UNIVERSITY MISSION STATEMENT

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

STUDENT LIFE MISSION STATEMENT

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

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. Every reasonable effort has been made to make certain that the information contained herein is accurate as of the date of publication (June 2015).

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.

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.
# ACADEMIC UNDERGRADUATE: DAY CALENDAR

## FALL 2015 – Day Division

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/24/2015</td>
<td>Fall Classes Begin</td>
</tr>
<tr>
<td>9/7/2015</td>
<td>Labor Day, No Classes</td>
</tr>
<tr>
<td>10/12/2015 – 10/13/2015</td>
<td>Fall Break, No Classes</td>
</tr>
<tr>
<td>10/23/2015</td>
<td>Last Day to Withdraw From Classes</td>
</tr>
<tr>
<td>12/7/2015</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>12/9/2015 – 12/15/2015</td>
<td>Final Exams</td>
</tr>
</tbody>
</table>

## Intersession 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2/2016</td>
<td>Intersession Classes Begin</td>
</tr>
<tr>
<td>1/9/2016</td>
<td>Last Day to Withdraw From Intersession Classes</td>
</tr>
<tr>
<td>1/13/2016</td>
<td>Last Day of Intersession Classes/Exams</td>
</tr>
</tbody>
</table>

## SPRING 2016 – Day Division

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/14/2016</td>
<td>Spring Classes Begin</td>
</tr>
<tr>
<td>1/18/2016</td>
<td>Martin Luther King Holiday, No Classes</td>
</tr>
<tr>
<td>3/29/2016</td>
<td>Last Day to Withdraw From Classes</td>
</tr>
<tr>
<td>4/28/2016</td>
<td>Constructive Day (Monday; DAY DIVISION)</td>
</tr>
<tr>
<td>5/2/2016</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>5/14/2016</td>
<td>Commencement</td>
</tr>
</tbody>
</table>
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
CAMPUS MAP
GENERAL 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
Barbelin 110, 610-660-1074

The role of the Adult Student Life Office is to assist both undergraduate (Professional and Liberal Studies and Haub Degree Completion Program) 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 University 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

Lt. Col. Michael E. Lim
AFROTC Building, 2443 N. 54th Street, 610-660-3190

COLLEGE OF ARTS & SCIENCES

Interim Dean – Richard A. Warren, Ph.D.
Barbelin 115, 610-660-1282

COLLEGE OF ARTS & SCIENCES ADVISING SUPPORT CENTER

Director: Dr. Celina Gray
Assistant Director: Quanda Garrison, MBA
Barbelin 122, 610-660-2631, casadvising@sju.edu
Hours: Mon– Fri 9 AM– 5PM
Walk-in Hours: Mon-Fri 1–4 PM

ATHLETICS

Director of Athletics: Don DiJulia
Athletics Office: 610-660-1707
e-mail: ddijulia@sju.edu www.sjuhawks.com
BOOKSTORE

General Manager – David Towne
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. – 4:00 p.m.
Sunday: 12:00 p.m. – 4:00 p.m.

Check the Bookstore website for special event store hours.

ERIVAN K. HAUB SCHOOL OF BUSINESS

Dean – Dr. Joseph A. 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, Office of Community Standards, Off Campus Student Life, Office of Multicultural Life, 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
recreation@sju.edu (for general inquiries and questions about student employment)

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 through Friday - 7:30am - 10:30pm
Saturday & Sunday - Noon - 9:00pm

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).
CAREER DEVELOPMENT CENTER

Phone: 610-660-3100, Email: careerhelp@sju.edu

The Career Development Center strives to prepare and empower students and alumni to discern and achieve professional goals throughout their lifetime. Through the development of meaningful and productive relationships with industry and campus partners, we connect students and alumni with experiential and professional opportunities and resources.

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 – William S. Bordak
Campion 239, 610-660-1046
communitystandards@sju.edu

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Director – Dr. Gregory Nicholls
Merion Gardens A-504, 610-660-1090 Office hours are Monday thru Friday
8:30 a.m.– 4:30 p.m. with appointments running until 5pm.
http://www.sju.edu/int/studentlife/studentresources/counseling/

Satellite Office (Walk-In for urgent concerns) : LaFarge -> first floor - opposite fitness center. Hours to be posted.
Appointments can be made by calling 610-660-1090 or by stopping by A-504 Merion Gardens. Our brief counseling service (individual and group) is confidential and free of charge to students.

**UNIVERSITY ADVANCEMENT**

Vice President: Martin Farrell ’88, 610-660-1234  
Assistant Vice President, Alumni Relations: Tom Monaghan, 610-660-3204

The mission of University Advancement is to advance Saint Joseph’s Catholic, Jesuit mission by fostering relationships among the global University community to enrich our culture of engagement and philanthropy. University Advancement offers a number of outstanding opportunities for students to connect with the alumni community to further the mission of Saint Joseph’s University.

**Student Alumni Association**  
Students today ... Alumni forever! The Saint Joseph’s Student Alumni Association (SAA) lives and celebrates this reality. The SAA brings the campus community together to promote and inspire unity, encourage students to become active alumni and, most importantly, strengthen relationships between students and alumni. For more information, contact Zach Strouse, Assistant Director of the Saint Joseph’s Fund, at (610) 660-2310 or zstrouse@sju.edu

**SJUgives**  
Saint Joseph’s students have a long tradition of philanthropy that dates to before 1929 when the first edition of *The Hawk* highlighted results of the Senior Class Gift. Students can promote philanthropy on campus through their own giving by participating in the Senior Class Gift. By making a gift, students express their gratitude for the life-changing experience they’ve had at SJU, while simultaneously paying it forward for the next generation of Hawks. For more information, contact Zach Strouse, Assistant Director of the Saint Joseph’s Fund, at (610) 660-2310 or zstrouse@sju.edu.

**Hawks on Call**  
“Hawks on Call,” the University’s telefund operation, aims to build participation in the Saint Joseph’s Fund through annual gifts. Each semester, dedicated SJU students participate in interactive caller training sessions which enable them to field questions confidently, engage new SJU parents and inform alumni about the University’s greatest needs and latest campus news. For more information, contact Zach Strouse, Assistant Director of the Saint Joseph’s Fund, at (610) 660-2310 or zstrouse@sju.edu.

**Career & Internship Opportunities**  
**Talk with Hawks (previously Dinner with Hawks)** – An evening of guided networking, etiquette tips and best practices to help students “work the room” in a professional setting. This unique program pairs students with alumni and potential employers for guided 30-40 minute networking exercises, during
which facilitators lead attendees through role-playing scenarios that will enable them to build their networking skills. Students gain valuable insight into navigating life and career after leaving Hawk Hill. If students are looking for an internship or want to learn more about a variety of career options from successful alumni, this is the networking event to attend. For more information, contact Laura Dietz, Associate Director of Alumni Programs, at (610) 660-2301 or ldietz@sju.edu.

