specific steps to prevent reoccurrences of any harassment and to correct discriminatory effects on the complainant and others, if appropriate.

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

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

• The proper University authorities shall be notified of any sanction.

• Parents of students under age 21 may be informed of Community Standards violations with respect to the use or possession of alcohol or controlled substances.

• In some cases as consistent with applicable considerations, parents of dependent students may be notified of the outcome of a hearing or scheduled for a meeting with staff regarding the student’s status at the University.

• The University will notify in writing the alleged victim of a crime of violence, sexual harassment including sexual violence, or retaliation of the aforementioned, or if the sanction directly relates to the complainant (e.g., contact restriction), or to the alleged victim’s next of kin (if the victim dies as a result of the crime or offense), the outcome and sanctions of the complaint related to the victim. The final results of these proceedings may also, in some cases, be disclosed to the University community.

What is the Appeals Process?

In cases of crimes of violence, sexual harassment including sexual violence, or retaliation of the aforementioned both the respondent and complainant shall have the right to appeal the decision. For all other cases, the respondent shall have the right to appeal the decision. When the appealing student requests, a pre-appeal meeting will be scheduled, and it is
considered a part of the Community Standards process. Appeals are considered under the following criteria. Requests for appeals shall be directed in writing within three business days of written notification of the action taken by the Hearing Officer, PRB, or CSB. The appeal should be delivered to the Vice President for Student Life/Associate Provost in Campion 238 or emailed to studentappeals@sju.edu. The appeals process is reserved only for serious cases, for example, when the outcome may have been sanctions 12 through 16 listed above. In the written appeal, evidence of one or more of the following must be clearly demonstrated:

1. A material failure to follow the procedures of the Community Standards process that affected the outcome.

2. There is new information, sufficient to alter a decision that was not reasonably available at the time of the original hearing.

3. The sanction(s) was not consistent for the violation(s) of the Community Standards. Relevant sanctions are only disclosed to the victim in cases of crimes of violence, sexual harassment including sexual violence, or retaliation of the aforementioned.

Appeals submitted for other reasons or past the three business day time limit shall not be considered.

Appeals shall be considered by a panel of three trained Appeals Board members drawn from the Community Standards Board. The appointments and terms of membership of the Appeals Board members are reflected through their Community Standards Board membership. The composition of each appeals panel shall consist of at least one faculty/administrator/staff member and one student. Appeals Board members shall disqualify themselves from serving on an appeals panel if they believe in good faith that they cannot be objective in the matter. Community Standards Board members who were present for the underlying hearing will not serve on the appeals panel. The respondent (and complainant, in cases of crimes of violence, sexual harassment including sexual violence, or retaliation of the aforementioned) shall be informed of the three appeals panel members in advance of the appeal to allow for objection to a member of the appeals panel in writing at least 48 hours before the scheduled consideration of the appeal. The Vice President for Student Life/Associate Provost (VPSL) or designee shall rule on all objections and replace any disqualified members.
Absent other considerations, the appeals panel may review all available information pertaining directly to the appeal, and in most cases shall make a decision within five business days of the appeal request period expiring. The appeals panel may 1) replace the sanction with another which may be more severe, less severe, or otherwise different; 2) remand the case for reconsideration; 3) direct the case for a new hearing.

The appeals panel will convey their decision in writing to both parties, in the case of crimes of violence, sexual harassment including sexual violence, or retaliation of the aforementioned. Absent a remand for further investigation, the outcome of the appeals process is final. If the appeals panel finds no merit to the appeal, the decision of the original hearing shall stand. During the appeals process, the sanctions are in effect unless the Vice President for Student Life/Associate Provost decides otherwise and/or the VPSL imposes an interim suspension/conditional attendance as highlighted above.

What is the Policy on Retention of Discipline Records?

Community Standards violations and sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s educational record. Student discipline records not relating to expulsion from the University are kept for five years after the conclusion of the semester last attended by the student. Student discipline records relating to expulsion from the University are kept permanently. Case notes shall not be made a part of the student’s educational record, and will be destroyed upon the conclusion of the appeal period. Records are maintained by the Office of Community Standards and are generally confidential except in the case of subpoena, student consent (including background checks), or as provided above.

Interpretation and Revision

Any question of interpretation regarding the Community Standards shall be referred to the Vice President for Student Life/Associate Provost (VPSL) for final determination. A review of the Community Standards shall be coordinated by the VPSL every three years, but may be revised when deemed appropriate.

ACADEMIC HONESTY POLICY

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

The University exists primarily to sustain the pursuit of knowledge. Learning, to have true value, must be linked to a sense of honesty and integrity. It is the responsibility of every person in the academic community—faculty members, students, administrators—to ensure that dishonesty is not tolerated.

Personal and communal integrity have always been fundamental in Jesuit education, and a sense of honor must be kept alive in every activity at Saint Joseph’s University.

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

1. Acts of dishonesty in formal courses In all courses, except for assignments where the instructor has explicitly directed otherwise, each student has the responsibility to submit work that is uniquely his or her own.

All of this work must be done in accordance with established principles of academic integrity. Specific violations of this responsibility include, but are not limited to, the following:

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

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

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

d. the multiple submission of the same paper or report for assignments in more than one course without the prior written permission of each instructor;

e. plagiarism, the appropriation of information, ideas, or the language of other persons or writers and the submission of them as one’s own to satisfy the requirements of a course.

Plagiarism thus constitutes both theft and deceit.
Compositions, term papers, or computer programs acquired, either in part or in whole, from commercial sources or from other students and submitted as one’s own original work shall be considered plagiarism.

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

f. unauthorized collaboration.

2. Acts of dishonesty outside formal courses

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

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

b. the alteration or falsification of official University records;

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

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

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

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

3. Primary Responsibility

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

Primary responsibility for investigating infractions filed as complaints under
section 5, below, and for determining the sanctions also rests with the Vice
President. Whenever an infraction is alleged, the faculty member or the Vice
President shall summon the student to an interview.

4. Interview

a. Notice

An attempt to notify the student by letter or phone must be made within 10
consecutive days of the discovery of the alleged infraction. An interview is
to be held as soon as possible after the student is notified of the alleged
infraction.

However, cases in which the time frame cannot be met will not be
dismissed for this reason alone.

b. Penalties

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

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

c. Files.

In all cases where a student is found guilty, the names of the principals, the
pertinent dates, and the nature of the offense must be communicated in
writing to the Office of the Registrar to be maintained in a separate,
confidential file. In cases of second offenses, the Director of the Office of the Registrar shall immediately notify the Chair of the Academic Honesty Board.

5. Complaints

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

6. Academic Honesty Board

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

Six Board members, including the Chair (or his/her designate) and at least one student representative, constitute a quorum in order to conduct business. Decisions of the Board shall be rendered by a simple majority of those present. The Chair (or his/her designate) shall vote only in the case of a tie.

b. Appeals and Referrals. An accused student may appeal to the Board in order to contest a determination of guilt if he or she believes the decision to have been unsubstantiated or procedurally unfair. The responsible faculty member or the Vice President may refer a case to the Board if he or she believes because of the severity of the offense that the penalties specified under section 4.b., above, are inadequate.

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

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

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

POLICY ON AIDS

Approved by University Council, May 15, 1991

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

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

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

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

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

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

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

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

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

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

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

Testing: The University will not undertake campus-wide mandatory testing of either employees or students for the antibody to HIV. Student Health and the Counseling Center will provide information to those who seek voluntary testing, but no testing will be done by campus personnel.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PENNSYLVANIA LIQUOR CONTROL BOARD

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

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

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

BULLYING POLICY

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

CONFIDENTIALITY OF STUDENT RECORDS

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

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

A detailed statement of Saint Joseph’s policy, including a description of education records kept, those eligible for disclosure, and the administrative offices responsible for them, a procedure for initiating inspection and review, and a procedure for challenging information in such records, including the right to a hearing, is available from the Office of the Registrar and at http://www.sju.edu/resources/registrar/csropolicies.html

Discipline Records: Inter-Institutional Communication

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

Students have a right to file complaints concerning alleged failures by the University to comply with the requirements of FERPA and the implementing regulations. Complaints should be addressed to the Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington D.C. 20202-4605. Student Right-to-Know Act: Graduation Rate Disclosure In conjunction with The Student Right-to-Know and Campus Security Act of 1990, the following completion or graduation rate information is being disclosed. This data represents the percentage of students who, from the time of their initial enrollment as full-time students, complete their prescribed program of studies and graduate within 150% of the normal allotted time, i.e. - 150% of a program normally taking four years is six years. For the class admitted in 2003, we determined that 78% completed the degree by the end of the summer 2009. Questions regarding any of these issues may be directed to the Registrar’s Office.

**CAMPUS POSTING GUIDELINES**

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

**COMMERCIAL SOLICITATION ON CAMPUS**

Approved by College Council February 21, 1974

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

**DRUG POLICY (interim)**

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

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

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

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

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

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

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

1. illegal or improper use, possession, cultivation, distribution, manufacture, or sale of any drug(s), including prescribed medications;

2. illegal or improper use of solvents, aerosols, or propellants;

3. administration or employment of drugs or intoxicants causing another person to become impaired without his or her knowledge.

