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Student Handbook

The NET (aka Student Handbook) is updated yearly to assist Saint Peter's University students in becoming familiar with the many services and opportunities the University has to offer. From the section containing the History of the University through the section on University Community Standards, you will get a sense of what the Catholic and Jesuit mission of the University truly is. All of the information in this handbook was compiled with all students (day, evening, and graduate) in mind.

Most of the sections contain general information for the entire student body, but there are also specific ones for each group. Like the net that Saint Peter used to reap the fruits of the sea, our NET has tried to capture much of the vital information you will need to succeed at Saint Peter's University.

If you have any comments or suggestions as to how we can improve next year's edition of The NET, feel free to contact the Office of the Dean of Students at (201) 761-7364.

Petrean Pledge

As a Petrean, I embrace the values that foster human respect and integrity needed for people to live, work, study and interact as a learning community at Saint Peter's University. These values are articulated in the Mission Statement of Saint Peter's University.

In the Spirit of that Statement,

I will respect the uniqueness and dignity of each person.

I will practice personal and academic honesty.

I will be responsible and accountable for my actions and their impact on others.

I will never be satisfied with second best in whatever I undertake, and will strive for the *magis*, for excellence, in every aspect of my life.

I will demonstrate self-discipline in all situations and seek peaceful resolutions to all conflicts.

And,

I will stand publicly for all of these principles.

University Policies and Procedures

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Advertising and Posting of Events/Programs

Posting and distributing announcements and publicity materials on University property is a privilege, and the University, therefore, reserves the right to regulate the posting and distribution of all notices. All materials must respect the rights of others as well as the goals and principles of Saint Peter's University. The content of all flyers/posters must conform to our Catholic, educational environment.

Materials will not be approved if they contain:

1. **Any reference to illegal substances;**
2. **Offensive language and/or graphic illustrations;**
3. **Language and/or graphic illustrations that dehumanize individuals based on sex, race, marital status, color, religion, age, national or ethnic origin, disability, sexual orientation or veteran's status; or**
4. **Any information that would violate local, state, or federal law, or University policies.**

The guidelines enumerated below are effective immediately and apply to all University departments and student organizations. The buildings and areas to which these guidelines apply are as follows: **Dinneen Hall, McDermott Hall, Pope Hall, Gannon Hall, and The Quad. Other locations, such as the Recreational Life Center and residence halls, are governed by the policies mandated by the supervising departments.**

1. **POSTING OF FLYERS/POSTERS**

- a. **Flyers and posters may be placed on or in the following areas, with the listed *devices*:**

FLYERS: designated bulletin boards located in hallways, stairwells, dining facilities, and the Quad – ***PUSH PINS*** or ***THUMB TACKS***

POSTERS: walls, columns, etc., which contain tiled surfaces (ceramic, marble, etc.) - ***MASKING TAPE***

[Scotch Tape or Staples **MAY NOT** be used on **ANY SURFACE**. Flyers/posters put up with staples, scotch tape, or other wall-damaging adhesive, will be removed immediately.]

- b. **Areas/surfaces where flyers/posters are NOT permitted to be posted:**

- i painted surfaces of any kind (includes walls, corridors, stairwells, etc.);
- ii glass surfaces (mirrors, windows, etc.);
- iii doors of any kind;
- iv floors and sidewalks;

- v lockers;
- vi rest rooms;
- vii the Quad's benches, trees, and trash receptacles;
- viii street/sidewalk levels of the University's property;
- ix in or around the area of the Recreational Life Center (RLC); and
- x anywhere on the Pedestrian Bridge, its stairwells, elevators, etc.

c. **FLYERS, which may be posted on bulletin boards, walls, columns, etc., may not exceed 8 ½ x 14" in size.**

d. **POSTERS, which may be posted only on walls or columns (as per # 1) may not exceed 22 x 28" in size. Exceptions to this size may be granted on a case-by-case basis.**

Announcements and publicity material **must include** all pertinent information regarding the event, i.e., the **FULL name of the sponsoring organization, the purpose of the event, time, and place of the event, and admission cost, if any.**

e. **APPROVAL PROCESS**

- i **For student organizations**, all flyers/posters must be approved in advance by the **Office of Student Activities**. Once approved by the Director or Assistant Director of Student Activities, or their designees, the flyers/posters must be stamped with the "**APPROVED FOR POSTING**" stamp to show official approval. **No student organization member will be allowed to stamp a flyer or poster.** An extra copy of the flyer must be provided for the office's **Information Book**. [Refer to policy below (B. 3. a.) for additional flyer guidelines.]
- ii **For internal departments**, all flyers/posters must be approved in advance by the **Office of Student Life and Development**. Once approved by the Secretaries to the Associate Vice President for Student Life and Development and/or the Dean of Students, the flyers/posters must be stamped with the "**APPROVED FOR POSTING**" to show official approval.
- iii **The "APPROVED FOR POSTING" stamp on each poster and flyer template will list the date when the item must be removed.**
- iv **Flyers and posters must be submitted for approval at least one week before the scheduled date of the event/program. If submitted less than one week before, both offices (Student Life and Development and Student Activities) reserve the right to REFUSE APPROVAL.**
- v **The sponsoring organization is responsible for posting its flyers/posters in a manner that does not circumvent university policies or infringe on the rights of other internal organizations and departments to post their material.**
- vi **The sponsoring organization is responsible for the removal of its flyers/posters no later than two class days after the event. The cooperation of the sponsoring organization/department is critical in maintaining the appearance and cleanliness of the University's bulletin boards, walls, and hallways.**
- vii **External groups may not post their own material. A MAXIMUM of five (5) flyers may be submitted to the Office of Student Life and Development for approval. A student worker will post the approved material on designated bulletin boards.**

f. Each University department or organization will be allowed a **maximum of 50 flyers or 20 posters** to be approved for each event.

g. **Only one flyer OR poster per event, per organization/department may be placed on the same bulletin board or wall space.**

h. During Student Senate election periods, additional guidelines will be developed by the Office of Student Activities to assure the fairness of the election process.

i. Personnel from the offices of Student Activities and Student Life and Development, and the Maintenance Department will periodically check all bulletin boards and surfaces to ensure that the guidelines enumerated in this policy are being followed. Failure to follow these guidelines will result in immediate removal of the organization or department's flyers/posters. **Repeated violations of these policies by a University organization or department will result in the indefinite suspension of posting/distribution privileges.**

2. DISTRIBUTION OF FLYERS

a. Only University departments and student organizations are permitted to distribute event announcements and publicity materials on campus.

- b. **Distribution of announcement and publicity material (flyers, etc.) by hand delivery is generally limited to the Pavonia Room and the Quad. All such material must be approved by the offices of Student Activities or Student Life and Development before it is distributed. (Please Note: Distribution of flyers and other material in the RESIDENCE HALLS is governed by the policies set forth by the Office of Residence Life.)**
- c. **APPROVAL PROCESS**
- i **For student organizations, all ORIGINAL FLYER TEMPLATES must be approved by the Office of Student Activities BEFORE duplication occurs.** Once approved by the Director or Assistant Director of Student Activities, or their designees, the **FLYER TEMPLATE** will be stamped with the “**APPROVED FOR DISTRIBUTION**” stamp to show official university approval.
 - ii **For internal departments wishing to DISTRIBUTE FLYERS in the areas listed above in B. 2., all flyers/posters must be approved in advance by the Office of Student Life and Development.** Once approved by the Secretaries to the Associate Vice President for Student Life and Development and/or the Dean of Students the **FLYER TEMPLATE** will be stamped with the “**APPROVED FOR DISTRIBUTION**” stamp to show official University approval.
- d. **Duplication, Cost, and Number Allowed:** Student organizations are governed by the printing and budgetary policies detailed in *The Nexus*, the student ORGANIZATION guidebook. University departments are governed by the copier policies established by the University and its area vice presidents and deans. The **SUGGESTED** maximum for the number of flyers per event is 1000.
- e. Students, faculty, and staff approved to distribute announcements and publicity materials are to keep the following points in mind:
- it is preferable that materials are placed on a table accessible to students**
- i **who wish to take the materials;**
 - ii **no one should be imposed upon or pressured to take materials;**
 - iii **the University encourages everyone to recycle materials removed from bulletin boards and walls (recycle bins are located throughout the campus).**
3. **Political Advertisements**
- a. **Posting:** Written material advocating a particular political candidate may be posted on the campus of Saint Peter's with the following restrictions:
 - i Advertisements are limited to two (2) per political candidate;
 - ii Advertisements are limited to no larger than 22" x 28";
 - iii Advertisements may only be posted in the Hudson Dining Room and the Pavonia Room; and
 - iv All posters must be stamped by the Student Senate or by the Office of Student Life and Development prior to being posted.