**Hawk2Hawk Networking Receptions** – The Hawk2Hawk receptions were created to bring alumni and students together through expertly executed networking experiences. Beyond compelling event venues and topics, Hawk2Hawk activities offer alumni and students a chance to make professional connections and hear from leading experts from Hawk Hill. The Alumni Association provides the meeting place and conversation starters. Attendees take it from there. For more information, contact Laura Dietz, Associate Director of Alumni Programs, at (610) 660-2301 or ldietz@sju.edu.

**SJU Connects Alumni Advising Platform** – Through the secure, online program SJU Connects, students and alumni meet in a professional setting to glean advice and guidance from knowledgeable, experienced professionals. Students seeking career advice can search for advisors with whom they want to connect based on company, industry or function. Students and alumni select advisors based on their profile, availability and feedback and connect with them over the phone for a career conversation, mock interview or resume critique. Join today at alumni.sju.edu/connects. For more information, contact Laura Dietz, Associate Director of Alumni Programs, at (610) 660-2301 or ldietz@sju.edu.

**How to Get a Job and Keep It** – A unique opportunity for female students to receive advice from successful alumnae, “How to Get a Job and Keep It” provides invaluable information for young women beginning their careers. Female students are encouraged to participate in this event, the Women’s Leadership Council’s speed networking event and the women’s conference, SheUnited. The Women’s Leadership Council is comprised of women affiliated with the University who serve as leaders in their personal and professional lives. The council provides career development opportunities such as internships, job recruitment and mentoring for female students. For more information, contact Shannon Groves, Director of Alumni Networks, at (610) 660-3294, or sgroves@sju.edu.

**So You Want to Work in New York** – One of the many ways students can get involved with the New York Council and explore job opportunities in New York is by meeting and mingling at this annual event. Among Saint Joseph’s most visible and forward-looking leadership groups, the New York Council is committed to raising the profile of SJU in the New York metropolitan area and provides career development opportunities for students through internships, job recruitment and mentoring services. For more information contact Joe Calabro,
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, WAVA® 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. – 7:00 p.m.
Saturday/Sunday: 5:00 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 Pasta and Deli 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) 7:15 a.m. – 11:30 a.m.
Monday – Friday (Lunch) 11:00 a.m. – 2:00 p.m.
Monday – Friday (Lite Lunch) 2:00 p.m. – 4:30 p.m.
Monday – Thursday (Dinner) 4:30 p.m. – 8:00 p.m.
Sat – Sun (Continental) 9:30 a.m. – 11:00 a.m.
Saturday – Sunday (Brunch) 11:00 a.m. – 3:00 p.m.
Saturday – Sunday (Lt. Lunch) 3:00 p.m. – 4:30 p.m.
Friday – Sunday (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: 8:30 a.m. - 8:00 p.m.
Friday: 8:30 a.m. – 2:00 p.m.
Saturday-Sunday: Closed

Einstein Bros Bagels @ Merion Hall
Monday-Thursday: 8:00 a.m- 8:00 p.m.
Friday: 8:00 a.m. – 2:00 p.m.
Saturday/Sunday: Closed

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

Starbucks®
2461 North 54th Street
Monday- Thursday: 7:00 a.m. - 9:00 p.m.
Friday: 7:00 a.m. - 5:00 p.m.
Saturday/Sunday: 8:00 a.m. - 5:00 p.m.

Dining Policy

1. Lost ID cards must be reported to the Public Safety 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. ID cards are governed by the SJU regulations, it is non-transferable.

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

4. Shoes and shirts must be worn at all times in the dining center.

5. Pets, with the exception of service animals, are not permitted in the dining center.

6. Smoking is not permitted in any dining area.

7. The throwing of food or any other object is strictly prohibited because of the potential for injury.
8. Busing of all plates, napkins, silverware and such is requested at the completion of your meal. Please be aware and courteous to your fellow students who will be dining in the same area.

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

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

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

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

FAITH-JUSTICE INSTITUTE

Director – Virginia Goulding Johnson, Ph. D
Associate Director/Service-Learning Program Coordinator - Ann Marie Keffer

Saint Thomas Hall 610-660-1574/610 660-1337
www.sju.edu/faithjusticeinstitute

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 Faith-Justice Institute fulfills its goals through a variety of academic programming including Service-Learning courses, an interdisciplinary Faith-Justice Studies minor, and the Sister Francis Joseph, RA Outreach Lecture Series as well as justice-based events (poverty awareness, fair trade) and course-based immersion experiences.

IÑIGO FIRST YEAR EXPERIENCE

Director - Dan McDevitt
Bellarmine Hall, G-10, 610-660-2956
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 student academic records, financial aid, and billing. We also assist with registration issues.

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

Hawk Central’s hours:
Monday: 9:00 a.m. -5:00 p.m.  
Tuesday: 9:00 a.m.-5:00 p.m.  
Wednesday: 10:00 a.m.-5:00 p.m.  
Thursday: 9:00 a.m.-5:00 p.m.  
Friday: 9:00 a.m.-5:00 p.m.

**CENTER FOR INTERNATIONAL PROGRAMS**

Director - Thomas Kesaris  
183 City Avenue, 610-660-1835  
Main Office Phone: 610-660-1835  
Office E-mail: cip@sju.edu

The Center for International Programs (CIP) at Saint Joseph’s University is responsible for both study abroad and international student services. We are strongly committed to internationalization and globalization, both on our campus and elsewhere. Our office hours are Monday through Friday, 9am to 5pm. We are located at 183 West City Avenue (between the old University Press and the 7-11 and across from Lannon Hall). Please visit the CIP Website: https://internationalprograms.sju.edu/ for additional information. If you would like to meet with a CIP advisor, please call 610-660-1835 to make an appointment.

**THE HAWK (STUDENT NEWSPAPER)**

Perch Media Center, 610-660-1079  
Email: thehawk@sju.edu
LAPTOP PROGRAM

Program Manager (Apple) - Duane Glover; Phone: 610-660-1128
Program Manager (Windows) - Jeannine Shantz; Phone: 610-660-1678

Email: laptophelp@sju.edu

THE POST LEARNING COMMONS & FRANCIS A. DREXEL LIBRARY

Library Director - Anne Krakow
Phone: 610-660-1900
Research Help: 610-660-1904
Library Hours: 610-660-1901

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: 8:00 a.m. to midnight
Friday: 8:00 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 through Wednesday: 8:00 a.m. - 10:00 p.m.
Thursday: 8:00 a.m. - 8:00 p.m.
Friday: 8:00 a.m. - 5:00 p.m.
Saturday: 12:00 p.m. - 6:00 p.m.
Sunday: 12:00 p.m. - 6:00 p.m.