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

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

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

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

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

FRATERNITIES & SORORITIES
The Greek community promotes the growth and development of students who choose to affiliate with Greek letter organizations, and provides students with educational, social, and recreational activities, which enhance the overall programming on campus. Fraternities and sororities are expected to encourage and maintain high standards of leadership, scholarship, character and conduct as well as high standards for programs and services. Greek organizations, through their ritual and philanthropy, complement the university mission of “Men and Women for others.”

Please visit www.sju.edu/sla for the conditions governing fraternities and sororities or speak to the Associate Director for Leadership & Greek Life (Jen Tomasetti) whose office is on the third floor of Campion.
FREEDOM OF ASSEMBLY

This Policy was approved by the College Council on March 13, 1969, and by the General Assembly on May 13, 1969

Freedom of assembly in a college community can be understood only in the context of academic freedom and human rights. Recognizing that a healthy pluralism of ideas is essential for personal growth, Saint Joseph’s University supports the freedom of members of its community to assemble peacefully on campus to discuss and demonstrate their views and feelings on matters of concern. The University will endeavor to protect the appropriate exercise of this from disruption and interference.

Since such assemblies are a supplement to existing channels of communication in the community, and since only a segment of the University will ordinarily be involved, the rights and freedoms and normal activities of other members of the University must be acknowledged and respected. A consciousness of the social dimensions of the University community, and recognition of the dignity of its commitment to education must also guide exercise of freedom.

Space and facilities at Saint Joseph’s are limited, and the legitimate demands of the community necessitate orderly procedures for their allocation. Groups desiring use of space on campus are required to notify the office responsible for coordination of campus facilities. Depending on the needs and the size of the expected group, and in consideration of other functions and events on campus at the time of the scheduled assembly, suitable indoor or outdoor space will be noted for the group’s use. Advance notice will generally insure adequate accommodation.

If the occasion for an extraordinary assembly should arise, the regular operations and special functions of the University must be no less respected. If a scheduled or unscheduled assembly becomes, by location or by its nature, disruptive of its rights and freedoms in the University community, the Vice President for Student Life or a delegate will consult with those in assembly and advise them of the necessary remedies.

In most cases, maintaining of order, compliance with existing University regulations, or simple relocation will be sufficient remedy.

Deliberate interference with or disruption of the regular operations or authorized activities of the University are direct violations of academic freedom, and will not be tolerated. The use of force and promotion of fear
are especially reprehensible in a community dedicated to the freedom of personal development, and the University would be promoting injustice if some of its members were allowed to transgress the rights of other members through force or intimidation. The immediate remedy for use of force or violence will be dispersal, so that in a more reasoned atmosphere the issues may be more profitably examined.

If an assembled group does not voluntarily disperse when warned that its behavior is unacceptable in the University community, the President of the University or his delegate may request the civil authorities to take action to restore order to the University. Members of the University community must remember that certain actions, by their nature, are violations of public law and render them liable to prosecution or civil claims.

Persons not associated with the University do not share this freedom to participate in assembly within the academic community. Their presence on campus is contingent not merely on their compliance with standards maintained in the University; they may be asked to leave the campus at any time by an authorized official of the University. Failure to accept the directions of authorized University officials will render nonmembers of the University liable to action by public authorities.

Members of the University community are responsible for their conduct in assemblies and may be charged with misconduct for their sanctions in or direction of an assembly which violates the principles described in this statement. Precautionary suspension of members of the University community may be an immediate remedy for the deliberate transgression of rights of others, the use of force, or refusal to disperse. The appropriate judicial body will determine culpability and disciplinary action, which may include suspension or dismissal in serious cases.

GUIDELINES FOR THE USE OF COMPUTING AND NETWORK RESOURCES
Revised December, 2008

Below are select highlights of the policy, for a description of the full policy please visit our website.

General Guidelines

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

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

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

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

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

If you or your guest use the University’s computing resources or facilities, you have the following responsibilities in addition to those described in the preceding sections:

1. Use only those computer services, networks and accounts which the University has authorized for your access.

2. Use accounts only for the purpose(s) for which they have been issued.

3. Be responsible for all use of your accounts and for protecting each account’s password. Users are not allowed to divulge computer account passwords. Passwords should consist of a mix of 7 or 8 alphanumeric characters, and should be changed frequently throughout each semester of use. Do not use easily identifiable personal information such as names, telephone numbers, birth dates, etc.

4. Immediately report unauthorized use of your accounts to the Office of Information Technology.

5. University communications systems (electronic mail, electronic messaging, and similar services) may not be used for unlawful purposes or purposes that violate other University policies or guidelines. The latter include, but are not limited to, sexual or other forms of harassment. Electronic communication may not be used for commercial purposes except under the direction of the University.

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

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

8. You are held responsible for the actions of your guest(s). Violations of computing resource policy committed by any guest will be attributed to that guest’s sponsor.
9. You are responsible for making backup copies of your documents and personal software.

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

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

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

Penalties for Misuse of Computing and Information Resource

Privileges

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

1. Notify the user’s project director, instructor, academic advisor, or administrative officer of the investigation.

2. Refer the matter for processing through the University’s Community Standards process.

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

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

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

Use of Unlicensed Software

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

Compliance with Copyright Laws for Text, Audio, and Video

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

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

Router and Wireless Access Points Policy

Unsanctioned Wireless Access Points and routers are prohibited from connecting to the Saint Joseph’s University data network. Discovery of such devices will result in confiscation of the equipment. Furthermore, a possible fine, loss of network privileges (access to the Internet, with the exception of internal websites such as my.sju.edu and blackboard9.sju.edu), and disciplinary action may occur.

ACCOMMODATION GRIEVANCE PROCEDURES FOR STUDENTS WITH DISABILITIES

Adopted by University Council May 15, 2003, approved by
President May 27, 2003

I. Scope

The Office of Services for Students with Disabilities will do all that it can to accommodate qualified students with disabilities. However, there may be times when a disagreement will occur between the student and the University. The student has a right to file a grievance for complaints regarding a requested service or accommodation on the basis of a disability under Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA) and University policies.
II. Informal Complaint Procedure

If a student decides to make an informal complaint he/she should contact the Director of Services for Students with Disabilities, who will attempt to resolve the issue with the involved parties. If an academic-related complaint cannot be resolved on this level, the Coordinator will review the matter with the academic department Chairperson. If the complaint remains unresolved at this level, the complaint will be referred to the appropriate Dean. Unresolved complaints on this level will be referred to the area Vice President. If complaints of a non-academic nature cannot be resolved, the Director of Services for Students with Disabilities will review the matter with the appropriate Supervisor, Manager, or Director. Unresolved complaints on this level will then be referred to the appropriate area Vice President for review. The Director of the Office of Services for Students with Disabilities will develop a detailed written account of the complaint and of all actions taken at each level. This record will be included in the student’s file and maintained in accordance with the Policy on Confidentiality of Student Records.

If the complaint is not resolved during the Informal Complaint Procedure, the student may file a formal complaint. However, the student has the right to bypass the Informal Complaint Procedure and go directly to the Formal Complaint Procedure.

III. Formal Complaint Procedure

1. The complaint shall be filed, in writing, to the appropriate Resolution Officer as indicated below and shall contain:

   • The name, address and phone number of the person filing the grievance (the complainant); and

   • The name(s) of the individuals [or organization] involved; and

   • The date(s) when the action(s) occurred; and

   • The location where the action(s) took place; and

   • A brief description of the alleged action(s); and

   • The desired outcome and/or accommodation.

2. Provide the written complaint promptly to the appropriate
Resolution Officer as identified below.

2. Provide the written complaint promptly to the appropriate Resolution Officer as identified below.

<table>
<thead>
<tr>
<th>Alleged Non-Complying Party</th>
<th>Resolution Officer</th>
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</thead>
<tbody>
<tr>
<td>Faculty Member</td>
<td>Appropriate Academic Dean</td>
</tr>
<tr>
<td>Administrator, Staff</td>
<td>Appropriate professional or area Vice President</td>
</tr>
</tbody>
</table>

(Students, please consult with the Director of Services for Students with Disabilities for assistance in identifying the appropriate Vice President.)

The Resolution Officer will contact the complainant to acknowledge the formal grievance, to explain the student’s rights, and to advise the student of the investigative sources including timetables.

The Resolution Officer may name a designee to conduct an adequate, reliable and impartial investigation who will then report the findings to the Resolution Officer. The designee shall have the same powers to conduct the investigation as the Resolution Officer and will use the same guidelines as indicated below. The Resolution Officer will attempt to resolve the grievance to the parties’ mutual satisfaction.