Exception: Posters may be placed in the windows of student residence hall rooms, and may be placed within student club offices, within already existing guidelines. (i.e., no permanent changes to walls).
 - b. **Leafletting:**
 - i Only students may distribute leaflets – no “outsiders.”
 - ii It is preferable that materials are placed on a table accessible to students who wish to take material.
 - iii No one should be imposed upon or pressured to take materials.
 - c. **Speakers:** Printed material must follow all guidelines as published in *The NET*.
 - d. **Enforcement:** Any alleged violations of this policy should be brought to the attention of the Office of Student Life and Development. Wherever possible, the allegation will be investigated and inappropriate materials will be removed by a designee of the Office of Student Life and Development.
4. **Advertising in Print/Electronic Media and the Internet**
- Student organizations **MAY NOT** advertise their events/programs in **external** print/electronic media or on the internet. Notices and ads promoting events/programs in local newspapers, radio and television stations, and on MySpace, Facebook, other internet communities, blogs, chat rooms, etc., are **strictly prohibited**.

Alcohol

The University recognizes that its students are adults who are ultimately responsible for their own behavior. The University, however, also recognizes that it has an obligation to the students themselves and to the total university

community to diminish the incidents of alcohol abuse, misuse, and consequent negative behavior. Therefore, the University will educate its students on the policy and consistently enforce it as well as comply with local, state, and federal laws pertaining to alcohol use.

1. New Jersey State Law prohibits the sale, purchase or consumption of alcohol by anyone under the age of 21. Violations of this law will not be tolerated on the University campus.
2. Alcohol consumption is not permitted on public grounds of the University, nor may open containers of alcohol be transported on the grounds by anyone, regardless of age.
3. All athletic events take place in public areas. Therefore, alcoholic beverages are not permitted at any athletic events.
4. Alcohol at student-sponsored events on-campus is prohibited. This includes events sponsored by student clubs and organizations.
5. Permission to serve alcohol at student-sponsored off campus events, e.g. a semi-formal dance, must be obtained from the Director of Student Activities. **Resident students are also governed by the alcohol policies that are specified in the Residence Life section of *The NET*. It is the obligation of every resident to now and understand what these policies are.**

Effective with the start of the 2009-10 Academic Year, possession and/or consumption of alcohol spirits of 90 proof or more is strictly prohibited, as are “drinking games” of any kind.

Cheating and Plagiarism

The University does not condone or tolerate cheating or plagiarism. Students who cheat or submit plagiarized work are liable to receive a failing grade for the assignment and/or the course. In more serious cases, the student who cheats or plagiarizes is liable to be suspended or dismissed from the University by the appropriate Academic Dean.

Cheating

Cheating is a most serious form of dishonesty and is not tolerated by the University. It may be defined as the giving or accepting of unauthorized assistance with any assignment (including, but not restricted to, examinations and papers). The most common examples would be: copying an answer on an examination; knowingly allowing your answer to be copied (except when collaboration is authorized by the instructor); bringing unauthorized aids to an examination room for your own or someone else's benefit; and providing test questions in advance (or receiving them from anyone other than the instructor in the course).

Plagiarism

Plagiarism is another serious form of dishonesty. It may be defined as stealing or purchasing the ideas and writings of another and using them as one's own. The most common form of plagiarism is the incorporation of whole sentences and paragraphs from published material into papers submitted as one's own work or purchasing term papers and/or related materials and submitting them as one's own work. The forms of plagiarism are many and varied, and it is not the intent of this policy statement, therefore, to give a complete catalog. Plagiarism is rarely the result of confusion or misunderstanding. If one conscientiously acknowledges the sources of one's ideas and citations, plagiarism is effectively avoided. In cases of doubt, students should consult their instructors.

Controlled Substances

Saint Peter's University is committed to maintaining a drug-free environment for the students and employees. In our attempt to support (provide for) this drug-free environment (policy), the University is committed to enforcing the following policy:

1. It is unlawful for a student or employee to manufacture, distribute, dispense, sell or use a controlled substance. Controlled substances include, but are not limited to, illegal drugs, such as marijuana, heroin, cocaine, crack, MDMA (Ecstasy), GHB, Ketamine, and Rohypnol. This policy also covers the distribution of prescription drugs including Oxycodon and Ritalin for use other than as prescribed. The use of these or any other substances for the purpose of altering perceptions and/or motor abilities is a violation of University policy.
2. Any individual who violates University policy will be subject to immediate disciplinary action. This disciplinary action may take the form of probation, suspension, or dismissal.

3. Any student or employee who violates the above prohibitions will be subject to all of the legal sanctions established by law.

NOTE: The definition of a “controlled dangerous substance” has been expanded to include any drug or substance which, when ingested, is metabolized or otherwise becomes a controlled dangerous substance in the human body.

Demonstrations

Saint Peter's University, as a responsible and dedicated educational community, recognizes the right of orderly, responsible student expression of opinion. This right is one fact of the University's function as an open forum for the free expression of ideas. The Saint Peter's University community recognizes freedom of speech and assembly provided that legal and moral rights to those engaged in the normal activities of the University are preserved. In the spirit of this educational philosophy, responsible action, demonstration or protest may take place only in full compliance with the following:

- Students are expected to notify, but not to clear with the Associate Vice President for Student Life and Development, the planning of a demonstration;
- The participants in the demonstration must carry personal identification; and
- The demonstration should take place in a location and in a manner that does not infringe on the rights of the other members of the University community.

Normal procedures for the reservation of space should be followed if a University facility is desired. If the demonstration is held on a sidewalk or in the street, procedures required by the statutes of Jersey City must be met, e.g., parade permit.

1. Guidelines for demonstrations that violate the policy stated above:

- a. An authorized official of the University will inform the offending parties that obstruction or disruption of a University function may result in disciplinary action, including suspension and dismissal. The official may be accompanied by the President of the Student Senate.
- b. Offending parties may be asked to show their identification cards to the officials. Those who either have no such identification or refuse to show their identification will not be considered members of the University community. Therefore, they may be subject to legal action as trespassers.
- c. In the event that the campus authorities judge that outside help is needed, the police may be called. The decision to summon outside help lies with the University administration.

Distance Learning

All users of the University's learning management systems are responsible for maintaining the security of usernames, passwords and any other access credentials assigned. Access credentials may not be shared or given to anyone other than the user to whom they were assigned to for any reason. Users are responsible for any and all uses of their account. Users are responsible for changing passwords periodically to maintain security. Users are held responsible for knowledge of the information contained within the most recent University Catalog as well as the Student Handbook. Failure to read University guidelines, requirements and regulations will not exempt users from responsibility.

Students are responsible for providing complete and true information about themselves in any identity verification process, in accordance with the Student Code of Conduct. By entering the University's learning management system with approved credentials, students verify their identity and agree to the terms of the Student Handbook and appropriate Course Catalog.

Hazing

Hazing is defined as any action taken or situation created, intentionally or unintentionally, on any premises, or in any location, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to, the following:

1. Use of alcohol; paddling in any form; branding or tattooing; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities; wearing of public apparel which is considered conspicuous and not normally in good taste; engaging in public stunts

and buffoonery; morally degrading or humiliating games and activities; and many other activities which are not consistent with academic achievement, fraternal law, ritual or policy, or the policies and mission of Saint Peter's University, or applicable state law.