The Campbell Collection for Food Marketing is located on the 2nd floor of Drexel Library.

Hours:

Monday - Thursday: 9:00 a.m. - 10:00 p.m.
Friday: 9:00 a.m. - 5:00 p.m.
Saturday: Closed
Sunday: 5:00 p.m. - 10:00 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

Associate Provost for Mission – Dr. E. Springs Steele  
St. Thomas Hall, 610-660-3290

Director of Inclusion and Diversity – Monica M. Smith, MSW, DSW  
http://www.sju.edu/int/resources/diversity/

OFFICE OF MULTICULTURAL LIFE

Program Administrator - Natalie Walker Brown  
Campion 229, 610-660-1147  
Hours: M-F, 9am - 6pm

The Office of Multicultural Life, better known around the SJU campus as OML, seeks to enlighten and educate the university community at large through programming that focuses on inclusion, embracing and understanding our cultural differences. The OML is housed within the Office of Mission and provides a myriad of campus programs and services that stress the importance of a) student advocacy and campus inclusivity, b) provide mentorship relationships and various levels of advising, and c) develop leadership skill sets through campus programming, workshops, and trainings. Serving also as a bridge of support for students of color, the Office of Multicultural Life is central to rooting students to the campus community. Through programming, the office works to bring awareness and inclusion to the forefront of our university.

The Multicultural Life umbrella shields seven unique student groups, including, the Asian Student Association (ASA), Black Student Union (BSU), Bridging The Gap (BTG), Caribbean Student Association (CSA), Expressions Of Praise (EOP), International Student Association (ISA), and the Latino Student Association (LSA).
The OML also coordinates the Running Start Program, a pre-collegiate program geared to support first generation, traditionally marginalized/underrepresented students and those from diverse socioeconomic backgrounds.

**OFF CAMPUS STUDENT LIFE**

Assistant Director of Community Standards / Off Campus Student Life - Laura Egan
Campion 239, 610-660-1003

**PUBLIC SAFETY AND SECURITY**

Director - John Gallagher
Barbelin 15, 610-660-1111

The Office of Public Safety and Security website includes up-to-date information on the department, parking information and crime statistics. Information on criminal activity occurring on or around campus will be posted as a University Announcement on MYSJU and/or via email to students, faculty and staff.

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 Office 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. Vehicles parked on campus must display a SJU parking permit 24 hours a day, 7 days a week. Visitor permits can be obtained through the Office of Public Safety and Security.

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 Office 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

Assistant Vice President, Campus Life – Dr. John Jeffery
LaFarge Residence Center, 610-660-1060

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 SUCCESS CENTER**

Bellarmine Hall, G-10
Assistant Vice President – Dr. Kim Allen-Stuck
610-660-1339, kallen@sju.edu
Administrative Assistant - Maurice Cottman, 610-660-1041

**Student Success & First Year Experience**

Director - Dan McDevitt
Assistant Director - Alexandra Daniels-Iannucci
Bellarmine Hall, G-10, 610-660-2956
Email: success@sju.edu Twitter: @sjusuccess

The role of the Office of Student Success & First Year Experience 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, 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 & FYE is here to help students as they face challenges on their way to an SJU degree.

**Office of Learning Resources**

Bellarmine Hall, G-10, 610-660-1041
Director - Kris Goldberg
610-660-1778, kgoldber@sju.edu
The mission of the Office of Learning Resources (OLR) is to promote and provide academic programs and resources that help students achieve scholarly competency and success. For support tied to a specific course, we offer peer tutoring and Supplemental Instruction. For assistance with overall study strategies, students are encouraged to make an appointment for a Learning Strategies Consultation or to attend our Conquering the College Classroom workshop series. Our services are available to all currently enrolled undergraduates and are free, unless otherwise noted. For more information, visit sju.edu/learning.

**Educational Support Services for Student Athletes**

Bellarmine Hall, G-50  
Director - Janet Greder  
610-660-1728, jgreder@sju.edu

Learning Skills Specialist - Dr. Patricia Haslam  
610-635-3085, phaslam@sju.edu

The Office of Educational Support for Student Athletes monitors the academic progress of student athletes in compliance with SJU, Atlantic 10 and NCAA rules and regulations.

**Office Student Disability Services**

Bellarmine Hall, G-10, TTY 610-660-1620  
Director - Dr. Christine Mecke  
610-660-1774, cmecke@sju.edu  
Disability Support Specialist - Patricia Gregg  
610-660-1620, pgregg@sju.edu

The Rehabilitation Act of 1973 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 Office of Student Disability Services is responsible for promoting access to facilities and programs, ensuring equal educational opportunities, acting as an informational and referral resource, 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 UNION BOARD

Email: sub@sju.edu

The Student Union Board (SUB) is a student-run organization that maximizes the college experience by providing engaging events for the entire student body on a college budget! This is a fast-paced, student-centered organization that is always offering something new and exciting for undergraduate Hawks. SUB plans and implements fun events for everyone to enjoy either for free or at a reduced cost, all of which are open SJU students and are either free or offered at a reduced ticket price. SUB is always looking for interested students who want to join, they meet bi-weekly, on Wednesday night at 7:00 pm in the North Lounge (Campion Student Center) or you can contact them for more information (sub@sju.edu). Be sure to check out the SUB website for event updates at http://clubs.sju.edu/sub/.

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 and recovery from addiction.

The Peer Education program provides educational programs on a variety of wellness related 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 The Nest and the services within The Nest, Blackboard Learn course questions or problems, email, spyware and virus removal, hardware diagnostics, any issues related to the telephone and cable TV service in your room, etc. For more information
regarding technology services, please call 610-660-2920 as we have 24x7 technical phone support. You can also visit our IT Support Portal for answers to many of your technology questions 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, HP, or Apple.

For students not participating in the laptop program, the TSC offers a hardware repair program called Repair IT. TSC technicians will run hardware diagnostics, order and install replacement parts for a small labor fee starting at $35. Stop by the TSC to find out more about the Repair IT program.

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. – 7:00 p.m.
Friday: 7:30 a.m. - 5:00 p.m.
Saturday: 12:00 p.m. - 4:00 p.m.
Sunday: 12:00 p.m. - 4:00 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 misconduct) that creates a hostile environment, Title IX requires immediate action to: eliminate the harassment; prevent its recurrence and address its effects.

Any student who believes they or a friend have been a victim of sexual harassment, discrimination, dating violence, domestic violence or stalking, or has been sexually assaulted may report this occurrence to the University’s Title IX Coordinator for follow-up and consultation. Confidential resources are available through Counseling and Psychological Services (CAPS) at 610-660-
If immediate services are needed after hours please contact Public Safety at 610-660-1111. The Rape Education Prevention Program can also be reached 24 hours a day at 610-733-9650.