3. The complaint will be investigated using the following guidelines:

a. The investigation shall be completed as expeditiously as possible, but not to exceed 20 business days when classes are in session and 30 business days when not in session.

b. Federal laws and University policy will be reviewed with the parties involved.

c. The Resolution Officer will act as an impartial fact finder in the matter. The Alleged Non-Complying Party will have an opportunity to review the complaint and to respond to it, in writing, forwarding the response to the Resolution Officer.

d. Both parties will be interviewed by the Resolution Officer. Both parties may provide witnesses’ names (with permission) and pertinent information regarding the matter.
The Resolution Officer may interview witnesses as deemed necessary. The Resolution Officer will have the authority to interview members of the University community, and to secure any relevant evidence in order to conduct a thorough investigation.

e. All members of the University community are expected to cooperate fully in the investigation.

f. Reasonable accommodation for those having a qualified disability, as defined by the ADA, will be considered and recommended when feasible and agreed to by all parties.

Saint Joseph’s University will endeavor to maintain confidentiality; however, it cannot conduct an effective investigation without revealing certain information to the involved parties and witness. Saint Joseph’s University retains the right to inform persons it deems to have a need to know and to use information obtained during the investigation for legitimate University purposes.

The involved parties will be notified at each phase of the Formal Complaint Procedure.

4. If the allegations are confirmed, appropriate action will be taken in an expeditious manner by the Resolution Officer.

5. The Resolution Officer will render a formal written decision to the parties involved, as soon as practicable following the conclusion of the investigation, preferably within 15 working days. The record of the formal written decision and all activities during the grievance procedures process will be filed with the Equal Employment Opportunity / Affirmative Action Officer in Human Resources.

IV. Appeals Process

If, in the opinion of the involved parties, the grievance procedures were not followed or if the grievance was not satisfactorily resolved, an appeal of the decision may be submitted, in writing, to the Affirmative Action/Equal Employment Opportunity Officer in Human Resources (215 West City Avenue, 610-660-1295). Appeals must be submitted within 30 days of the Resolution Officer’s decision. The Affirmative Action/Equal Employment Opportunity Officer’s decision is the final recourse within the University. The record of the appeal and other reports related to the grievance will be
filed with the Equal Employment Opportunity / Affirmative Action Officer in Human Resources.

V. Non-Retaliation

Grievance(s) filed under these procedures will not result in adverse action against the complainant and other person(s) who may have participated in the investigation process. Anyone who believes he/she has been retaliated against as a result of filing a grievance should report the matter, in writing, to the appropriate Resolution Officer. The complaint will then be investigated by the Resolution Officer and appropriate action will be taken.

PROHIBITING DISCRIMINATION, HARASSMENT AND RETALIATION

I. Preface

In keeping with Saint Joseph’s University’s (“Saint Joseph’s” or “University”) mission as a Catholic, Jesuit University and a formal and informal community of faith, we must hold ourselves to a high standard of respect and fairness in our personal conduct and interactions. As such a community, we espouse that each individual is entitled to certain basic protections. These protections include, but are not limited to:

- Freedom from unlawful discrimination, harassment, and retaliation of any type.
- Freedom to be heard without fear of reprisal.
- The expectation of confidentiality to the extent that is possible.
- The assurance of a prompt and equitable investigation and resolution of all allegations of discrimination, harassment or retaliation.
- During a formal process, the opportunity of the respondent to be presented with all relevant information in a timely manner, and to respond.

At the same time, the University is committed to the principles of academic freedom. Vigorous discussion and debate, even of controversial matters, are an integral part of the educational enterprise.

II. Purpose

As a Catholic, Jesuit University, Saint Joseph’s is committed to the just and respectful treatment of students, faculty, and staff. To this end, Saint Joseph’s prohibits unlawful discrimination against, and harassment of, its employees, students, or applicants for employment or admission on the basis of any characteristic protected by state or federal law. The prohibition extends to discrimination, harassment and retaliation by third parties visiting
campus or participating in University-sponsored activities (including volunteers; visitors; trustees; and, independent contractors).

The University’s Policy Prohibiting Discrimination, Harassment and Retaliation (“Policy”) is designed to educate members of the University community about discrimination, harassment and retaliation and provide clear procedures when a violation of this Policy occurs. It is the University’s hope that through continued education, and appropriate action upon receipt of reports and complaints of conduct that may be a violation of the Policy, the University can eliminate discrimination, harassment and retaliation within the Saint Joseph’s community.

III. Definitions

A. Protected Categories: The law prohibits discrimination and harassment on the basis of sex/gender, race, age of 40 or over, color, religion, national origin, ethnic origin, sexual orientation, disability, marital status, and military and military veteran status.

B. Discrimination: Unlawful discrimination occurs when an individual is treated less favorably because he or she is a member of a protected category. Discrimination adversely affects a person’s employment or education; it includes the denial of academic or employment opportunities, and differentiates in terms and conditions of employment on the basis of membership in a protected class.

C. Harassment: Harassment means any unwelcomed, unsolicited and offensive conduct that tends to injure, degrade, disgrace or show hostility toward a person because of his or her membership in a class of persons protected by law. For purposes of applying this policy, “sexual” harassment includes conduct that is of a sexual nature or related to a person’s gender and may include persons of the same sex. Harassment of any kind need not be intentional to be prohibited under this policy. Harassment on the basis of one’s sexual orientation can also constitute discrimination on the basis of sex. For an incident to constitute harassment, it must be offensive to a reasonable person. Sexual violence constitutes a form of sexual harassment.

D. Sexual Violence: Sexual violence, including but not limited to physical forms of sexual assault (e.g., rape, sexual assault, sexual battery, and sexual coercion), is an especially serious form of both discrimination and harassment. As such, special procedures for complaint, investigation and resolution apply. See Policy on Sexual Violence.

E. Retaliation: Adverse action taken against a person because of his or her participation in a discrimination or harassment proceeding (e.g., as complainant or as witness).
F. Examples of Conduct That Can Constitute Discrimination or Harassment

1. Examples of unacceptably discriminatory conduct include decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals because of his or her membership in a category protected by law.

2. Conduct that can constitute harassment includes, but is not limited to:

   (a.) Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the Protected Categories listed in Section A above;

   (b.) Placing on walls, bulletin boards, email, or elsewhere on the University's premises graphic material that shows hostility or aversion to an individual or group that relate to the Protected Categories listed in Section A above);

   (c.) Sexually explicit, graphic, abusive, degrading, intimidating, or offensive jokes, comments, remarks or gestures;

   (d.) Sexual advances, propositions, flirtations, requests or pressure of any kind for sexual favors;

   (e.) Physical contact or intimidation.

IV. Processing Discrimination, Harassment and Retaliation Reports and Complaints

A. General Provisions

1. The procedures set forth below are internal administrative procedures of the University. As to those forms of discrimination or harassment that also violate state or federal law, an aggrieved party may also file a complaint with the appropriate local, state, or federal agency, and in a court with jurisdiction. Both the complainant and the respondent may have an advisor from the Saint Joseph’s University community, who is not a family member or attorney, 2 accompany him or her during any of the procedures in this section. The advisor acts in a support role only, and not as an advocate or spokesperson. The advisor has the same obligations of confidentiality as all other participants in the proceedings.

2 The advisor may be someone who holds a J.D., so long as the person holding the J.D. is not then engaged in the active practice of law and discloses and affirms these circumstances to the Intake Officer prior to attending any meetings in this capacity with the advisee party.
2. Reports and complaints of discrimination and harassment should be made as soon as possible after the incident(s) occurs. All reports and complaints will be investigated promptly and appropriate action will be taken as expeditiously as possible under the circumstances presented. The University will respect the privacy of the complainant, the respondent, and the witnesses, if any, in a manner consistent with the University’s obligations (legal or under this Policy) to investigate the matter, protect the individuals involved, take appropriate remedial action, and comply with any discovery or disclosure obligations required by law. This means that, although confidentiality will be respected, it cannot be guaranteed.

3. The University may investigate a report or complaint of discrimination or harassment regardless of whether the complaining party desires the University to pursue the report or complaint, if the University has cause to believe that the action reported or complained of constitutes a violation of this Policy, breach of applicable law or a threat to the University community.

4. All students and employees should report any discrimination or harassment, experienced by themselves or another, to the appropriate University officer: Title IX Coordinator or EEO/AA Officer (see Section B below). No student or employee should assume that the University already knows about a particular situation or event.

5. **Retaliation:** The University prohibits retaliation against any individual who complains of a violation of this Policy or assists in providing information about a complaint of discrimination, including complaints of sexual, racial or other unlawful harassment.

Anyone who believes s/he has been retaliated against for participating in this process in any capacity should report the matter promptly. Reports and complaints of retaliation will be investigated and dealt with as any other report and complaint brought under this Policy.

**B. Where to Report Alleged Discrimination, Harassment or Retaliation**

1. Reports of discrimination, harassment or retaliation should be made to the Intake Officer identified below:

(a.) Students: Complaints of discrimination, harassment or retaliation asserted against students shall be reported to the Title IX Coordinator (610/660-1145; TitleIX@sju.edu)

(b.) Staff: Complaints of discrimination, harassment or retaliation asserted against staff members, including administrators, shall be reported to the EEO/AA Officer in Human Resources (610/660-3313)
(c.) Faculty: Complaints of discrimination, harassment or retaliation asserted against faculty members shall be reported to the EEO/AA Officer in Human Resources (610/660-3313)

(d.) Independent Contractors, Volunteers, Trustees and Visitors: Complaints of discrimination, harassment or retaliation asserted against independent contractors, volunteers, trustees and visitors shall be reported to the EEO/AA Officer in Human Resources (610/660-3313)

In the event that the complaining party does not wish to report incidents or concerns to the designated Intake Officer, s/he may report to the other Intake Officer, or his or her designee.