All forms of hazing will be considered to contain the element of coercion and, therefore, compliance on the part of the aggrieved party does not diminish the responsibility of the student organization, members, or alumni.

Independent Student Action

Saint Peter's University recognizes the inviolable right of every member of the educational community to all that pertains to life off campus as private individuals. By the same token, the use of the University name for activities, social, cultural, recreational, petitions, and public statements requires the written permission of the University administration. In the case of off-campus student activities, the written approval from the Office of Student Life and Development is a prerequisite to the permission of the administration. The same is true of contracts, which may be entered into by students. Only designated University administrators have the legal right to sign contracts in the name of Saint Peter's University.

Parental Notification

The University reserves the right to contact a student's parents or legal guardians if one or more of the following occurs:

1. Certain matters of health and safety, whether or not the student is hospitalized;
2. Violations of federal, state, or local laws while the student is currently registered and/or housed in University residence facilities;
3. Certain medical and psychological emergencies;
4. Conclusive findings that the student has committed a disciplinary violation with respect to the use or possession of alcohol or a controlled substance (Substance Abuse-Related Infractions: The Level System); and/or
5. Violations of University policies, including the Student Code of Conduct, that may endanger the health and well-being of another student or other members of the University community.

The **Dean of Students** serves as the primary contact person, but another designated administrator (e.g., the **Associate Vice President for Student Life and Development, Director of Residence Life, Director of Personal Development, Director of Health Services**, et al) may also contact the parents or guardians if necessary.

Depending on the situation, parents or legal guardians will be notified immediately by a telephone call made by the **Dean of Students, Director of Residence Life**, and/or the **Associate Vice President for Student Life and Development**. In addition, certain situations might warrant that the parents or legal guardians be notified in writing. Whenever possible, students will be informed in advance that their parents or legal guardians are about to be notified of a particular matter.

Sexual Assault

Saint Peter's University reaffirms the principle that its students, faculty, and staff shall be free from sexual discrimination, including sexual harassment and any other form of sexual misconduct. **Sexual assault of any kind will not be tolerated. Sexual assault consists of rape and any form of non-consensual sexual contact including, but not limited to, intentional touching by the aggressor, or coerced touching by the victim, of another person's private areas either directly or through clothing.** It is a violation of University policy and of the criminal laws of the State of New Jersey for any member of the University Community to engage in such behavior. Any victim of such behavior shall have all of the rights described below in the **Campus Sexual Assault Victims Bill of Rights**, as adopted in September of 1997 by the State of New Jersey's Commission of Higher Education. See Below.

1. The University's Responsibilities

- a. Members of the University community who believe they have been sexually assaulted may obtain redress through the established formal resolution procedures set forth in the University's Judicial and Grievance procedures, as described in **The NET**, the Student Handbook. They may seek immediate assistance from the Center for Personal Development staff, Dean of Students, or Directors of Residence Life, Health Services and Campus Safety. The Center for Personal Development provides confidential counseling services. The aforementioned individuals are trained to identify resources for support, to discuss rights and

options available, or to resolve the grievance under the University's student judicial and employee grievance procedures.

- b. Complaints will be addressed promptly and equitably. The right of confidentiality of all members of the University community will be respected in formal resolution procedures, insofar as possible.
- c. Whenever the University is notified that any criminal sexual offense has been committed, the case will be turned over to the local Police. Once the complainant has given consent. University policy explicitly prohibits retaliation against individuals filing a complaint of sexual assault.
- d. The **Affirmative Action Officer** is the University's Director of Human Resources (**201-761-6370**), who has overall institutional responsibility to deal with sexual assault and harassment, and for monitoring compliance with federal and state laws, should be consulted to initiate the formal University Grievance Procedure for discrimination as found or referred to in all University Faculty, Staff and Student handbooks.
- e. Copies of current policies and procedures, federal, state and local laws, ordinances and regulations concerning sexual offenses and sexual harassment are available in the offices of the Affirmative Action Officer/Human Resources Director, the Dean of Students, Student Life and Development, Residence Life, and the Center for Personal Development. From time to time, special notices and articles are also posted, distributed or appear in student newspapers and other University publications. The Center for Personal Development offers workshops and seminars on protective measures, date rape and sexual assault awareness in order to educate the University community about such issues. The Center also provides brochures, literature and resources on these topics.
- f. The University, working with concerned students, faculty and staff, will continue to evaluate its current policies and procedures, and strive to foster an environment characterized by sensitivity and respect for the dignity of each individual.

2. **Assistance for Sexual Assault Victims**

- a. **On-Campus:** The following University resources are available to victims of sexual assault:
 - i University officials who can serve as a victim's advocate: **Associate Vice President for Student Life and Development, Dean of Students, Director of Health Services, Director of Personal Development, Director of Residence Life, Director of Campus Ministry, and Director of Campus Safety.** The victim can also choose any full-time faculty or administrator as an advocate.
 - ii The **Dean of Students** will serve as the student's primary advocate unless the student selects another member of the University community. The Dean will remain in contact with the victim throughout all judicial and administrative actions. At the request of the victim, the Dean may issue a campus restriction or impose a summary suspension against the accused, if there is sufficient evidence to support the accusation. **Call (201) 761-7363.**
 - iii The **Office of Health Services** (Saint Peter Hall) can be of assistance with medical treatment. The staff can also identify additional resources for assistance to victims. **Call (201) 761-7445.**
 - iv The **Center for Personal Development**, (Henneberry Hall, 104 Glenwood Avenue, 3rd Floor) can provide counseling services following the assault, and on-going treatment necessary to aid in the recovery of the trauma. **Call (201) 761-6420.**
 - v **Campus Ministry** is available for spiritual or emotional support. One's spiritual life may sometimes play an important part in recovery from a trauma such as rape. **Call (201) 761-7390.**
 - vi The **Office of Residence Life** will provide immediate intervention if the victim is a resident, or if the assault occurs in the residence halls. The Office can accommodate victims of the sexual assault who would like to move from their present campus residence. **Call (201) 761-7130.**
 - vii Students are urged to report sex offenses to the **Office of Campus Safety** located at Saint Peter's Hall. **Dial "5"** from any intra-campus phone or **call (201)761-7400.** With the student's consent, a Campus Safety official will contact the **Hudson County Rape Crisis Center**, and will assist the student with transportation to the hospital, if needed.
 - viii The **Affirmative Action Officer/Director of Human Resources** has institutional responsibility to deal with sexual assault and harassment, and for monitoring compliance with state and federal laws, and should be consulted if no other direct line of staff, e.g., Dean of Students, Residence Life, or Personal Development staff members are available. These individuals have been trained to discuss your rights and options available to you for resolution, as well as to identify resources for support. The Affirmative Action Officer must be consulted to initiate the appropriate University grievance procedures.
- b. **Off Campus:** The following external resources are available to victims of sexual assault:

- i **Police and Legal Services** Rape and sexual assault are crimes. Anyone who commits a crime is subject to criminal prosecution. However, a crime can only be prosecuted if it is reported. The University encourages all victims to report such incidents to the proper authorities. Police Departments in the jurisdiction where the rape occurs are in charge of investigating rapes and sexual assaults. The results of the emergency rape exam and evidence collection can be used by them to identify the assailant.

Hudson County Prosecutor's Office
(201) 795-6400

Essex County Prosecutor's Office
(973) 621-470

- ii **New Jersey Statewide Services:** These services also provide information, short-term counseling, and referrals for longer-term counseling, and support groups for victims of sexual assault and incest.

New Jersey Domestic Violence Hotline
(800) 572-7233

Violent Crime Compensation Board
50 Park Place, Newark, NJ 07102
(800) 242-0804

iii **University Disciplinary Proceedings in Sex Offense Cases**

1. The **Student Judicial Process** is applicable in cases when a sexual assault has been alleged.
2. The accuser and the accused are entitled to call witnesses and introduce evidence at the Formal Hearing.
3. The accuser and the accused will be promptly informed of the outcome of any Formal Hearing.
4. All judicial proceedings will be carried out in strict confidentiality, so as to protect the victim's and accused party's rights.
 - a. The filing of false charges by one party against another party could lead to counter charges and disciplinary sanctions taken against the party who files the false charges.
 - b. **The Student Judicial Process is not a substitute for the filing of a criminal or civil complaint by the victim or for criminal prosecution by the State.**

The University explicitly prohibits retaliation against individuals for bringing complaints of sexual assault or harassment.