The Policy Prohibiting Discrimination Harassment and Retaliation can be found by clicking here.

The Sexual Misconduct Policy: Policy Regarding Sexual Assault, Sexual Harassment, Sexual Exploitation, Domestic Violence, Dating Violence, or Stalking can be found by clicking 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 STUDENT SENATE**

Campion 227B, 610-660-1075  Email: uss@sju.edu

The University Student Senate (USS) serves as the governing body for the undergraduate day students. The mission of the USS is to represent the views and opinions of Saint Joseph’s University students. The USS works with the Administration to ensure the involvement of the students in the policy and decision-making processes of the University.

The officers of the USS are the Student Body President, Vice President, Treasurer, Secretary for Academics, Secretary for Communications, Secretary for Mission, Secretary for Student Affairs, and Speaker of the Senate. Members of the USS work individually and collectively to be a voice for students by serving on University Committees, contributing to University initiatives, and addressing student concerns. The USS provides a consistent student voice on the University Council, Budget Advisory Committee, Institutional Planning Committee and many ad hoc initiatives.
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 Wynnewood, 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 review the Saint Joseph’s University Annual Security Report (http://www.sju.edu/int/resources/security/annualreport.html).

COMMUNITY STANDARDS


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

NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
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.

Students who do not fully comply with the Educational Housing District Law (http://www.sju.edu/int/studentlife/studentresources/offcampusstudentlife/EHDL.html) may be prohibited from participating in student clubs / organizations / teams (i.e., providing accurate off campus residential address).

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

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

Students are responsible for the behavior of their guests. 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 club, group, or organization, including, but not limited to athletic teams, alleged to have

**NOTE:** Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
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. Violating the Sexual Misconduct Policy: Policy Regarding Sexual Assault, Sexual Harassment, Sexual Exploitation, Domestic Violence, Dating Violence, or Stalking (See Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy).

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

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

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

11. Failing to comply with the directions of University personnel (e.g., Residence Life 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.

NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
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, Google Glass).

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; possession of a fake identification card or driver’s license.

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 Residential Living 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 (see Smoking Policy).

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.

NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
What if Conduct May Also be a Violation of Law?

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

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

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

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

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

How does the Community Standards Process Begin?

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

An incident report completed by a Public Safety or Residence Life staff member or a written complaint prepared by any other member of the University

NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
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 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.

1 The Director of Community Standards is William S. Bordak. Telephone 610-660-1046 or email at wbordak@sju.edu

NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
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 three person (plus a chairperson) panel consisting of students.

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

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 shall be heard by an Administrative Hearing Officer or the Community Standards Board. For these more serious Community Standards violations, a pre-hearing meeting shall be scheduled. This pre-hearing meeting is part of the Community Standards process.

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

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 will hear a case and whether the case shall be heard by an individual Hearing Officer or a Board.

What is the Peer Review Board?

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

The PRB includes the following members:

NOTES: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
Board – Students are selected by a committee composed of the Board Moderator, the Chairpersons of the PRB, and the Presidents/designees of the University Student Senate, the Greek Council, and the Student Union Board.

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

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

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

What is the Community Standards Board?

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

The CSB includes the following members:

Board – The Community Standards Board is a thirteen-person board, consisting of five students, five faculty members, and three administrators/staff. Three undergraduate student members are selected from the Peer Review Board by the Peer Review Board Moderator, one undergraduate student is selected from the Haub Degree Completion Program or Arts & Sciences Professional and Liberal Studies by the dean/director of the respective school (alternating every other year), and one graduate student is selected from the Haub School of Business or College of Arts & Sciences by the dean of the respective school (alternating every other year); the five faculty members are selected by the Faculty Senate; and the three 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.

NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
**Moderator/Resource Person** – The Moderator shall advise the CSB on matters such as the type of information that may help in determining if Community Standards were violated and prior sanctions relating to similar conduct. The Moderator shall also facilitate the appropriate paperwork and record keeping, as well as reserve the hearing space.

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

**What Happens Before the Hearing?**

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

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

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

**What is a Community Standards Advisor?**

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

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

NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
An advisor serves to guide the individual through the disciplinary process. At any stage of the disciplinary process, the individual may seek advice from the advisor, and the advisor may give advice to the individual whom he/she is assisting. However, the advisor may not speak for that individual or otherwise direct questions to or address others present in any disciplinary process meeting (e.g., the opposing party, witnesses, and/or the person conducting the meeting (university official). An advisor cannot serve in a different role during the disciplinary process (e.g., witness).

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

An advisor may take notes, but is not permitted to inspect, read, copy, photograph, or transcribe any documents or data at any stage of the disciplinary process. While an advisor’s schedule is not determinative, reasonable efforts will be made to accommodate him or her. Problems with an advisor’s schedule will not delay a meeting.

Non-University advisors, including parents and legal counsel, are not allowed to serve as advisors, inspect hearing records during the Community Standards process, 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 a list of trained Advisors is available in the Office of Community Standards (Campion 239). A complainant or respondent may choose one of these Trained Advisors to serve as her/his advisor, or may select any other person from inside the University community to serve as the Advisor.

What are the Hearing Procedures?

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

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

NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
determination on the appropriateness of non-institutional information (i.e. polygraph test results, drug test results).

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

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

What Factors are Considered in Sanctioning?

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

What are Likely Sanctions for Community Standards Violations?

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


NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
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 likely outcome shall include separation from the University community (i.e. suspension, expulsion).

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

13. Suspension. Separation from the University for a specified period of time. The student or student organization shall not participate in any University-

NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
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.

Organizations, teams, or chapters may also face sanctions by University departments under which they function. For Greek Life chapters, this may also include sanctions from national/international organizations.

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

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

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

NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
these proceedings may also, in some cases, be disclosed to the University community.

**What is the Appeals Process?**

**Timing of Appeal**

In cases of crimes of violence, sexual harassment, or retaliation of the aforementioned both the respondent and complainant shall have the right to appeal the outcome. For all other cases, the respondent shall have the right to appeal the outcome. An outcome may be appealed within five (5) business days after receiving notice of the outcome (and sanctions).

**Basis for an Appeal of the Outcome**

The appeals process is reserved only for serious cases, for example, when the outcome may have been sanctions 12 through 16 listed within this handbook (“What are Likely Sanctions for Community Standards Violations?”).

Any appeal shall be in writing and state the grounds and the facts supporting the grounds for such appeal. The appeal should be delivered to the Vice President for Student Life/Associate Provost in Campion 238 or emailed to studentappeals@sju.edu. Grounds for appealing the outcome are limited to:

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

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

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

**Responding to an Appeal**

In cases of crime of violence, sexual harassment, or retaliation of the aforementioned, the non-appellant (or opposite appellant, if both the respondent and complainant appeal) shall be provided an opportunity to inspect and respond to the appeal request submitted by the appellant. The opportunity to inspect shall be scheduled within five (5) business days of the appeal request period expiring. A written response to the other party’s appeal, if any, must be delivered, in writing, to the Vice President for Student Life/Associate Provost in Campion 238 or emailed to studentappeals@sju.edu within 24 hours of the opportunity to inspect.

NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
The appellant shall be provided an opportunity to inspect the other party’s response. No additional responses are accepted as appeal documentation at that point from either party.

The University’s Evaluation of An Appeal

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

A Moderator/Resource Person shall advise the Panel on matters such as the appeal process. The Moderator/designee shall also facilitate the appropriate paperwork and record keeping, as well as reserve meeting space, if the Panel determines that an additional meeting is required on Appeal. A Panel may determine that they can resolve the Appeal without a meeting or any additional fact-finding, and whether to have such meeting/fact-finding, or not, is within their sole discretion.

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

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

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

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

During the appeal process, all imposed sanctions are in effect.

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

NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
Only One Appeal

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

Reviewing Student Discipline Records

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

What is the Policy on Retention of Discipline Records?

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

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

Interpretation 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.

NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
ACADEMIC HONESTY POLICY

SUMMARY OF THE ACADEMIC HONESTY POLICY

A. Purpose of Policy

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

B. Composition of the Academic Honesty Board

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

C. Acts of Dishonesty

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

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

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

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

E. Appeals to the Academic Honesty Board

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

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

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

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

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

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

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

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

ACADEMIC HONESTY POLICY

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

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

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

1. Acts of dishonesty in formal courses

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

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

b. the fabrication or falsification of data, results, or sources for papers or reports, as in laboratory reports;
c. any action which destroys or alters the work of another student;

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

e. plagiarism, the appropriation of information, ideas, or the language of other persons or writers and the submission of them as one’s own to satisfy the requirements of a course. Plagiarism thus constitutes both theft and deceit. Compositions, term papers, or computer programs acquired, either in part or in whole, from commercial sources or from other students and submitted as one’s own original work shall be considered plagiarism.

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

f. unauthorized collaboration.

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

2. Acts of dishonesty outside formal courses

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

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

b. the alteration or falsification of official University records;

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

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

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

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

3. Primary Responsibility

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

4. Interview

a. Notice.

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

b. Penalties.

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

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

c. Files.

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

5. Complaints

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

6. Academic Honesty Board

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

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

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

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

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

**7. Academic Integrity Council**

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

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

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

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

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

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

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

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

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

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

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

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

iii. Function- or role-specific members. Given the charge of the Academic Integrity Council, a number of University functions shall be represented on the AIC. Members of the University community who hold either faculty or staff appointments may be named to the Council in such a capacity. Faculty members named to the Academic Integrity Council as function- or role-specific members shall not be counted against the number of faculty members indicated in section i, above. All function- or role-specific members are appointed by the Chief Academic Officer (except as noted in f, below) to two-year terms, and based on nominations as follows:
a. The Vice President overseeing International Programs or his/her designee shall nominate one (1) staff member or one (1) faculty member to serve on the Academic Integrity Council.

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

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

d. Student life. The Vice President overseeing student life or his/her designee shall nominate one (1) member of Student Educational Support Services whose primary job responsibilities are within Student Educational Support Services to serve on the Academic Integrity Council.

e. Writing Center. The Director of the Writing Center (whether a member of faculty or staff) shall serve as a member of the Academic Integrity Council. Additional functional members may be added to the AIC upon the approval of the University Council, provided however, that the AIC shall not seek a change in the number of functional representatives until it has had one year of operating experience.

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

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

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

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

j. Initial review. The University Council will review the functioning, impact, and effectiveness of the Academic Integrity Council five years after its approval and formation. This review should be initiated through the appropriate annual report described in section f, above.

POLICY ON AIDS

Approved by University Council, May 15, 1991

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 misconduct, physical or verbal abuse or harassment, distribution of drugs, hazing, theft) or violations that caused the harm to another person requiring emergency response, a student’s behavior may be considered more than a health and safety matter.
GUIDELINES FOR ALCOHOL BEVERAGE DISTRIBUTION AND
CONSUMPTION

Students must secure approval for alcohol-related events. The President has
appointed the Vice President for Student Life/Associate Provost or designee to
approve requests of faculty, administration, staff, alumni and off campus groups
for events where alcohol will be served. This arrangement is a systematic
reminder to the whole community that the University is serious about promoting
responsible alcohol awareness. Guidelines pertaining to the distribution and
consumption of alcohol can be found at
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://hawkcentral.sju.edu/link/portal/16125/16171/Article/583/Student-Records-Confidentiality-Policy.

Discipline Records: Inter-Institutional Communication
The University may disseminate student disciplinary information to officials at other schools without prior consent if (1) prior misconduct poses a significant risk to others and (2) officials at the other institution have a “legitimate educational interest” in the behavior of the student. Community Standards violations and sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s educational record. Student discipline records not relating to expulsion from the University are kept for 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 2009, we determined that 78.3% completed the degree by the end of the spring 2015. Questions regarding any of these issues may be directed to the Registrar’s Office.

**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 misconduct, physical or verbal abuse or harassment, distribution of drugs, hazing, theft) or violations that caused the harm to another person requiring emergency response, a student’s behavior may be considered more than a health and safety matter.

**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, Student Leadership and Activities, 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 nest.sju.edu and learn.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.

   (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
Approved June 1, 2013; Updated June 15, 2015

Click the hyperlinked policy title above or visit the following website for the Policy Prohibiting Discrimination, Harassment and Retaliation:
http://www.sju.edu/int/resources/humanresources/pdf/ProhibitingDiscriminationHarassmentandRetaliation

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 programand course information.

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

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

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

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

**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-sponsored 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.
RESIDENTIAL LIVING POLICIES AND PROCEDURES

The development of a successful residential community depends on all members working to make the community a pleasant, fair, and enjoyable place to live. To ensure an environment that supports a diverse community of students, please familiarize yourself with the following policies, procedures and expectations governing residential living at Saint Joseph’s University. Students in violation of these policies, procedures, and regulations may be subject to disciplinary action under the Community Standards. Questions concerning these policies and expectations should be directed to any member of the Residence Life staff. These policies may be amended during the course of the academic year as needed. Please also refer to the Housing Agreement for additional policies and procedures.

First and Second Year Residency Requirement

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

Housing Assignments

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

Cancellation of Housing Agreement

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

**Move In/Move Out**

To create the smoothest flow possible with minimal disruption to SJU’s neighbors and surrounding community, the Office of Residence Life establishes and regulates move-in and move-out dates, times, and procedures. Students must move-in/move-out according to these dates and times. Failure to do so may result in a $100 fine.