The EEO/AA Officer, or his/her designee, shall serve as consultant in the procedures stated below any time a faculty or staff member is either the complainant or respondent. The Title IX Coordinator shall serve as consultant in the procedures stated below any time a student is either the complainant or respondent.

When the respondent is a student, the alleged violation shall be resolved under the Community Standards process, along with any other alleged violations of the Community Standards in connection with the incident(s). This includes the Community Standards appeal process. [http://www.sju.edu/int/studentlife/studentresources/communitystandards/standards.html](http://www.sju.edu/int/studentlife/studentresources/communitystandards/standards.html)

Therefore, the Procedures contained in this Policy do not apply to student respondents.

V. Procedures

The below-described procedures may be followed in sequence, if the content of the complaint makes it appropriate for consultation or mediation and if the complaining party so requests. Alternatively, a complaint may be filed immediately, without prior consultation or attempt at mediation. In the case of a sufficiently serious allegation, in the judgment of the Intake Officer, immediate filing will take place independent of the wishes of the complainant.

A. Consulting Procedure

Members of the Saint Joseph’s community who wish to discuss questions or concerns about conduct that may be in violation of the Policy may contact the Intake Officer identified in section B, above. The Intake Officer, or his/her designee, shall provide information to the inquirer concerning available support services and how the process works, including the
possibility of initiating a mediation procedure if appropriate. (Mediation is never appropriate for complaints of sexual violence.)

- Once a complaint is filed (Step C), however, the Intake Officer is required to initiate an investigation. The scope and extent of the investigation will depend on the severity of the conduct complained of.
- If requested by the complaining party, and judged appropriate, the Intake Officer or his/her designee, serving as a consultant, will assist in attempting to resolve the complaint informally. Such assistance may involve, for example, assisting the complainant in writing a letter to that person asking that the conduct experienced by the complainant as discriminatory or harassing cease immediately. Alternatively, the complainant may ask the consultant to meet with the respondent, or explore other possible resolutions. Any resolution must be acceptable to all parties involved in the matter including the University.
- During the consulting procedure, all reasonable efforts will be made to ensure the confidentiality of information received, including the identities of the parties. The identity of the complaining party will be disclosed to the respondent during the consulting procedure only if the complaining party gives permission. If, due to the circumstances of the alleged discrimination or harassment, it is not possible to resolve the complaint and yet maintain confidentiality, the complaining party will be informed and be given the options of proceeding (with disclosure of identity) or withdrawing from the consulting process. However, the University may still proceed with the investigation.
- The determination about proceeding with an investigation is made by the Intake Officer, independent of the wishes of the complaining party, based on the nature of the conduct alleged. If the alleged conduct involves sexual violence, the University will pursue the matter based on the Sexual Violence Policy.
- When the consultant is not the Intake Officer but his/her designee, the consultant is required to report the conduct to the Intake Officer, if the conduct poses a threat to the University community. If the matter is so reported, the consultant will notify the complainant and the respondent of the nature of the report.

**B. Mediation Procedure**

- The complainant of discrimination, harassment or retaliation may request mediation. The Intake Officer or his/her designee shall review the request to ensure that mediation is a proper resolution device under the circumstances and will not cause delays in
resolving the issue. Consultation and mediation are never appropriate in cases alleging sexual violence.

- The Intake Officer will designate the person who is to serve as mediator. Care should be taken that the mediator role not be compromised by existing relationships between the mediator and either of the parties and the mediator be trained in this role and its responsibilities. The respondent and complainant may object to a mediator in writing at least 48 hours before the hearing.
- If the respondent agrees to participate in mediation, the mediator will contact each party for a pre-mediation meeting. These meetings are confidential and are designed to help clear the way for communication and resolution during mediation. Each party will be advised on the mediation process.
- Mediation will be conducted in a neutral location. Each party and the mediator will discuss options and methods of resolution.
- If the parties reach a settlement, then the mediator will write a Resolution Agreement, which both parties shall sign. Even when mediation has been successful, however, the University may still have an obligation to investigate and in cases involving a student complainant and/or respondent, the Title IX Coordinator will be apprised of the outcome.
- If the parties cannot reach an agreement, or one or both parties refuse to sign the Resolution Agreement, then the complainant can file a written complaint, as outlined below. However, failure to file a written complaint does not relieve the University of its obligation to investigate.

C. Complaint Procedure

1. Filing a Complaint

Members of the University community who believe that they have experienced conduct that may be a violation under this policy can make a complaint with the appropriate Intake Officer at any time, or following the consultation and/or mediation process. The complaint should be in writing, but if the complainant is unable or unwilling to submit a complaint in writing, then the Intake Officer shall prepare a report summarizing the complainant’s allegations. The failure of the complainant to put the complaint in writing does not relieve the University of its obligation to act in accordance with legal/policy requirements in response to the information provided by the complainant.

The Intake Officer shall promptly forward the written complaint or summary report of the Intake Officer to an appropriate Investigator. A person is not required to utilize the consultation or mediation procedure before filing a formal complaint.
2. Contents of the Complaint

The complaint shall include the name of the complainant, the name of the respondent, a statement of alleged conduct (including dates, and the nature of the conduct), and the names of witnesses, if any. Copies of supporting materials, if any, shall be attached to the complaint.

3. Delivery of the Complaint and Response

Absent other considerations, within five (5) business days of the filing, the Investigator shall allow the respondent to see the written complaint (or a summary, if the complainant declines to put the complaint in writing). The respondent shall have an opportunity to respond to the complaint in writing; such response must be submitted within five (5) business days of delivery. If the respondent waives his or her right to respond in writing, the respondent shall be asked to sign a statement acknowledging that he or she declined to provide a written response. The complainant shall have the opportunity to see the respondent’s response to the alleged conduct, or to be notified if no response is provided. In no event will names of witnesses identified by either party be shared in the complaint/response summary prepared by the Investigator.

4. Investigation

(a.) Absent extraordinary circumstances (to be determined by the Intake Officer), the Investigator shall be chosen from a pool of three (3) individuals from the University community, who are recommended by the Executive Committee of University Council and appointed by the President for staggered terms of three (3) years. Each investigator shall be professionally trained to conduct investigations, and his or her objectivity should not be compromised by a previously-existing relationship with either the complainant or the respondent. The Intake Officer may also delegate the investigatory duties to a qualified external investigator if s/he determines that it is in the best interests of the parties and the University to do so. In coming to this decision, the Intake Officer may consult the University’s Office of the General Counsel or other appropriate resources within the University.

(b.) The Investigator shall promptly conduct an investigation of the complaint. The investigation shall include interviews with the parties and witnesses, and review of any relevant documents or other evidence. In most cases, the investigation shall be complete within sixty (60) days of receipt by the Investigator of the complaint. The Investigator may delegate any part of the investigation to an agent with specific expertise (e.g. Office of Public Safety). All who participate in conducting an investigation are obliged to keep confidential what they learn in the process, consistent with applicable legal requirements.
(c.) The investigation shall address facts and issues relating to the complaint, which may include, but are not limited to:

i. The type of conduct complained of  
ii. The frequency of the conduct  
iii. The date and location of the conduct  
iv. The factual circumstances  
v. The relationship between the parties  
vi. The effect of the respondent's conduct on the complainant  
vii. The awareness of the respondent of the complainant's concerns  
viii. The awareness of the supervisor of the complainant's concern  
ix. The identity of witnesses  
x. The statement of witnesses  
xi. Prior steps taken to resolve the issue  
axii. Additional resources available to resolve the issue

(d.) During the investigation, every reasonable effort shall be made to protect the privacy rights of all parties; however confidentiality cannot be guaranteed.

5. Investigation Report

(a.) Upon completion of the investigation, the Investigator shall report in writing to the following person:

i. For complaints asserted against faculty, the Provost and EEO/AA Officer;  

ii. For complaints asserted against staff, including administrators, the Vice President for Human Resources and EEO/AA Officer;  

iii. For complaints asserted against students, the Title IX Coordinator;  

iv. For complaints asserted against independent contractors, volunteers, trustees and visitors, the Vice President for Human Resources and EEO/AA Officer.

(b.) The report shall address the facts and issues that were investigated under section (4)(c), above.

(c.) The report shall include an outcome (see 6(a) below)

(d.) The complainant and the respondent shall have the opportunity to view a copy of a summary of the investigation, with information redacted in compliance with FERPA and other legal considerations regarding privacy.
This summary shall include the following: date of report, parties, witnesses, dates of investigation, summary of allegations, policy involved, determination of credibility, findings of fact, conclusions, and name of investigator.

6. Outcomes and Recommendations

(a.) The outcomes of the investigation are:

   i. a finding that it is more likely than not that the alleged violation occurred;

   ii. a finding that it is more likely than not that a violation did not occur;

   iii. a determination, one way or the other, could not be made.