Policies related to Sex Offenses

The following section outlines the wording required by the State of New Jersey's Commission of Higher Education regarding a sexual assault victim's "Bill of Rights:"

A university or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the university in achieving these ends.

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance. The State of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this "Bill of Rights" to articulate requirements for policies, procedures and services designed to insure that the needs of the victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity."

The following rights shall be accorded to victims of sexual assault that occur ...

- on the campus of any public or independent institution of higher education in the state of New Jersey;
- when the victim or alleged perpetrator is a student at that institution; and/or
- when the victim is a student involved in an off-campus sexual assault.

Human Dignity Rights

1. The right to be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed by this policy.
2. The right to have any allegations of sexual assault treated seriously; the right to be treated with dignity.
3. The right to be free from any suggestion that the victim is responsible for the commission of crimes against them and that the victims were contributively negligent or assumed the risk of being assaulted.
4. The right to be free from any pressure from campus personnel to:
 - a. report crimes if the victim does not wish to do so;
 - b. report crimes as the lesser offenses that the victim perceives the crime to be;
 - c. refrain from reporting crimes; and
 - d. refrain from reporting crimes to avoid unwanted personal or University publicity.

Rights and Resources on and off Campus

1. The right to be notified of existing medical, counseling, mental health or student services for victims of sexual assault, both on campus and in the community whether or not the crime is reported to campus or civil authorities.
2. The right to have access to counseling services under the same terms and conditions as apply to other students seeking such counseling.
3. The right to be informed of, and assisted in exercising:
 - a. any rights to confidential or anonymous testing for sexually transmitted diseases, human immune deficiency virus (HIV), and/or pregnancy;
 - b. any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights

1. The right to be afforded the same access to legal assistance as the accused.
2. The right to be afforded the same opportunity to have others present during any campus disciplinary proceeding that the institution permits to the accused.
3. The right to be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights

1. The right to have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
2. The right to receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
3. The right to full, prompt, and victim sensitive cooperation of campus personnel in obtaining, securing, and maintaining evidence, including a medical examination if it is necessary to preserve evidence of the assault.

Campus Intervention Rights

1. The right to require campus personnel to take reasonable and necessary action to prevent further unwanted contact of victims with their alleged assailants.
2. The right to be notified of the options for and provided assistance in changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available.

Statutory Mandates

1. Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the University's Board of Trustees and Administration to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.
2. Each campus shall make every reasonable effort to ensure that every student at that institution receives a copy of this document. **(Note: Printed copies are available upon request at the Office of the Dean of Students.)**
3. Nothing in the "Campus Assault Victim's Bill of Rights" shall be construed to preclude the University or the victim from reporting any suspected crime or offense to the appropriate law enforcement authorities. Victims of sexual

assault are urged to report the assault to the police, the county prosecutor and/or a University official of the victim's choosing.

Immediate Emergency Medical Services

1. The University's Campus Safety Office and the Jersey City Police Department are available 24 hours a day to aid victims of sexual assault. Campus Safety officers or Jersey City Police can ensure your safety at the scene of the rape and arrange for transportation.

The telephone numbers for Campus Safety and local police departments are:

- **Campus Safety** - Dial "5" from any intra-campus telephone or **(201) 761-7400**
- **Jersey City Police Department** – Dial **911**

24 Hour Medical Services

Hudson County

Christ Hospital

(This is the only hospital in Hudson County that provides rape evidence collection examinations by trained professionals.)

(201) 795-8373 or 8375

Hudson County Rape Crisis Center (24/7)

(201)-795-5757

Follow-up Emotional Support and Information Services

Essex County

Newark Beth Israel Medical Center

(Child Abuse: Under 18 – Physical and Sexual)

(973) 926-4500

UMDNJ University Hospital (Newark)

(973) 972-4300

Safe and Sound Program Hotline (24/7) – (973) 972-1325

(Rape Crises/Sexual Assault, Domestic Violence)

Union County Rape Crisis

(908) 233-7273

Essex County Rape Crisis Hotline (24/7)

(877) 733-2273

Sexual Harassment

By Employees

The United States Equal Employment Opportunity Commission (EEOC) issued final regulations that forbid sexual harassment of employees by their superiors. In addition, sexual harassment of student participants in any federally funded program is strictly prohibited by the sex discrimination provisions of Title IX of the 1972 Education Amendments. Sexual harassment is defined by the EEOC as, "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. **submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;**
2. **submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual; or**
3. **such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."**

Saint Peter's University strives to provide an environment for work and study, which permits all employees and students the opportunity to pursue a career or an education in which they can progress on their merit and ability, without regard to sex, race, marital status, color, religion, age, national or ethnic origin, disability, sexual orientation, or veteran's status.

Saint Peter's University disapproves of all acts or patterns of sexual harassment of employees and students, regardless of whether they are participants in any federally funded program, and will not tolerate violations of the laws pertaining to such acts by an employee. It is the policy of Saint Peter's University to take immediate corrective action, when facts are brought to the attention of the appropriate University official. An individual filing a complaint, whether it is a student or an employee, may elect to use the University's published grievance procedures established for the filing of complaints under Title IX. The resolution of the complaint will be made in accord with the published procedures. An individual may elect not to follow the University's published procedures.

When the University's grievance procedures are not followed and the complaints of sexual harassment are brought to the attention of the appropriate University official, they will be immediately investigated and a recommendation for appropriate corrective action will be made. The result of the investigation and the recommendation shall be given to the appropriate area head for a decision. If the complainant is not satisfied with the decision of the area head, an appeal may be made to the President of the University who shall make the final decision. Any questions concerning this matter can be directed to the University's Affirmative Action Officer/Director of Human Resources.

By Students

Saint Peter's University disapproves of all acts or patterns of sexual harassment by students of students, which create an intimidating, hostile, or offensive environment and will not tolerate violations of federal or state laws or of the University's policy pertaining to such acts by any student. It is the policy of Saint Peter's University to take immediate corrective action, when facts are brought to the attention of an appropriate University official, such as the Dean of Students or the Director of Human Resources. Any violation of the University's policy in this regard will be an appropriate subject for administrative application of the **Student Code of Conduct** and **Judicial Process**. Students found to have engaged in sexual harassment will be subject to appropriate disciplinary sanctions.

Any student who encounters sexual harassment may file a complaint with the:

1. **Academic Dean** (if the complaint is against a **faculty member**);
2. **University's Affirmative Action Officer** (if the complaint is against any other University employee or a contact service employee); or
3. **Dean of Students** (if the complaint is against another student).

Smoking

Smoking is **Prohibited** in all buildings and offices throughout the Jersey City and Englewood Cliffs campuses, and in all University-owned vehicles. This policy is designed to foster the health and safety of all employees and students. Tobacco contains nicotine, a central nervous system stimulant, and chemical components in it are known to cause cancer. Use of tobacco can also cause emphysema and other lung diseases, heart disease, and other fatal disorders.

Solicitation

1. **Examples of the types of activity prohibited/restricted by this policy are the following:**
 - a. The offer or sale of any product or service for purchase on campus;
 - b. The solicitation of funds by students or student groups by letter or in person from individuals, companies, or groups by using the name of Saint Peter's University. (Students wishing to raise money through raffles and other means for special projects must receive approval according to the guidelines issued by the Office of Student Activities);
 - c. The use of the University's name or its trademarks (unless approved and authorized by the Associate Vice President for Student Life and Development and the Vice President of Finance and Business); and
 - d. The setting up or display of any sign or poster, or the distribution of flyers/handbills upon property owned by the University by students, student groups, or nonaffiliated groups, which advertises or otherwise calls attention to any product, service, or activity other than University sponsored products, services, or activities.