There are limited instances when the Office of Residence Life might permit students to access their residence hall room or apartment prior to scheduled move-in dates or remain in their room beyond scheduled move-out dates. If a student is participating in a University-sponsored event or activity, the sponsoring staff or faculty member must request, in writing, permission for the student’s accommodation. In other extraordinary circumstances, students are encouraged to speak directly with their Residence Hall Manager or Residential Area Manager.

**Terms of Occupancy**

In signing a University Housing Agreement, students consent to move into the space they have been assigned on or after the date specified by Residence Life and to move out of their residence hall space within 24 hours of their last examination for the semester, graduation, suspension, withdrawal, leave of absence, termination of full-time student status, or by the date and time of residence hall closing. Upon move-out, students are expected to return the space to its original, clean condition. Additionally, all keys must also be returned to Residence Life within 24 hours after moving out of a space.

**Vacation Periods/University Holidays**

Although residence hall operations are closed when the University is not in session, Residence Life attempts to accommodate students who cannot leave campus, need to return early, or stay late during vacation periods. Depending on the length of the break period and the demand for housing, students may either be permitted to remain in their regular rooms or will be asked to consolidate into another building for reasons of safety and security. All requests to remain on campus for a particular break or to return early must be submitted in accordance with the process outlined by the Office of Residence Life by the publicized due date. The dates and times the halls will close and re-open are available on the Office of Residence Life web site. Students who fail to notify Residence Life or follow proper holiday housing procedures are in violation of the Community Standards and may face sanctions and/or fines. Students who receive permission to remain on campus when the University is closed are still subject to all University policies. Students who violate campus policy while on
campus during a University break may be asked to find other off campus accommodations for the remainder of the break period, and may not be permitted to stay on campus during subsequent break periods. Students with permission to remain in the residence halls over a closed period will not be allowed to have guests during the break; excluding residents of the Junior/Senior specific community. Guest privileges will resume when the residence halls re-open for the general resident population.

**Room Changes**

Room changes are accommodated through the Open Room Change Process, which begins the second week of the Fall and Spring semesters. Students are not permitted to make a room change without prior approval from the Office of Residence Life. An unauthorized room change may result in a fine of $50 per student and possible disciplinary action. No student, under any circumstances, can force another student to move out of their assigned space. Any such efforts will be referred for disciplinary action. During the first weeks of each semester, the Office of Residence Life may consolidate rooms when necessary.

**Room Condition**

All residential students are strongly encouraged to complete a room condition report (RCR) form at move-in. The RCR form is used to compare the condition of the room at move-out to the original condition of the room. Students should note any room damages, missing furniture or discrepancies on the RCR. Students are responsible for any damage in the room that was not noted at the time the room condition report was first signed. Unless one resident accepts responsibility for particular damage, all occupants of the room/suite/floor will share equally the cost of repair or replacement for damaged items. Upon move-in, if a room condition report is not signed and returned to the Residence Hall Manager or Residential Area Manager by the publicized due date, Residence Life will assume that the room was without damage at move-in. If damages are discovered upon move-out, the students residing in the room will be charged for all repairs. Residents who change rooms during the course of the year are reminded to sign off on their old room condition reports and to sign in on the reports for the new room. It is the responsibility of the resident who changes rooms to acquire a new room condition report from the Office of Residence Life.

**Room Furniture**

Students accept responsibility for all University-provided room furnishings. Room furniture (including bed frames) may not be stored, moved to another room or taken from the residence halls. If furniture is removed from the resident room, the student moving the furniture will be fined, billed for any damage or loss, and referred to the Office of Community Standards for theft of University property. All furniture in the student’s room at the time that the student moves in must remain in the room and be in the same condition upon check-out. In
certain extended housing placements, lofts are provided by the University. Only these University-provided lofts are permitted in the residence halls.

**Condition of Common Area and Common Area Furniture**

So that all students have a common area in which to gather, the Office of Residence Life supplies common area lounge furniture. This furniture cannot be moved to individual student rooms. Students who move lounge or study furniture into their rooms from common areas will pay a $100 fine and will be required to return the furniture to its proper location. Subsequent violations will result in further disciplinary actions. The residents of a hall are responsible for the condition of University owned furnishings and property in their public areas. Damaged or missing University property will be billed to the residents of that particular suite, hall or building.

**Room Cleaning**

Students are required to maintain a level of cleanliness and safety in their rooms. All personal room space and private bathrooms are to be cleaned by the residents of the space. Although custodial service is provided for public areas, students are also expected to assist in keeping those areas clean. In situations where areas are excessively dirty, the residents of that space or hall will be charged for the necessary cleaning, unless the area is returned to a reasonable order by a specified time. Typically, excessive cleaning charges range from $50 to $175 per resident. Residents are prohibited from placing their trash cans or bags outside of their room doors. All trash is to be carried to the trash room or external dumpster. Failure to adhere to these procedures will result in fines or further sanctions.

**Facilities & Maintenance**

**Vandalism and Damage Billing**

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

Routine Repairs

SJU maintains a trained facilities management department, which is responsible for repairing, maintaining and assessing University equipment. If there is a non-emergency malfunction related to SJU equipment, students should contact maintenance by using one of the following:

- Phone: 610-660-3000 (Monday through Friday, 7:00am-4:30pm.) After hours and on weekend, please call Public Safety at x1111 and they will dispatch someone to the emergency.

- Log onto The Nest. Select the “School Services” tab at the top of the page. Click on the SchoolDude option located in the lower right-hand corner of the School Services page. Login using your SJU e-mail address and the initial password “newuser”. Enter your work order request and save. After placing a work order request through SchoolDude a secondary password will be requested. This password is “fixit”.

- Lancaster Court residents (only) should e-mail: LCRpairs@sju.edu

- Pennbrook Apartment residents (only) should e-mail: pennrepairs@sju.edu

Routine repairs that should be brought to the attention of Facilities Management personnel include but are not limited to:

- Room lighting issues

- General wear and tear of university furniture

- Improper operation of heating and air conditioning systems

- Broken washers and dryers

- Pest control issues (Facilities Management additionally provides pest control services on a regularly scheduled basis.)

Telephone, data line, and cable TV issues should be directed to Information Technology, techhelp@sju.edu or 610-660-2920. Students living in Lancaster Court who experience cable issues should contact Hotwire at 800-355-5668 or Lancastercourtsupport@hotwiremail.com.

Emergency Repairs

Emergency service work is that which is needed to address hazards to life, health, property or interruption of utilities (electric, water, gas, etc.), and also hazards that would cause sufficient disruption to scheduled activities. This work is normally completed the same day as it is requested. Emergency work requests are received from 7:00 a.m. to 4:30 p.m. by contacting Facilities Management at
610-660-3000 or at Room 110 Moore Hall. After hours and on holidays, emergency service may be requested through Public Safety and Security, 610-660-1111. For Lancaster Court, please call 215-413-2128. For Pennbrook, please call 484-899-0087.