If other conduct that might be a violation of other University policies is discovered or identified during the course of the investigation, this conduct must be reported to the appropriate University official and shall be subject to a separate process.

7. Sanctions:

(a.) If the Investigator has concluded, based on findings of fact and a determination of credibility, that a violation of policy has occurred, sanctions may be imposed by the appropriate administrator as follows:

   i. In the case of staff, including administrators, the Vice President for Human Resources;
   ii. In the case of faculty, the Provost;
   iii. In the case of students, as dictated by the Community Standards process;
   iv. In the case of independent contractors, volunteers, trustees and visitors, the Vice President for Human Resources and EEO/AA Officer in consultation with appropriate university officials.

(b.) Sanctions include corrective and/or disciplinary action.

(c.) Corrective action may include:

   i. an order to avoid future contact with the complainant
   ii. a requirement for an apology
   iii. a transfer (e.g., to another department, class, office, residence)
   iv. participation in counseling and/or training
(d.) Disciplinary action may include:

i. written reprimand
ii. suspension
iii. termination, discharge or dismissal from the University.

(e.) The sanctions shall be communicated to the respondent; any sanctions that impact the complainant shall also be communicated to the complainant.

8. Appeal

(a.) In the event that sanctions are imposed, the respondent may appeal the action within five (5) business days of receipt of the sanction. Likewise the complainant may appeal the action within five (5) business days of receipt of the outcome.

(b.) Such appeal shall be in writing and state the grounds and the facts supporting the grounds for such appeal.

i. Grounds for appeal are limited to:

- Material procedural error, including but not limited to bias in the process or failure to disclose conflict of interest; bias in the process is not a disagreement with the outcome of the investigation or the findings of the investigator.
- Material factual information that was not known, or could not have been known, at the time of the decision that is sufficient to alter the decision;
- The sanction is excessively severe for the conduct that was found to have occurred

ii. The appellant(s) shall bear the burden of establishing one or more of these grounds for appeal. Appeals submitted for other reasons or past the five (5) business days shall not be considered.

Appeals shall be considered by a panel of three (3) trained appeal board members drawn from a pool of five (5). The five (5) appeal board members shall be recommended by the Executive Committee of University Council and appointed by the President for staggered terms of three (3) years. The respondent and complainant shall be informed of the three (3) panel members in advance of the appeal to allow for objection to a member of the appeals panel in writing at least 48 hours before the scheduled consideration of the appeal.

iii. Absent other considerations, the appeal panel shall make a decision within five (5) business days after the appeal period.
VI. Interim Relief

A. Upon the submission of a complaint, the complainant or the Intake Officer may request interim relief from the appropriate University official who must have authority to impose the interim relief.

B. If the University official believes that interim relief is necessary, either for the sake of the complainant or other parties, then the University official may impose the least restrictive action that will both protect the complainant (or others) and preserve the interests of the respondent given the circumstances presented.

C. The University will impose interim relief immediately if the safety and security of either party or other members of the University community is threatened or when the ability of the complaining student, employee or others to participate and/or perform effectively in their respective University environments requires it. In these situations, the University official shall offer to meet with the parties within three (3) business days of the imposition of this interim relief. In this case, the purpose of the meeting is not to determine responsibility of the parties, but to determine whether the interim relief should continue based on the nature of the allegations. In other situations, where interim relief has not immediately been imposed, but where some form of interim relief may need to be considered pending the outcome of the investigation, the University official shall offer to meet with the parties and/or other persons who may have relevant information prior to imposing interim relief. This meeting shall be offered within three (3) business days of all parties having been notified of the complaint. The purpose of this meeting is not to determine responsibility of the parties but to determine whether interim relief should be imposed based on the nature of the allegations.

3 In the case of faculty, if after the appeal under this policy is concluded, the sanction remains termination, discharge or dismissal from the University, the party to be terminated, discharged or dismissed shall have the right to follow procedures regarding separation from the University as provided in the Faculty Handbook [Separation and Appeals Procedures].
The University official may meet with the parties separately, or meet with them together, but in no event will either party be required to be present for the meeting with the other party without the full and informed consent of both parties to do so. In no event, will a party who has asserted a claim of sexual violence, sexual assault and/or sexual harassment be required to be present in such meeting with the person accused of engaging the conduct at issue.

D. Examples of measures that interim relief may include:
   i. Transfer
   ii. Suspension (full or partial)
   iii. An order to avoid or restrict contact
   iv. Change in Housing
   v. Administrative leave with or without pay

E. The University is also obliged to take effective corrective action promptly, when it appears that a hostile environment has been created by some form of discrimination or harassment. This corrective action may include changes to University policies and/or services.

VII. Consensual Romantic and/or Sexual Relationships

Romantic/sexual relationships between employees (including faculty and athletic staff) and students with whom they also have an academic, supervisory or evaluative relationship, or between an employee and his or her subordinate, are fraught with the potential for exploitation and may compromise the University’s ability to enforce its policy against sexual harassment. Employees must be mindful that the authority that they exercise in their interactions with students and subordinates may affect the decision of a student or a subordinate to enter into or end a romantic or sexual relationship. Even when both parties have initially consented, the development of a sexual relationship renders both the employee and the institution vulnerable to possible later allegations of sexual harassment, in light of the significant power differential that exists between faculty members and students, athletic staff members and student athletes, or supervisors and subordinates. Such relationships can also become the basis for a complaint of harassment or discrimination by a colleague who is adversely affected by them.

As a result, the University prohibits all faculty and staff from engaging in or pursuing romantic/sexual relationships with students whom they are currently supervising, teaching, advising, or providing services to. Moreover, anyone involved in such a relationship with someone — other than a student -- over whom he or she has supervisory power must recuse himself or herself from decisions that affect the compensation, evaluation, employment conditions, instruction and/or academic status of the
subordinate involved. Such relationships should be reported to both persons’ immediate supervisors in a timely fashion.

VIII. Academic Freedom

The American Association of University Professors Joint Statement on the Freedoms and Rights of Students (1967, revised in 1990, 91, and 92) articulates that: “The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community.” Saint Joseph's strongly supports and protects the principle of academic freedom. All members of the University community have a right to use the academic forum, provided by the University, to discuss controversial subjects and to express ideas that some or most of the members of the community strongly oppose. Harassment is not about voicing unpopular ideas. It is one form of intimidation.

In its 1940 Statement on Tenure AAUP states that “Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning”. In an instructional context, wide latitude is required for professional judgment in determining appropriate content and presentation of academic material, provided this material is germane to the subject matter of the course. In its policy statement on sexual harassment, the AAUP further states: “Intimidation and harassment are inconsistent with the maintenance of academic freedom on campus. This statement is no less germane if one is being made unwelcome because of sex, rather than unwelcome because of race, religion, politics, or professional interests.” Academe, September-October 1990, pp. 42-43.

IX. Good Faith Complaints

Complaints made in good faith under this Policy will not result in any adverse action against the complainant, and no other person who participates in good faith investigation will be treated adversely because of that participation.

However, if an investigation results in a finding that the complainant knowingly accused another falsely of discrimination, harassment or retaliation, then the complainant will be subject to appropriate sanctions, which may include termination of employment or, in the case of students, permanent separation from the University.
X. Other Rights and Responsibilities

This Policy shall not be deemed to take away any rights or responsibilities of faculty members under the Faculty Handbook, administrators and professionals under the Administrators and Professionals Handbook, staff members under the Staff Handbook, students under the Student Handbook, and union members under their collective bargaining agreements.

XI. Education

This Policy reflects the University's commitment to educate all of the members of the University community about the nature of discrimination, harassment and retaliation, their impact on individuals and the University as a whole, the steps necessary to address it, and the protections available to all involved: complaining party, respondent and others. Such education is essential to establishing and maintaining a campus environment in which the dignity of all persons is respected. It is the responsibility of every employee and student to become informed about these matters by participating in required educational sessions. The EEO/AA Officer is responsible for providing relevant education for employees (faculty, administration, and staff). The Division of Student Life, Title IX Coordinator, and Deputy Title IX Coordinators are responsible for providing appropriate education for students.

XII. Records

Records generated under this policy shall be maintained in confidence and consistent with applicable laws. Disposition of the case will become part of the record. The Title IX Coordinator and the EEO/AA Officer shall review these records and make such reports or recommendations as may be necessary to effectuate the purpose of this policy to the President. Records of complaints will serve as the basis for an annual statistical report prepared by the EEO/AA Officer and made public to the University community. Names will not be revealed in the annual statistical report. The report will state the number and type of complaint.