(Such activity must be approved by the Office of Student Life and Development and must comply with the posting guidelines listed on below.)

Anyone encountering a solicitor without written authorization is asked to report this to Campus Safety, the Associate Vice President for Student Life and Development, or the Dean of Students. In addition, students are cautioned not to purchase or make payment either in cash or by check to any outside salespeople on University property, unless they provide written evidence of authorization by the Vice President of Finance & Business or the Associate Vice President for Student Life and Development. Salespeople found within the residence halls should be reported to the Residence Life and Campus Safety offices immediately

Speaker and Expression Policy

I. Preamble

In accordance with its Mission Statement and The Petrean Creed, Saint Peter's University is committed to discourse intended to seek truth and recognizes its responsibility to provide a forum for the free expression of ideas in a democracy. In the context of academic freedom, Saint Peter's University gladly invites speakers of various persuasions and convictions to address its student body. These speakers should contribute to the educational growth or to the cultural enrichment of the students in accordance with the mission of the University. The following is a statement of policy concerning speakers on campus ("Speakers" may include prerecorded speeches/programs):

As an (North) American, Jesuit university, Saint Peter's declares its educational goals as providing its students with an intellectual, religious, social, and personal climate. This climate will promote growth toward more cultured and competent individuals, conscious of their rights as persons and of their obligations as creatures of God, members of the human race and as global citizens.

"Jesuit education was and is about the formation of more fully human persons and that this humanistic creed and tradition should have impact on every aspect and every discipline of the Jesuit educational enterprise. This humanistic tradition does not limit itself to **a mens sana in corpora sano**, a healthy mind in a healthy body. Instead, right from its beginning, Jesuit education has consisted in a struggle for human dignity and human rights, enlightened freedom of conscience and responsible freedom of speech, respectful dialogue and patient promotion of justice."

- **Peter-Hans Kolvenbach, S.J.**, 29th Superior General of the Society of Jesus (1983 – 2008)

II. General Policy

Saint Peter's is committed to standards promoting speech and expression that foster the maximum exchange of ideas and opinions. This statement of policy outlines principles that ensure these standards relative to the sponsored engagement of a speaker by any department chair, individual faculty member or officially recognized faculty group, officially recognized student organization, and/or administrators or administrative department (hereinafter collectively the "University Community"), subject to the conditions set forth below.

1. Members of the University Community have the right to express points of view on the widest range of public and private concerns and to engage in the robust expression of ideas. The University encourages a balanced approach in all communications and the inclusion of contrary points of view. This freedom, however, is subject to reasonable restrictions of time, place and manner, as described herein. The right of free speech and expression does not include unlawful activity or activity that endangers or imminently threatens to endanger the safety of any member of the University Community or any of the University's students or physical facilities, or any activity that disrupts or obstructs the operations of the University or imminently threatens such disruption or obstruction.
2. Moreover, expression that to the average person, applying contemporary community standards, is grossly obscene or grossly offensive on matters such as race, ethnicity, nationality, religion, gender, or sexual orientation is inappropriate in a university community, and the University will act as it deems necessary to educate any member of the University Community that violates this principle.
3. In all events, the use of the University forum shall not imply acceptance or endorsement by the University of the views expressed by any speaker.

III. Guidelines

The Vice President for Academic Affairs and the Associate Vice President for Student Life and Development (hereinafter collectively the "Vice Presidents") have the responsibility for administering the guidelines that follow below. In administering these guidelines, the Vice Presidents shall be advised by a Committee on Speakers and

Expression, composed of students, faculty, and administrators of the University ("Committee on Speakers and Expression"). The Vice Presidents and the Committee may consider and recommend to the President revisions and improvements to these guidelines in a manner consistent with the ideals articulated at the beginning of this document. It is imperative that members of the University community thoroughly read the entire Speakers and Expression Policy before undertaking efforts to sponsor external speakers on the University's campuses and property.

1. Events

- a. An individual member or group of members of the University Community may organize and sponsor an event at the University inviting any person to speak. For purposes of this document, an event is any public meeting organized and sponsored by an individual member or group of members of the University Community primarily for the dissemination or exchange of ideas. **"Public meeting" shall not be construed to include formal academic convocations, regularly scheduled classes, or regular business meetings of any University organizations.**
- b. The individual or group sponsoring such an event must reserve the place where it will occur, in accordance with registration requirements. Because of the proximity of the Quad to classrooms, sound amplification in conjunction with any presentation in **the Quad during non-Meeting Hours** is prohibited, as is disruption of classes in any other way.
- c. The University will make every effort to accommodate an individual member or group of members of the University Community who wish to schedule an event. Members of the University Community who invite someone to speak must reserve an adequate space in advance of the event with the appropriate Office, as follows, in accordance with that Office's regulations:
 - i **Officially recognized student organizations** must go through the Office of Student Activities.
 - ii **Department chairs, faculty and official recognized faculty groups** must go through the Office of the Academic Dean.
 - iii **Administrators and Administrative departments** must go through the Room Reservations Specialist in the Office of the Vice President of Finance and Business.

2. Procedures

a. **General**

- i For all events at which there is an outside speaker, the sponsoring organization/department/office must obtain **prior approval in accordance with this policy using the *Request for Approval of Off-Campus Speaker Form***.
- ii For events sponsored by administrators or administrative departments within the areas of Academic Affairs, Student Life and Development, Mission and Ministry, Advancement, and Finance and Business, **preliminary approval** must be obtained from the respective Vice Presidents.
- iii For student organizations, once **preliminary approval** is obtained for an external speaker, the sponsoring individual/department/organization must obtain a *Professional Entertainer/Speaker Agreement* from the offices of the Associate Vice President for Student Life and Development. That Agreement details all the necessary terms (costs, security requirements, transportation, etc.) agreed to by the sponsoring individual/department/organization and the speaker.

After negotiating and agreeing to the terms, the speaker must sign the *Professional Entertainer/Speaker Agreement* first. The Agreement must be then submitted to the Associate Vice President for Student Life and Development (VPSA) for **final approval** and signature at least **ten** business days prior to the proposed date of the event. In special circumstances, at his or her sole discretion, the Vice President may waive the ten business day requirement. (In the absence of the VPSA, the

1. *Agreement* may be signed by the President.)
2. The individual/department/organization sponsoring the event may be required to include the following statement in all its advertising, announcements, and news releases: "*The presence of a guest speaker on the campuses of Saint Peter's University does not necessarily imply approval or endorsement by the University of the views expressed by the guest speaker or by anyone else present at the event.*" **This statement must also be read aloud in front of the audience prior to the start of the program, if required during the approval process.**

3. **Student Organizations**

In addition to the General procedures enumerated above, the following procedures apply to **officially recognized** student organizations:

- a. Student organizations may invite a speaker under the following conditions:
 - i The University has the right to assume that opposing sides of certain issues will be presented. The University may require a debate format, a panel of discussants, or an additional program in order to meet this expectation.
 - ii The event should take place in a location and in a manner that does not infringe on the rights of the other members of the University Community.
- b. **For events that are open to a limited audience (the University Community and their guests), preliminary approval** must be obtained from the organization's advisor, who will then submit the request to the Director of Student Activities. The Director of Student Activities has the authority to overrule approval by the organization's advisor.
- c. **For programs that are open to the whole student body and the outside public, final approval** must be obtained from the Director of Student Activities and Dean of Students at least **ten** business days prior to the proposed date of the event. In special circumstances, at his or her sole discretion, the Dean of Students may waive the ten business day requirement.

4. **Costs**

An individual/department/organization sponsoring an event is responsible for all costs (including security if such is deemed necessary by the University administration) associated with the event.

5. **Access to Events**

Any event that receives financial support or other benefits of any kind from the University must be open to the University Community. If seating is expected to be limited, an equitable means of ticket distribution must be approved by the appropriate University Office, as stated in Section III(A)(3) above.