If a student’s personal items are damaged by a building facility issue such as a flood, fire, etc., the University may cover facility-related damage in an amount not to exceed $250 per student per incident. Replacement costs for personal item(s) exceeding this amount are expected to be covered by students’ homeowner/renter’s insurance.

Health and Safety Inspections

At least once a semester and at the beginning of each break period, Residence Life staff will conduct formal Health and Safety Inspections to ensure the safety of students’ personal belongings and University property. Guidelines for Health and Safety Inspections will be distributed by the Residence Life Staff and are available on the Residence Life website http://www.sju.edu/reslife. Failure of a Health and Safety Inspection can result in a fine of $25 per resident and/or other educational sanctions.

In addition to formal inspections, unannounced health, fire, safety or maintenance inspections may be made of residence halls or residence rooms by University personnel or health officials. Maintenance personnel may enter student rooms throughout the year to make necessary repairs. Upon completion of the academic year, Residence Life and Facilities Management personnel will inspect student rooms and common areas for damages.

Fines

As in many communities, SJU operates on an “honor” code. When that code is violated (as in the case of vandalism), the University may impose fines to help offset the cost of damages or repairs. The Office of Residence Life publishes and ultimately levies certain fines in order to deter students from dangerous and negative behavior in our residential communities. Fines may be imposed singularly or in conjunction with other disciplinary sanctions. All money collected from student fines is put back into the residential communities through hall improvements and community programs and initiatives.

Air Conditioning

Some residence halls and apartments are air-conditioned with either central air conditioning or window units. Students may not install any type of air conditioning in buildings that are not already equipped with university air conditioning. A full listing of residence halls with AC is available at www.sju.edu/reslife/ under the Housing Information link.

Students who have a documented need for air conditioning will be assigned to an air-conditioned residence hall or apartment. Medical conditions do not
guarantee the selection of a specific room assignment, but only an assignment that meets the specific needs. The actual room assignment will be made by the Office of Residence Life.

Community Behavior

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

Academic Atmosphere/Quiet Hours

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

Disruptive Behavior

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

Alcohol Policy in Residence Halls

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

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

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

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

- Alcohol containers cannot be displayed or used as decoration.

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

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

**Drug Paraphernalia**

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

**Fire Safety Precaution**

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

- Smoke anywhere in University residential buildings. This includes the use of electronic cigarettes (E-Cigs).

- Possess or use candles, incense or oil lamps.

- Possess a non-university issued mattress.

- Cover exterior of room door with flammable decorations.

- Use non-fire retardant window coverings.

- Hang items from fire sprinkler heads, pipes, heat detectors, or smoke detectors.

- Cover or tamper with smoke detectors.

- Hang items from lights or ceilings.
- Hang lights out of windows or over top of window coverings.
- Use Medusa lamps with plastic shades, halogen lamps, holiday/decorative lamps, (rope lighting), or electrical decorations that are not UL approved.
- Overload electrical outlets (MUST use surge protectors).
- Run electrical cords under carpets or furniture.
- Bring in live Christmas trees.
- Put anything in front of, on top of, or against heating vents or radiators.
- Store excessive trash, paper, or flammable items (paint, fuel, propane tanks, etc.).
- Have explosive devices (fireworks, firearms and weapons).
- Use open flames inside/outside the buildings (i.e. barbecue grills).
- Use toaster ovens, hot plates, sandwich makers, waffle irons, traditional coffee makers with exposed heat plates, or “George Foreman” type cooking apparatuses (not applicable in Campus Apartments).

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

**Fire Safety Regulations**

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

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

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

Solicitation

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

Posting Policy

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

Release of Information Policy

Periodically, individuals and companies contact the Office of Residence Life seeking the addresses and telephone numbers of resident students. The Office of Residence Life will not release the campus addresses and telephone numbers or the home addresses and telephone numbers of any resident student except for room/roommate assignment purposes.

Pet Policy

Due to health concerns associated with animals living in the residence halls, the only pets that are permitted for students are fish kept in tanks less than 10 gallons. Animals trained to assist persons with documented disabilities may qualify as service animals and may be permitted to live in the residence hall when authorized by Student Disability Services. Violation of this policy will result in a $50 fine per student in addition to cleaning fees and any other costs associated with damages (i.e. pest control if necessary), for the first violation. A second infraction of this nature will result in an increased fine, and further disciplinary actions.
Residence Hall Security

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

Policies, Regulations, Statements and Guidelines

For the safety and security of all residents and their personal property, Saint Joseph’s University stations an attendant at the front lobby desk of each residence center and apartment building. All students are required to carry their SJU identification card on their person and must manually swipe their card at the entrance and at the security desk of their residence hall. Only authorized individuals are permitted in the University’s residence halls. Students are expected to report any unauthorized persons to the Office of Public Safety and Security (610-660-1111) and/or a Residence Life staff member. Desk staff may ask to inspect students’/guests’ bags, backpacks, parcels, etc. when entering residential buildings. It is expected that all residents and guests comply with this request. Students and guests may refuse a bag check; if a bag check is refused, the individual may be denied entry to the building. Public Safety officers and student Resident Assistants will make regular rounds through all residence halls.

For security reasons, exterior and suite doors are designed to lock automatically upon closing. Residents may not prop open fire exit doors or hallway/suite doors and may not loan keys so that others may gain access to the buildings. These safety violations may result in disciplinary action and/or fines.

Room Keys

Each student receives a key to his/her room at the time of check-in to the residence halls. Students may not duplicate their room key under any circumstances. All students are reminded to lock their doors at all times and to carry their keys on their person. When keys are lost or stolen, students should request a new key or lock change immediately to ensure personal safety and security of belongings. Lost keys will be billed at a charge of $75 for the first core and $25 for each additional core. Please note most lock changes necessitate more than one core change (i.e. room door, mailbox and/or apartment door).