**Campus Resources**

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
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<tbody>
<tr>
<td>EEO/AA Officer</td>
<td>(610) 660-3313</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>(610) 660-1145</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>(610) 660-1090</td>
</tr>
<tr>
<td>Public Safety and Security</td>
<td>(610) 660-1111</td>
</tr>
<tr>
<td>(for Sexual Violence and Community Safety)</td>
<td></td>
</tr>
<tr>
<td>Office of Community Standards (for students)</td>
<td>(610) 660-1046</td>
</tr>
</tbody>
</table>

For further information or details of campus resources, contact the Office of Human Resources at 610-660-3309 or visit the HR website at [http://www.sju.edu/int/resources/humanresources/](http://www.sju.edu/int/resources/humanresources/).
Off-Campus Resources

Complaints of discrimination or harassment may also be filed in a timely manner with the following government agencies:

Equal Employment Opportunity Commission

801 Market Street, Ste. 1300
Philadelphia, PA 19107-3127
800/669-4000

Office of Civil Rights

U.S. Department of Education
100 Penn Square East, Ste. 515
Philadelphia, PA 19107-3323

Pennsylvania Human Relations Commission

110 N. 8th Street, Ste. 501
Philadelphia, PA 19107
215/560-2496

Philadelphia Commission on Human Relations

601 Walnut Street, Ste. 300 South
Philadelphia, PA 19106
215/686-4670

Resources Cited in this Document


http://www.aaup.org/AAUP/pubsres/policydocs/contents/stud-rights.htm

http://www.aaup.org/AAUP/pubsres/policydocs/contents/statementonprofessionalethics.htm

Effective: June 2013
EMAIL: STATEMENT ON THE EXPECTED STUDENT USE OF SJU E-MAIL ACCOUNT
(September 18, 2003)

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

Information on how to access the network and e-mail is regularly distributed to new students by our Information Technology Department. If you encounter problems accessing your email, contact the Information Technology Student Help Desk at 610-660-3070.

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

POLICY ON HAZING
Hazing is defined as “any action or situation created intentionally, whether on or off campus premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.” Saint Joseph’s University prohibits all forms of hazing. The Anti-Hazing Law of Pennsylvania states that any person who causes or participates in hazing commits a misdemeanor of the third degree. It also includes the willful destruction or removal of public or private property in its definition of hazing. Individuals found responsible of hazing may be fined, placed on probation, suspended or dismissed. Likewise, organizations, clubs and teams may be fined, placed on probation
or disbanded. Other sanctions also may be appropriately issued. Aside from the legal aspect of hazing, the University believes that hazing is contrary to the Christian teaching of human dignity and contradicts an environment of friendship, maturity and charity within its collegiate community.

MISSING ON-CAMPUS STUDENT POLICY

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

At the beginning of each academic year Saint Joseph’s University will request, via MySJU, that all students confidentially register a contact person who would be notified by the University within 24 hours if that student is determined to be missing.

For non-emancipated students less than 18 years of age a custodial parent or guardian will be notified by the University within 24 hours of a student’s being determined missing, in addition to any additional contact person designated by the student.

The Saint Joseph’s University Office of Public Safety & Security is to be notified whenever it is suspected that a student is missing. If a member of the University community or a parent has reason to believe that a student is missing, SJU Public Safety & Security, the Office of Residence Life, or both should be notified immediately. A joint investigation will commence immediately between Public Safety & Security and Residence Life to locate the student to determine his or her state of health and well-being. These efforts will include, but are not limited to, checking the student’s residence, class schedule, ID card access, location of private vehicle, friends and acquaintances and calling the student’s cell phone number.

If it is determined that the student is missing for more than 24 hours, the appointed University representative will notify the individual that was designated as the student’s missing person contact, or the custodial parent or guardian, as well as the University Vice Presidents for Student Life and Administrative Services. Following those notifications, the appropriate law enforcement agency (s) will be notified.

If, during the initial stages of the missing student investigation it is determined that the student is “involuntarily missing”, i.e., abducted,
kidnapped or endangered the local law enforcement agencies will be contacted immediately. Under these exigent circumstances it will not be necessary to wait for 24 hours to make the required aforementioned notifications.

POLITICAL ACTIVITIES ON CAMPUS

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

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

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

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

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

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

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

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

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

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

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

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

8. that, nothing in this statement is to be interpreted as amending or abrogating any policies earlier adopted by the Council.
REQUIRED LEAVE OF ABSENCE GUIDELINES

Approved by the President and Cabinet, September 21, 1993. Revised April, 2000.

1. The University reserves the right to require a Leave of Absence. The Vice President for Student Life, based on reports of behavior of the student as observed by members of the University community, can require a student to undergo a diagnostic evaluation by a physician designated by the University and/or the Director of the Counseling Center or designee. The Director of the Counseling Center or the Director of Residence Life will alert the student’s parent/guardian to the existence of a problem prior or subsequent to the evaluation. In keeping with the results of his/her evaluation, the physician and/or the Director of the Counseling Center may recommend a Required Leave of Absence at any time it is deemed reasonably necessary to protect the student, other students, members of the University community or the interests of the University community.

2. A Leave of Absence may be required if any of the following situations arise:

   a) a student is a danger to himself or herself or others because he or she attempts or threatens suicide or engages in any behavior which threatens or could cause bodily harm to himself or herself or others.

   b) a student refuses or is unable to cooperate with a recommended evaluation or treatment procedure and is thought to be in danger of significant physical or psychological deterioration.

3. Upon recommendation of a University-designated physician and/or the Director of the Counseling Center, the Vice President for Student Life consults with the appropriate academic Dean and makes the final decision regarding approval of a Required Leave of Absence. The Vice President for Student Life reviews the recommendation to ensure that procedures set forth in these guidelines were followed and to protect the student’s rights. The nature of the situation may require the decision to be prompt and informal. The student will be given oral notification of the decision immediately and written notification within seventy-two hours. If the dependent student is required to leave, a parent or guardian will also be notified.

4. The student has the right upon request to meet with the Vice President for Student Life or designee, the University designated physician or the Director of the Counseling Center. The purpose of this meeting would be to discuss
the factual basis of the incident or incidents related to Section Two. The student may be assisted at this meeting by an advisor from the University community.

5. The student has the right, upon request, to appeal to the President for a review of the processes used and to the Vice President for Student Life for an independent review/evaluation and recommendation by a mutually acceptable physician, psychologist or psychiatrist. The student may initiate an appeal, in writing, any time within seventy-two hours of the oral notification of the decision. The Vice President for Student Life will decide if the appeal will temporarily delay the implementation of the Required Leave of Absence.

6. The student may request a voluntary leave of absence in place of a required leave of absence within thirty days of the written notification of the decision.

7. When a student is given a required health leave during the course of a semester, any record of grades or registration for courses for that semester will be expunged from the student’s record. Refund will be given for tuition, room, board, and fees that may have been paid for the semester and any financial aid monies awarded to the student will be returned to the appropriate University or government source.

8. When a student on required leave is ready to return to Saint Joseph’s University, he or she must arrange for the health professional who has evaluated or treated him/her during the withdrawn period to forward a written report to the University physician and/or Director of the Counseling Center. The report should provide medical and behavioral evidence that the student is ready to resume studies at the University and that his or her presence does not pose a threat to the health or safety of self or others. The student must also schedule an interview with the University physician and/or Director of the Counseling Center. The written report by the student’s health professional must be received at least one week prior to the interviews. Subsequent to the evaluation, the University physician and/or Director of the Counseling Center will provide the Associate Dean of the appropriate College and the Vice President for Student Life a written statement confirming that the student is ready to resume studies at the University. The University physician or Director of the Counseling Center may make recommendations to the Vice President for Student Life regarding conditions of return. The student will receive written notification of conditions. The student’s request to return will be in the form of a written
statement to the Associate Dean of the appropriate College and the Vice President for Student Life. A written evaluation with recommendations from the University physician or Director of the Counseling Center will accompany the student’s request. The student must submit his/her request to return to the University no later than July 1 for the fall semester or December 1 for the spring semester. The final decision regarding a student’s request to return to the University is made by the Vice President for Student Life.

9. A student may be given a health leave for one semester or for two consecutive semesters. If he or she does not return to the University after that time, the status will be changed to a withdrawal.

SEXUAL ACTIVITY POLICY
Passed by University Council, April 15, 1992
Saint Joseph’s University must insist that the environment in the residence community be one that supports individual rights and fosters mutual respect. Non-marital sexual intercourse, on campus at anytime, is behavior unacceptable to the University. Students involved in activity of this nature will be subject to disciplinary action and/or counseling.

SEXUAL VIOLENCE POLICY

A. Purpose

The purpose of this document is to:

- state the University’s Policy on Sexual Violence (“Policy”), which is a form of sexual harassment, and, in turn, discrimination. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion (collectively referred to in this Policy as “Sexual Violence” and defined below);
- identify and describe procedures and resources available to those who believe that they have experienced conduct that constitutes Sexual Violence;
- identify the possible sanctions for violations of this Policy and the appeals procedures under the Policy; and
- highlight educational programs and resources addressing Sexual Violence.

The Policy Prohibiting Discrimination, Harassment and Retaliation which addresses sexual discrimination, non-violent sexual harassment and other forms of discrimination which are not violations of this Policy can be found by clicking on the policy title above.
Saint Joseph’s University ("Saint Joseph's" or "University") is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of sexual violence. Sexual harassment of students, employees and any member of Saint Joseph’s University community interferes with the expectation that students and employees will learn and work in an environment that is free from discrimination. Sexual violence, as defined by the University, may also constitute a crime.