6. **Literature and Publicity**

Saint Peter's University encourages the University Community to promote their events and activities responsibly through a full range of available media. These information and communication outlets include flyers and posters on bulletin boards, chalk messages on **pre-approved areas**, newspaper ads, web pages, the University's monthly calendar, WSPC radio station, the *Pauw Wow* student newspaper, information tables in The Quad, the first floor of Dinneen Hall, and word of mouth. Communication and publicity should be conducted in a manner that is respectful of others' rights to share information and recognizes one's part in the University Community. The foremost issue in this policy is the safety and security of the University, its students, faculty, staff, administrators, guests and facilities. Many of the restrictions exist to ensure safety and respect for all. (For more details, refer to Section IV, "Posting and Distribution of Announcements and Event Publicity.

7. **Protest of Events**

An individual or group wishing to protest at an event may peacefully do so as long as any speaker's right to free speech and the audience's right to see and to hear a speaker are not violated and there is **no actual or imminently threatened disruption or obstruction of the operations of the University**.

8. **Potentially Controversial Speakers**

In the case of a potentially controversial speaker, approval of the speaker may be granted in the discretion of the Vice Presidents based on a variety of factors. These factors include adherence to the University's mission and the safety/security of students, faculty, staff, administrators, and guests. The Vice Presidents may discuss the potentially controversial speaker and the above factors with the Committee on Speakers and Expression. Final approval as to a potentially controversial speaker will be determined by the President, in his/her sole discretion, pending the advisement of the Vice Presidents. Saint Peter's University reserves the right to exclude events, speakers, or groups whose nature or presentation is contrary to or inconsistent with the University's Mission Statement. This determination shall be at the sole discretion of the President or the President's designees.

9. **Disciplinary Procedures**

- a. Violations of the policy and/or guidelines by students will be handled through the Office of the Dean of Students

Community Standards

The Student-University Contract: Principles of Student Conduct

As a Catholic and Jesuit University, Saint Peter's stands for the human dignity and worth of every person, and is dedicated to pursuing truth, discovering and transmitting knowledge, promoting a life of faith, and developing leadership expressed in service to others. Our educational mission reflects a commitment to intellectual rigor, social justice, and an active engagement of contemporary issues. We believe, therefore, in values that foster the human respect needed for people to live, work, study, and recreate together as a community. Living these values requires each of us to make an effort towards building a campus community that will be known for love of truth, active care and concern for the common good, and selfless sacrifice towards others.

Student Life and Development implements the University's mission by sponsoring programs, services, and activities that encourage students to develop academically, spiritually, socially, physically, and personally. In partnership with students, faculty and staff, the offices that comprise Student Life and Development help to create an educational climate consistent with principles rooted in its Jesuit, Catholic tradition. Saint Peter's University takes seriously its academic mission of fostering the creative intellectual potential of each of its students. In order to maintain an atmosphere that nurtures this potential, Saint Peter's University has established rules of conduct consistent with this goal and with the University's philosophy as a Catholic institution. By accepting admission to the University, students are expected to abide by the general conditions for community living and the **Code of Conduct** that are listed below.

Working together as a community, students, faculty, and staff help foster a campus atmosphere that furthers the mission of the University. Students are expected to enhance the University Community Standards. This expectation calls for behavior that demonstrates the five principles of student conduct: respect for oneself, respect for others, respect for property, respect for authority, and honesty.

Respect for Oneself; Respect for Others; Respect for Property Respect for Authority; Honesty

Respect for Oneself

The University values all of its students and is deeply concerned with their total development. Therefore, it is appropriate for the University to set expectations for personal integrity with the aim of encouraging students to appreciate their own talents, take themselves and their academic pursuits seriously, and enhance the quality of their lives. When an instance of disrespect for self is known, the University will routinely respond to a student engaging in self-destructive behaviors, behaviors that might impede an individual's ability to enjoy the privileges of education and to fulfill her/his obligations as an educated leader. Students engaging in such behaviors are also encouraged to seek help from various members of the University community.

Respect for Others

One value of learning lies in understanding what knowledge can contribute to the community. It is expected that students will be open to learning, including learning about and respecting persons and cultures different from their own. Members of the campus community must act out of Christian charity and mutual respect to establish an atmosphere of trust, without which there is no community. Therefore, Saint Peter's expects its members to treat one another with sensitivity, consideration, understanding, tolerance, and an active concern for the welfare of others. The University is particularly concerned that its members show respect for others regardless of race, creed, gender, disability, or nationality, and avoid all forms of harassing or offensive behaviors.

Respect for Property

The mission we share depends upon the responsible use of all property, including such tangible goods as buildings, library materials, equipment and green spaces. Respect for property also involves helping to foster a well-maintained environment: a sense of security, tranquility, and accomplishment. This principle requires students to respect both personal and institutional property, both inside and outside the Saint Peter's University community.

Respect for Authority

Authority derives its legitimacy from its commitment to act on behalf of the common good. At Saint Peter's, that authority especially resides in the officers of the University, its faculty, administrators, and staff, each of whom has been charged with responsibilities essential to the orderly operation of the University. These individuals serve as leaders and models by example, demonstrating the University's expectations for all its members. In this respect, they help to define the atmosphere, which supports and fosters our common mission. Additionally, these individuals provide structure to preserve the well-being and freedom of community members and an orderly environment in which all can develop. The successful exercise of authority depends in part on the respect it enjoys from the community it serves.

Honesty

Saint Peter's educational mission reflects a commitment to the development of the whole person. The University expects students to live by the policies of the Saint Peter's community and to follow local, state, and federal laws. While at Saint Peter's, students are expected to demonstrate the personal characteristics of honesty and integrity in all aspects of their campus life, both inside and outside the classroom.

Student Code of Conduct

We recognize that certain behaviors are incompatible with the Community Standards (p. 17). Such behaviors are unacceptable in the Saint Peter's University community and are subject to disciplinary action by the University. The **Principles of Student Conduct** and **Student Code of Conduct**, apply to behavior on University property, at all University-sponsored activities held on or off-campus, and to students' off-campus behavior that may negatively impact the institution. Policies and regulations apply to both the individual student and any student organization. Violations of local, state, or federal laws, or University policies and regulations that are subject to disciplinary action include, but are not limited to, the following:

1. Disrespect for Oneself
2. Disrespect for Others
3. Disrespect for Property
4. Disrespect for Authority
5. Dishonesty

1. Disrespect for Oneself

- a. Violating the University and State Alcohol policies and regulations. This includes, but is not limited to, such behaviors as underage students using alcoholic beverages, or any student being intoxicated on or off-campus. It should be understood that the effects of alcohol do not relieve individuals of their responsibility to themselves or the community.
- b. Possessing, using, distributing, and/or selling barbiturates, amphetamines, marijuana, hallucinogens, other drugs, drug paraphernalia, or any controlled substance illegally.

2. Disrespect for Others

- a. Physically or verbally abusing or threatening any member of the University community, or a lawful guest of a community member, on or off-campus, including especially such persons as student staff and Campus Safety officers.
- b. Interfering with the safety and health of a member of the University community, on or off-campus, which includes any action that might lead to serious injury or loss of life.
- c. Issuing bomb threats.
- d. Tampering with, misusing, or interfering with fire equipment, including smoke detectors, fire alarms, extinguishers, hoses, etc., or failing to follow fire drill or other emergency procedures.
- e. Possessing, using, or selling firearms, other dangerous weapons, dangerous chemicals or incendiary or explosive devices, including fireworks, on University property or at a University-sponsored function.
- f. Participating in hazing or harassment, which includes actions or situations that do or could result in mental, emotional, or physical discomfort, embarrassment, ridicule, or endangerment, whether intentionally, for fun, or by consent.
- g. Engaging in harassment based on race, gender, or any other reason.
- h. Engaging in sexual assault defined as any form of sexual contact with another person without the consent of that person.
 - i. Vandalizing property or abusing persons on other campuses or off-campus.
 - j. Engaging in indecent exposure, lewd or obscene conduct, or engaging the services of another person for this purpose.
 - k. Knowingly providing false testimony or evidence at a judicial hearing.