Should a key break off in a lock or stop working, the student will not be charged for a new key. The student must, however, bring the pieces of the key (or the inoperative key) to the Office of Residence Life. Otherwise, the student will be billed for a lost or stolen key. Students must return their keys to the Office of Residence Life prior to leaving the campus at the end of the school year, when changing rooms or when leaving the institution permanently. Students will be billed for a key at check-out if no key is turned in.
Loan Key

In emergencies, loan keys are available for students who are locked out of their own room. All Lancaster Court residents can contact Public Safety (610-660-1111) for all lock-out assistance. All other resident students should refer to the following procedure:

- Weekday hours of 9:00 a.m. - 5:00 p.m.: students must come to the Office of Residence Life on the ground floor of LaFarge Residence Center in order to check-out a loaner key
- Weekday hours of 5:00 p.m. – 7:00 p.m.: students can contact Public Safety for assistance (610-660-1111)
- Weekday hours of 7:00 p.m. – 12midnight: students can contact the RA on duty in their area for lockout assistance
- Weekday hours of midnight – 9:00 a.m.: students can contact Public Safety
- Weekend hours 7:00 p.m. – 2:00 a.m.: students can contact the RA on duty in their area
- Weekend hours 2:00 a.m. – 7:00 p.m.: students can contact Public Safety

Process: Resident students who come to the Office of Residence Life must show picture identification or provide their student ID number. Only residents of the room will be permitted to check-out a loan key. The student will sign the loan key log acknowledging receipt of key and consequences for non-return of loan key. All loan keys must be returned within 24 hours of when they are checked out. A $25 fee may be assessed to the student’s account if a key is not returned by this time. If the key is not returned within 24 hours, in addition to the $25 fee, a lock change will be initiated. Note: Loss of a loan key will result in an automatic core charge ($75 for the first core and $25 for each additional core). When a loan key is returned, the student must show his/her room key to verify possession. Note: Once a core charge has been placed on a student account, it is not reversible.

Guests and Visitation

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

Any guest who is not a resident of the facility that he/she has entered must be signed in by a resident of that facility. Children 12 years and younger are not permitted to sign into a University residence hall without a parent/legal guardian and are not permitted to stay in University residence halls overnight. Guests who are between the ages of 13 and 16 years of age must be a resident student’s sibling. A resident student wishing to host a guest who is under 18 years of age must complete and submit the Minor Guest Application process indicated at www.sju.edu/reslife. Failure to satisfy this process prohibits any resident student from signing in a minor guest. Please note that all overnight guests must be the same gender as the host student.

Any student who is not a resident of the facility that he/she has entered must be signed in by a resident of that facility. The nonresident must surrender his/her identification card to the desk officer who will, in turn, provide the guest with a color-coded guest pass. Any guest who is not a member of the Saint Joseph’s community must provide photo identification to receive a guest pass and be signed into the residence facility. In most circumstances, guests who do not have photo identification (such as a driver’s license or student identification from another college or university) cannot be signed into the facility as a guest. The pass is only valid in the building in which it was signed out and is limited to a 48 hour period. Each time a guest leaves the host’s building, the guest must return his or her pass and sign out.

Male guests may be hosted overnight only in rooms reserved for men; female guests may be hosted overnight only in rooms reserved for women. Permission of the room’s other occupant(s) must be obtained by the hosting student for an overnight guest. The hosting of guests in individual rooms must not interfere with the roommates’ use of the room, and may not span more than two consecutive days per month.

Residents are responsible for their guests’ behavior and observance of the University rules in rooms and throughout the residence halls and on campus. A resident may lose his/her guest privileges (and/or resident status) if a guest is involved in a violation of University policy. Violation of the guest policy may render students subject to disciplinary action ranging from loss of privileges for a specific time up to and including suspension or dismissal from the residential community, depending on the seriousness of the infraction. Residence Life suspends guest privileges during University break periods, even if the residence hall is housing students during the break period.

The University reserves the right to remove from campus a guest who has violated University regulations. Guests who have been removed from campus and return are viewed as trespassers and are subject to arrest. Students who have questions or concerns about the above information should contact a Residence Life Staff member for clarification.
Freshman and Sophomore Guest Procedures

Each resident student is permitted to sign-in two guests (visitors who are not building residents). In order to facilitate this privilege, the Security Desks in each of the Residence Centers have initiated the following procedures:

1) The pass is only valid in the building in which it was signed out, not in any other campus residence facility.

2) The guest must be with the host at all times.

3) The guest can retrieve his/her photo identification by returning the pass to the security desk.

4) The guest and sign-in policy does not allow for in and out privileges. All non-residents must sign-out and turn in their guest pass every time they leave the building and sign in again if they return (See “Residence Hall Security”).

It is the responsibility of the host to ensure that guests return their guest passes when their visit is over. Loss of a guest pass will result in a fee of $10.

Junior and Senior Exclusive Housing (Merion Gardens and the Morris Quad Townhouses) Guest Procedures

Notably, Junior and Senior Exclusive Housing offers additional flexibility and privileges to those students living in Merion Gardens and the Morris Quad Townhouse Community. Each apartment is entitled to two guests per resident count in the unit (for example a two-person apartment in Merion Gardens is able to have four guests at any one time). In order to facilitate this privilege, the Security Desks in each of the Residence Centers have initiated the following procedures:

1) Student guests with a valid SJU ID do not need to be given a guest pass. Rather, they may swipe their SJU ID at the security desk and be escorted by their host through the building.

2) The guest must be with the host at all times.

3) To check-out of the building, the guest should swipe their SJU ID card at the security desk before vacating the building.

4) Non-SJU guests must follow the standard guest pass check-out procedures. It is the responsibility of the host to ensure that guests return their guest passes when their visit is over. Loss of a guest pass will result in a fee of $10.

5) 24 hour visitation privileges for all guests will be granted to residents in the Junior and Senior Exclusive communities with the understanding that they abide with the Junior and Senior Exclusive Housing Guest and Sign-in Policy.
Visitation for First Year Residents

The University has an obligation to assist new students in their transition from living at home to living in a campus residential community. Accordingly, visitation hours for first year residence halls are established as follows:

Same Gender Guests: 24 hour visitation privileges for same gender guests will be granted to first year residents with the understanding that they have signed in their guest consistent with the Guest and Sign-in Policy.

Opposite Gender Guests: Guests of the opposite gender are permitted in first year resident rooms and suites only during visitation hours. Visitation hours are 8:00 a.m. to 12:00 a.m. on Sunday-Thursday, and 8:00 a.m. to 2:00 a.m. on Friday-Saturday.

Within LaFarge, Sourin, McShain or Villiger Halls, guests of the opposite gender are permitted in designated building lounges or in main lobby areas outside of the posted visitation hours, provided that they are accompanied by a current resident of that building and that their presence is not disruptive to the residential community. For first year Campus Houses, the visitation hours apply to the entire house, not just resident rooms.

Visitation for Upper Class Residents

24 hour visitation privileges for all guests will be granted to upper class residents with the understanding that they abide with the Guest and Sign-in Policy.

Room Access/Search Policy

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

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

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

**Personal Medical and Property Insurance**

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

**SEXUAL ACTIVITY POLICY**

Passed by University Council, April 15, 1992

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

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

Effective June 15, 2015

Click the hyperlinked policy title above or visit the following website for the Sexual Misconduct Policy:

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

**SMOKING POLICY**

Background and Purpose

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

Definition

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

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Policy

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

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

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

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

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

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

Responsibility and Enforcement

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

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.

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 Office 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 (3) 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:

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

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.

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.