B. Policy

The University does not tolerate Sexual Violence on its campus, at University-sponsored events, or off-campus, by any member of the Saint Joseph’s community (faculty, students, administrators, staff including union members, and volunteers). Conduct that is determined to constitute Sexual Violence is not only a violation of the Policy and reprehensible in any context, but it is also a matter of particular concern in an academic community in which students, faculty, staff, volunteers and visitors are connected by strong bonds of dependence and trust. As such, all members of the community are expected to report acts of Sexual Violence.

In addition to University action, a member of the Saint Joseph’s community who has violated this Policy (the respondent) may be prosecuted under applicable criminal statutes of the location where the alleged offense occurred. S/he will be subject to internal University investigative and/or disciplinary proceedings regardless and independent of any criminal process.

An individual who believes that s/he has been subjected to Sexual Violence (complainant) is urged to report such conduct immediately to the Office of Public Safety & Security (610-660-1111) and/or the local police (911).

The complainant should be medically examined as soon as possible. Once the complainant contacts the Office of Public Safety & Security, s/he will receive support and information regarding options for moving forward. Evidence, including clothing, drinks, glasses, bed linens, etc., should be preserved. In order to preserve evidence, the complainant should not shower or bathe. Additional information on support is set forth later in this Policy under Section H. These support services are also available for individuals who are unsure whether they have experienced conduct that might be a violation of this Policy.

Any member of the University community (complainant) may file a complaint against another member of the University community (respondent).
All acts of Sexual Violence may be reported to the Office of Public Safety & Security. However, a report may instead be made to the Title IX Coordinator (if the respondent is a student), the Vice President for Student Life (if the respondent is a student), the Provost (if the respondent is a faculty member) or the Vice President for Human Resources (if the respondent is an employee who is not a faculty member, or is an independent contractor, volunteer, trustee and visitor). Victims of Sexual Violence should report to Public Safety if they are unsure of the status of the respondent.

Furthermore, there are services available for individuals (complainants, respondents and/or witnesses) who wish to seek help confidentially. Specifically, the only persons who do not make reports, to which names are attached, are the Counselors in the Counseling and Psychological Services Department (CAPS) and physicians (when functioning within the scope of their licenses), and priests (when serving in their pastoral capacities).

While it is clearly best to report the alleged act of Sexual Violence immediately, reports may be made at any time preferably prior to the last date of enrollment or employment of the complainant or respondent.

The Title IX Coordinator will be given access to school law enforcement unit investigation notes and findings as necessary for the Title IX audit/oversight so long as it does not compromise the criminal investigation.

C. Sexual Violence

The Office for Civil Rights (OCR) states that Sexual Violence includes rape, sexual assault, sexual battery, and sexual coercion (Ali, *Dear Colleague Letter*, 2011, pp. 1-2).

- Sexual intercourse without consent is rape.
- Sexual contact without consent is sexual assault.
- The touching of a person in an intimate part of the body without consent is sexual battery.
- Subjecting a person to sexual contact as a result of the use of physical or psychological pressure or threats, or the consumption of alcohol or drugs without consent is sexual coercion.

The key is effective consent. Specifically, consent is informed, freely and actively given, and requires clear communication between all persons involved in the sexual encounter. Consent is active, not passive. Consent can be communicated verbally or by actions. Consent cannot be procured by use of physical force, compelling threats, or intimidating behavior.
In whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent. It is the responsibility of the initiator of sexual contact to make sure that s/he understands fully what the person with whom s/he is involved wants and does not want sexually. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Previous relationships or consent does not imply consent to future sexual acts.

Effective consent cannot be given by minors, mentally disabled individuals or person’s incapacitated as a result of drugs or alcohol, including so called “date rape” drugs. Incapacitation is a state where one cannot make a rational, reasonable decision because s/he lacks the ability to understand the “who, what, when, where, why and how” of their sexual interaction.

Certain conduct that may violate this Policy may also be considered a crime under Pennsylvania law (See, http://www.pameganslaw.state.pa.us/CrimeCode.aspx?dt).

D. University Response When There is a Report of a Sexual Violence

The goal of the University’s response is to offer support services to the complainant and respondent(s), while seeking to provide a safe educational and working environment. To this end, the University will take steps to prevent Sexual Violence from occurring through prevention and education. However, when such conduct occurs, the University will take all necessary and reasonable steps to stop the alleged conduct and provide support to the complainant, the respondent, and, as necessary, to other members of the University community, at the time the assault is reported, during the investigation process and afterward.

- Immediate medical and/or psychological assistance will be made available to the complainant and respondent. The Office of Public Safety & Security will provide transportation to a hospital that specializes in sexual assault examination and care, if appropriate. The complainant will be offered support from the Rape Education Prevention Program (REPP), the University Counseling and Psychological Services (CAPS) staff, or victim services agencies throughout the process.
- The Office of Public Safety & Security will provide guidance to the individuals concerning the preservation of relevant evidence, provide options for notifying law enforcement, and assist complainants with notifying law enforcement, if desired or otherwise deemed necessary.
• Certain academic, residential and/or employment interim remedial measures may be instituted in order to address the situation pending an investigation and ultimate resolution. Likewise, long-term remedial measures may be implemented in order to remedy the effects of Sexual Violence. Such measures may require changes in, or exceptions to, University services or policies.

• The Office of Public Safety & Security, in consultation with other offices, as necessary, will authorize contact restrictions between the complainant and respondent for the protection of either or both parties.

E. Procedures for Student Allegations of Conduct Involving University Students

Reporting:

• Police (911). The conduct may be reported directly to the police in the location where the alleged offense occurs. Nine-one-one (911) may be called for both the Philadelphia and Lower Merion police. The University may report a Sexual Violence allegation to the appropriate law enforcement agency (in most cases, the police department) depending on the circumstances presented (including any discernible threat to the safety of others).

• Office of Public Safety & Security (610-660-1111). A report of a conduct that may constitute Sexual Violence under this Policy should be made to the Office of Public Safety & Security. As discussed above, however, a report may instead be made to the Title IX Coordinator (if the respondent is a student), the Vice President for Student Life (if the respondent is a student), the Provost (if the respondent is a faculty member) or the Vice President for Human Resources (if the respondent is an employee who is not a faculty member, or is an independent contractor, volunteer, trustee and visitor). The Office of Public Safety & Security will provide information about the option to file a criminal complaint. If the complainant so desires, the Office of Public Safety & Security will assist him/her in contacting the local police. This office will also provide information for contacting a member of REPP (610-733-9650; available 24 hours a day) and/or contact the CAPS Counselor on call if s/he so desires. Regardless of whether a criminal complaint is filed, the University will pursue its own internal processes to address the alleged conduct, and it expects that all those involved will participate in the process. The fact that an individual (complainant, respondent and/or witness) refuses to participate in the process does not mean that the investigative process will not take place if the University deems it appropriate to do so.
Investigation:

In line with the requirements of the Office of Civil Rights and at the request of the Office of Student Life, when the respondent is a student, the Office of Public Safety & Security will conduct a prompt, thorough, and impartial investigation and prepare a factual report that will be conveyed to the Community Standards Office.

Hearing Process:

When the respondent is a student, the alleged offense will be handled under the Community Standards process as a potential violation, along with any other alleged violations of the Community Standards in connection with the incident. (This is in addition to any criminal procedures that the complainant chooses to pursue.) In most cases, allegations of Sexual Violence shall be heard by the Community Standards Board, consistent with the published Community Standards process. http://www.sju.edu/communitystandards

The appeal process is included in the Community Standards process.

Any question of interpretation regarding the Community Standards shall be referred to the Vice President for Student Life for final determination. The University may exercise discretion by addressing other potential violations of the Community Standards which may become apparent during the investigation/hearing process in a way fair to both parties and based on the specific circumstances. Any other potential violations will be addressed in addition to the Sexual Violence allegation.

F. Procedures for Employee Allegations of Conduct Involving University Employees, Independent Contractors, Volunteers, Trustees or Visitors

When the respondent is a non-student, the alleged offense will be handled under the Complaint Procedure of the Policy Prohibiting Discrimination, Harassment and Retaliation. Mediation is not employed for allegations of Sexual Violence.

G. Non-Retaliation Statement

The University prohibits retaliation against any individual who makes a complaint of Sexual Violence or participates in the investigation of such a complaint.
Anyone who believes s/he has been retaliated against for invoking this Policy, opposing violations of this policy, or participating in an investigation should report the matter promptly to the Office of Public Safety & Security. Again, however, a report may instead be made to the Title IX Coordinator (if the respondent is a student), the Vice President for Student Life (if the respondent is a student), the Provost (if the respondent is a faculty member) or the Vice President for Human Resources (if the respondent is an employee who is not a faculty member, or is an independent contractor, volunteer, trustee and visitor).

Complaints of retaliation will be investigated and dealt with as any other complaint brought under this Policy.