3. Disrespect for Property

- a. Engaging in the unauthorized entry into, use of or occupancy of University premises, facilities, or properties, as well as the unauthorized possession, duplication or use of keys to University facilities.
- b. Engaging in the theft of, misuse of, damage to, or destruction of, institutional, group or private property, including library materials, computers or computerized information on University-owned or operated premises or at University-sponsored events.
- c. Engaging in arson or the irresponsible use of fire.
- d. Engaging in the misuse of University telephone, audio and computer network systems, including unauthorized entry and information dissemination; prank calls or e-mail messages; charging any long-distance telephone

call or telegraph messages to any telephone on University premises or University-related premises without proper authorization.

4. Disrespect for Authority

- a. Intentionally interfering with any normal function of University-sponsored activities on or off-campus. This includes, but is not limited to, disruptive behavior that takes place in classrooms, offices, dining facilities, and lounges.
- b. Violating published policies and regulations governing residence halls [residents must refer to the Residence Life guidebook], student organizations, or the University in general.
- c. Engaging in illegal gambling.
- d. Failing to comply with the directions of a University or contracted services employee acting in the performance of her/his duties.
- e. Engaging in acts or deeds that violate existing Federal, State, County, or City laws or ordinances.
- f. Refusing to show or surrender a University identification card upon request by University employees acting in the performance of their duties.

5. Dishonesty

- a. Engaging in any form of dishonesty, including cheating, plagiarism, fabrications, or assisting others in doing so.
- b. Knowingly furnishing false information to the University, or misrepresentation of information about oneself or others when providing information to a University official acting in performance of her/his duties.
- c. Engaging in forgery, alteration, or the unauthorized use of University records, documents, or instruments of identification.
- d. Misusing financial assistance (aid) through fraud or abuse.

The preceding examples are illustrative rather than exhaustive. In general, any misconduct, on or off-campus, which is detrimental to the security of the University community, the integrity of the educational process, the good name of the University, or that otherwise materially or adversely affects the individual's suitability as a member of Saint Peter's University community, is unacceptable. In the event that there arises some ambiguity, inconsistency or need for clarification in this statement, such definition, interpretation or clarification shall be determined by the Dean of Students or Associate Vice President for Student Life and Development.

Student Conduct and Judicial System

Judicial Procedures (p. 21)

Hearing Process (p. 22)

Outcomes (p. 23)

Disciplinary Sanctions (p. 23)

Appeals Process (p. 26)

Abuse of the University Judicial System (p. 26)

The student conduct and Judicial system at Saint Peter's University is educational in nature, designed to uphold the values of the institution, redirect inappropriate behavior that is harmful or disrupts the community, and support a positive living and learning environment for all. As with classroom or academic participation, this process is centered around student learning and developing students' independent critical thinking, reflection and self-advocacy skills. As such it is not intended to include direct participation or intervention by parents or external parties.

Saint Peter's University hearings and conduct meetings are not criminal or civil judicial proceedings. Criminal courts make a determination of guilt or innocence of an accused. Civil courts resolve non-criminal disputes between parties, usually for a money judgment. Saint Peter's judicial process makes a determination of responsibility, that is, whether the accused more likely than not committed the alleged act. Although the terms and procedures may be similar to criminal law or the criminal court system, they are specific to Saint Peter's University and limited to the meaning and use given them by the University. An act not criminally prosecuted may still violate University policy.

Information for a finding is based on a standard that an act was "more likely than not" to have occurred. The information does not have to be in the form of physical "evidence" nor does the alleged violation have to be witnessed. Circumstantial information can be sufficient in some instances for the University to determine that an act was "more likely than not" to have occurred. The University's standard for determining whether a violation has occurred is different from criminal law.

The Student Life Staff is responsible for the implementation of the student conduct and judicial system at the University. Members of the Student Life Staff and Student Conduct Board will hear disciplinary cases and sanctions may be imposed as outlined below. The Associate Vice President for Student Life, the Chief Judicial Officer or her/his designee may utilize other hearing types and procedures at their discretion.

Judicial Procedures

The Chief Judicial Officer or Dean of Students is responsible for initiating disciplinary proceedings for infractions where there is sufficient information to believe that a violation may have occurred and disciplinary action is appropriate. The Chief Judicial Officer may designate other Student Life officials to serve as hearing officers.

Any member of the University community may file a complaint against any student or student organization for misconduct. All complaints can be filed with the Student Life Office and processed through the University judicial system. Complaints may also arise from information documented in Campus Safety reports or forwarded to the Student Life staff by other University departments or University community members such as Residence Life. Parties outside the University community may file a complaint or report if they have been negatively affected by the action of a student or students if those actions violate our policies, rules or expectations.

General

The Chief Judicial Officer manages the overall Judicial system for the University. Specific responsibilities for disciplinary interventions and resolutions rest with various departments as designated by the Chief Judicial Officer. There is also a mutual and shared educational responsibility which Saint Peter's University promotes, allowing for cooperation and collaboration between University departments regarding student conduct issues.

The Office of Residence Life is empowered to address conduct issues that occur in the presence of one of their staff on or off-campus or occur in University residential facilities, or are perpetrated by residential students. Generally, possible low level and housing policies infractions are referred to a Conduct Officer within Residence Life.

- The Chief Judicial Officer is the custodian of student Judicial records. These records usually include allegations of misconduct, findings of responsibility and any sanctions issued.
- The University does not allow recordings of the judicial proceedings, including hearings and conduct meetings.

- For information about misconduct and discipline that is academic in nature, please contact the Academic Dean.

Jeopardy

A student may be placed in “jeopardy” while pending criminal, civil and/or University charges are being resolved. The term jeopardy is defined as a student being placed on notice that they have been alleged to have been involved in an incident that is in the process of being investigated. While the case is under investigation the student is expected to be aware of their jeopardy status, to fully comply with the investigation, and to understand that their violation of any University policy during this period may result in an immediate interim suspension. Jeopardy may be imposed concurrently with or independent of other actions or sanctions.

Interim Suspension/Conditional Attendance

A student may be suspended fully or subject to conditional attendance restrictions for a period of time following a serious alleged violation of policy or if it is determined a danger may exist to him/herself, others, or property. This suspension may be done immediately and the disciplinary hearing will follow. During this time the student may be denied access to the campus, residence halls, classes, and/or all other University activities or privileges for which the student might otherwise be eligible.

The University shall make a reasonable effort to resolve the situation or conduct the hearing process without undue delay.

Hearing Process

Typically, the hearing process is as follows:

The student will be informed via email or written letter by a judicial officer or designee that a concern has been raised and a response by the student is necessary.

Student Conduct Meeting

A **Student Conduct Meeting** is held after the student responds to the judicial officer’s request to schedule a meeting. The meeting is attended only by the student and the judicial officer. The judicial officer makes a preliminary review of the facts to determine how to proceed. If a hearing is necessary the judicial officer will decide upon the appropriate hearing type. Many times, the matter can be resolved during a less formal conduct meeting with the student.

During the meeting the student is advised of the nature of the concern and provided an opportunity to respond and discuss. The student may choose to accept responsibility for his or her involvement in the incident. The student is also advised, if appropriate, of the opportunity to provide additional relevant information to present his or her side of the situation. This informal method is the preferred disciplinary intervention for the University because it allows for more conversation, more agreement as to decisions, and provides an opportunity for resolution at the lowest level. In most cases the student conduct meeting serves the same purpose as a hearing.

Judicial Hearing

A **Judicial Hearing** will be scheduled for a student who chooses not to respond to the judicial officer’s request or if an incident was referred after a Student Conduct Meeting occurred. Such referrals would be made by the judicial officer based on severity or repetitiveness of violations. Should the student choose not to attend the hearing, it may be held in his/her absence.