Complaints made in good faith under this policy will not result in any adverse action against the complainant, and no other person who participates in good faith in an investigation will be treated adversely because of that participation. However, if an investigation results in a finding that the complainant knowingly accused another falsely of an act of Sexual Violence, then the complainant will be subject to appropriate sanctions, up to and including termination of employment or, in the case of students, permanent separation from the University.

H. Education

Sexual Violence education and prevention resources are available on the University web site at http://www.sju.edu/int/academics/cas/sociology/rapeeducation/.

The Office of Public Safety & Security annually publishes campus security reports that include statistics on campus crimes and arrests for certain specified categories of offenses. The report also describes policies related to campus security. The reports are distributed electronically to all current students and employees and, upon request, to applicants for enrollment or employment, and they are available on the University’s web site at http://www.sju.edu/int/resources/security/annualreport.html. The student newspaper regularly publishes “incidents of crime” on and around campus. These periodic reports are supplied by the Office of Public Safety & Security on a weekly basis during the fall and spring semesters.

In addition, the Office of Public Safety & Security conducts an annual security presentation to incoming first-year students and transfer students at Orientation. This presentation includes information about how to develop personal protection plans, including protection against rape.
The distribution of the Student Handbook, which contains the Sexual Violence Policy and additional programming during New Student Orientation and during the first few weeks of the semester, continues this educational effort.

During the course of the academic year, Student Life sponsors or co-sponsors at least one program each semester on sexual violence, as well as targeted programming for certain populations (e.g. Athletes, First Year Students, Greeks, resident students, and other groups as needed).

I. References


Effective: June 2013

SMOKING POLICY

Background and Purpose

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

Definition

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

SNOW/UNIVERSITY CLOSING POLICY

The policy governing cancellation of classes and closing of administrative offices is as follows: Classes will be conducted as usual unless an announcement to the contrary is made by means of the closing number for Saint Joseph’s University being announced on local radio stations among those schools to be closed on a given day. The closing number for the College of Arts and Sciences, the Erivan K. Haub School of Business, and administrative offices is 216. This number applies only to these colleges and to administrative offices. The closing number for the University College and graduate courses is 2104. This number applies only to University College and graduate courses. The radio station participating in the school announcements program is: KYW 1060 AM.
INCLEMENT WEATHER HOT LINE

Saint Joseph’s has established an inclement weather hot line for information on school closure. The number is (610) 660-3333.

STUDENT ORGANIZATIONS

SJU is home to approximately 80 student-led organizations which represent the diverse interests of our undergraduate students. Each year, on the first Thursday of the fall semester, the Activities Fair is the official kick-off to on-campus student life and a great way to check out all of these organizations as well as many other campus resources. Most organizations are open to students joining at any time throughout the academic year. For a complete list and for more information about how to join and start a student organization, visit www.sju.edu/sla and http://www.sju.edu/int/studentlife/adult/Student%20Organizations.html

STATEMENT ON STUDENT GROUPS AND ORGANIZATIONS

Approved by College Council, December 21, 1972.

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

The Student Government and the Office of Student Life are charged with responsibility for developing and implementing specific policies and procedures, for granting and withdrawing organizational status for all student groups, for the conducting of orderly student organizational affairs, for allocating University resources in support of organizational activity and for adjudicating intra- and inter-organizational disputes. Such policy and procedure must be in accordance with the aims and the objectives of the University.
STUDENT SPONSORSHIP OF SPEAKERS ON CAMPUS

Approved by College Council January 25, 1976

Saint Joseph’s University is committed to the discussion of issues which are of interest to the University community. One way in which the University’s educational objectives can be attained is through student-initiated opportunities to hear speakers from outside the University.

Therefore, it follows that: students and student organizations have the right to invite persons of their choice to speak on campus. If the speaker is invited by a University organization, however, his/her topic must be germane to the aims of the organization as stated in its constitution. Sponsorship of guest speakers does not imply University approval endorsement of the views expressed. Students have the right to assemble and to hear speakers provided that the assembly does not violate civil law, does not interfere with the processes of the University, does not infringe upon the rights of others, and is conducted in a manner appropriate to an academic community.

The University reserves the right to prohibit assemblies having in its judgment the clear likelihood of failing to meet one or more of these conditions.

The procedures established for the orderly scheduling of facilities and adequate preparation for the event, including notification of the appropriate student personnel administrator, are to be followed, but the institutional control of campus facilities may not be used as a device of censorship.

Students must recognize their right to uphold the right of free speech and to permit invited speakers to appear and speak without inappropriate interruption or demonstration. In case of controversial issues, the opportunity to hear dissenting viewpoints is encouraged.

Only those events sponsored by a recognized University organization or residence hall may require a donation from participants. If a donation is required, proceeds in excess of costs and overhead may be retained by the sponsoring University organization for use within the stated aims of the organization and the parameters of the University budget policy.

In case of joint sponsorship by an outside group and a University organization, proceeds in excess of costs and overhead may be divided according to the provisions of the joint sponsorship. Responsibility for any financial losses must be assumed by the outside group.
Nothing in articles (7) and (8) of this statement is to be interpreted as amending or abrogating the Policy on Political Activities on campus by members of the University community (adopted by the College Council on October 12, 1972).

Appeals from any decision limiting the right of students to hear speakers may be appealed to the Advisory Boards on campus by members of the University community (adopted by the College Council on October 12, 1972).

Appeals from any decision limiting the right of students to hear speakers may be appealed to the Advisory Boards on Student Life.

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

Restrictions on student parking are necessary at Saint Joseph’s University for three basic reasons: (1) first and second year students who spend the majority of their time on campus benefit by forging relationships within residence halls and involving themselves in campus activities, campus ministry, athletics, and recreation; (2) limitations on the actual number of parking spaces on campus; and out of respect for quality of life issues affecting communities adjacent to Saint Joseph’s University. In limited instances, the University may extend an accommodation and issue parking permits to first and second year students. For the 2013-2014 academic school year the following conditions will be considered:

1. First and second year non-residential students commuting from their family home may be issued a parking permit.

2. First and second year students who have exceptional circumstances such as state-issued handicapped plates or placards for a personal disability, or extreme family hardships as determined by the Department of Public Safety may be issued a parking permit. Employment is not considered a hardship.
3. Certain second year residential students residing in designated University facilities with sufficiently large parking lots including the Morris Quad Townhouses, Merion Gardens, Lannon and Rashford Residence Halls may be issued parking permits specific to these lots. Where the number of second year residential students residing in a University facility exceeds the number of available parking spots, provisional eligibility and permits for those lots will be awarded by lottery.

Once purchased / issued, University Parking Permits cannot be borrowed, sold or exchanged between the permit holder (student and/or University employee) and any other person.

Violations of this policy are subject to tickets and fines issued by Saint Joseph’s University Public Safety officers and may also be forwarded to the Office of Community Standards.

In addition, section 9-2804 of the Code of City of Philadelphia requires that all “students either provide the college or university with the model, make, and license number of any vehicles owned, operated or controlled by such student, and a copy of a current registration and valid insurance certificate for each such vehicle, or certify in writing that the students does not own, operate or control a vehicle.

USE OF UNIVERSITY FACILITIES BY OUTSIDE ORGANIZATIONS

Approved by College Council October 1971 and January 1973

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

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

Adult students are students at the University who are 22-years-old and older who are in one of four academic programs:

- Professional and Liberal Studies (CPLS)
  - Bachelor’s degree work in the College of Arts & Sciences
- Haub Degree Completion (HDC)
  - Bachelor’s degree work in the Haub School of Business
- Graduate Arts & Sciences
  - Master’s Degree work in the College of Arts & Sciences
- Graduate Business
  - Master’s Degree work in the Haub School of Business

A full list of majors, concentrations, and programs can be found [http://www.sju.edu/majors-programs](http://www.sju.edu/majors-programs).

Due to variations between program departments, additional information concerning regulations and guidelines (both academic and non-academic) specific to your field of study can be found by connecting with your appropriate department.

- Professional and Liberal Studies (CPLS)
  - [http://www.sju.edu/information/college-professional-and-liberal-studies-degree-completion](http://www.sju.edu/information/college-professional-and-liberal-studies-degree-completion)
  - Barbelin 117
  - 610-660-1267
  - plsadmit@sju.edu

- Haub Degree Completion (HDC)
  - [http://www.sju.edu/information/haub-school-business-degree-completion](http://www.sju.edu/information/haub-school-business-degree-completion)
  - Mandeville Hall 287
  - 610-660-2250
  - haubadult@sju.edu

- Graduate Arts & Sciences
  - [http://www.sju.edu/int/academics/cas/grad/index.html](http://www.sju.edu/int/academics/cas/grad/index.html)
  - Barbelin 110
  - 610-660-3131
  - gradcas@sju.edu

- Graduate Business
  - [http://www.sju.edu/majors-programs/graduate-business](http://www.sju.edu/majors-programs/graduate-business)
  - Mandeville Hall
  - sjumba@sju.edu (for all Graduate Business inquiries)

Department websites are the best place for students to find up-to-date information on course schedules and University information. You are strongly encouraged to visit your program website often. Be sure to also visit MySJU for all necessary information.