Judicial Hearings are a formal administrative hearing with a University official as designated by the Chief Judicial Officer. A student participating in this process will:

1. Receive advance notice of date, time, and place of the initial hearing via SPU email or written letter.
2. Receive a statement of the alleged violations.
3. Be informed of privileges afforded to the student. These include:
 - adequate time to prepare a case and an opportunity to review related documentation.
 - a support person present during the hearing. Support persons may not speak or participate directly in the hearing unless invited by the hearing officer.

- have an opportunity to present information both written and through in person statements with relevant information to present their side of the situation.

Conduct Board

The Conduct Board will be chaired by the Chief Judicial Officer or his/her designee, with a minimum of one faculty member, one student member and one staff member present for the hearing. The Chair will be a non-voting member of the hearing board. This type of hearing will be utilized for cases the Chief Judicial Officer deems as extremely serious and may include but not be limited to: sexual misconduct, violent acts, threats and intimidation, use of a weapon, and selling of drugs, or where suspension or dismissal are likely. Students whose cases will go before the Conduct Board will be provided a trained staff member to assist them throughout the process.

Facilitated Discussion

A facilitated discussion about a conflict by a neutral third party is sometimes an option for students in a number of situations. A hearing officer may recommend a facilitated discussion as a way to help mediate disputes, provide interpersonal mediation, and impose binding arbitration. Students interested in pursuing this option can contact the Chief Judicial Officer. Facilitated discussion provides an opportunity for students to deal with conflict with the help of a neutral party. Ground rules for discussion are delineated and an agreement can generally be arrived at that reflects consensus by the involved parties. Some examples where facilitated discussion might be appropriate are: Roommate conflicts, situations where two or more individuals can't come to an understanding or an incident that involves individuals with differing levels of power. A facilitated discussion does not establish a determination of responsibility by the University, but may still accomplish appropriate outcomes. For a facilitated discussion to be successful both parties need to be willing to participate.

Other Hearing Types

The Associate Vice President for Student Life and Development, Chief Judicial Officer or her/his designee may also utilize other hearing types and procedures at their discretion. This includes, but is not limited to the presence of other parties at a hearing or deliberation who have a legitimate role to play in the hearing process.

Outcomes

The student alleged to have committed the violation will be informed of the disposition of the case, as well as any sanctions imposed, after a decision has been reached by the judicial officer. Students (or next of kin) who are considered by the University to be victims of a crime of violence or a non-forcible sex offense, in which another student is accused, are able to request in writing the final results of the judicial hearing pertaining to that crime or offense.

A student found responsible will have an opportunity to appeal the decision for an appropriate cause as outlined in the *Student Handbook*.

Disciplinary Sanctions

Sanctions in a disciplinary action are a developmental and educational tool, whose purpose is to redirect the student's behavior towards a pattern that fits the mission and values of the Institution:

- If such redirection is feasible.
- To protect the University community from possible harm or injury by the student.
- To give redress to a person for loss, harm, or destruction of property resulting from the action of the accused student.
- To allow students an opportunity to heal damage done to a community, to other individuals, to the campus environment, or to student social network.
- To allow students to place themselves in other people's shoes and to both learn about and feel the true impact of their attitudes and behavior on others.

It is important to note that a student's behavioral/disciplinary history is cumulative. Increased sanctions may be imposed to take into consideration the student's overall record of violations of all types, not simply of a particular type. A sanction can be rendered in conjunction with other sanctions as the discretion of the judicial officer who will consider the nature of each violation.

Representatives of the Student Life Office may impose the following sanctions on a student or group of students:

1. **Positive Actions:** Positive Actions are required activities that are intended to engage the student in a positive learning experience related to the student's inappropriate behavior. Positive Actions are intended to allow students to reflect upon their inappropriate behavior, to learn about the behavior in which they engaged and understand why it is inappropriate or unacceptable. This action may include, but is not limited to, engaging in a campus or community service project, attending or presenting a program related to the implications of the student's conduct, writing a paper, interviewing someone, or engaging in some type of personal assessment or counseling.
2. **Restorative Actions:** Restorative actions are assignments given to students that help them reflect upon the impact their behavior has made on people, communities, or environments while also providing them opportunities to restore the health of those entities and/or heal the damage their behavior has done. These actions may include but are not limited to: sincere written apologies, designing action plans for positive contributions to the people or communities impacted, and joining on-going task forces, or committees that are addressing the topics and social forces from which the student's behavior arose.
 - a. **Restitution:** Student actions can damage, deface, or destroy University property or private property on or off-campus. In addition, certain behaviors and attitudes can cause less quantifiable harm to other people, to the general campus community, and to the environment that houses the community the student lives within or even environments off-campus. Restitution is an assignment to pay back the entities harmed by the behavior.
 - b. **Fines:** A reasonable monetary fine may be assessed against a student as a resolution to and deterrent from violations of student conduct code.
 - c. **Contributed Service:** Non-paid work for the University, for a specified area of the University or for an approved external agency may be assigned to a student as a disciplinary sanction.
3. **Loss of Privileges/Restrictive Sanctions:**
 - a. Restrictions on institutional representation and participation: (including leadership positions and University events).
 - b. Communication and contact restrictions with other members of the Saint Peter's Community (No Contact Agreement or Order).
 - c. Campus facility restrictions.
 - d. Withholding a recommendation for study abroad, service trips or other similar opportunity.
 - e. Student Account/Record Holds: At any time after the filing of a conduct complaint, the Office of Student Life 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, and the release of transcripts.
 - f. Residence-Related Sanctions:

Removal from Residence: Serious infractions of residence regulations or patterns of misconduct may lead to the removal of a student from the residence. This sanction may require the immediate removal of the student from the residence environment, cancellation of the housing contract, and forfeiture of residence fees including deposit. This may mean short term removal for a fixed period of time as well as permanent removal and ineligibility to reside in University housing in the future. Restriction from visiting University facilities may also be imposed, which may include a criminal trespass warning.

Mandated Relocation of On-Campus Residence: In some instances students may be moved to a different residential facility if it is deemed more appropriate for helping that student achieve his or her academic goals, positive behavioral patterns and uphold a more peaceful community on campus.

Loss of Priority Housing Selection: A student may have his or her position to select priority housing set aside and be placed in a lower, less desirable position to select on-campus housing for the next academic year.
4. **Conduct Status Levels:**
 - a. *Warning:* Notice to a student, either verbally or in writing that he/she has failed to meet the University's standards of conduct. The warning will include a caution that the continuation or repetition of the conduct involved or other misconduct will result in a more serious sanction.
 - b. *Reprimand:* Formal action censuring the student for failure to meet the University's standards of conduct. Reprimands are always made in writing to the student by the official taking the action.
 - c. *Conduct Review Period:* An official warning that the student's conduct is in violation of our code of conduct and behavioral expectations, but is not sufficiently serious to warrant expulsion, dismissal, suspension, or probation. A student on conduct review shall have their conduct under review for a specified period of time.

This sanction may require regular meetings with an appropriate official to ascertain and evaluate compliance with student conduct expectations. Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct. If there is a finding of responsibility for subsequent violations of policies, rules and expectations during this period of time, more severe sanctions will be administered.

- d. *Conduct Probation*: Conduct probation recognizes a serious offense for which is contrary to the policies, rules and expectations of the University and for which action needs to be taken by the Student Life Staff. The student is placed on conduct probation status with the University for a specified period of time. In addition to the period of time listed in the written notice, a behavioral contract may also be set forth. The behavioral contract will include specific obligations which the student must meet. Notification may be sent to the student's academic advisor as well as to other University personnel on a need-to-know basis. Any violation of conduct probation will be handled immediately by the Student Life Staff.
- e. *Disciplinary Probation*: Disciplinary Probation is a notice to the student that his or her behavior is of such a nature as to place that student in danger of removal from the University. The student is placed on disciplinary probation for a specified period of time, a behavioral contract is set forth, and specific obligations are outlined. Any violation of this probation or other University policies, rules and expectations may cause the student to be immediately removed from the University. While probation is usually reserved for repeated infractions, it may be imposed for any serious violation. When a student is placed on disciplinary probation, at least one of the following restrictions combined with other sanctions will be imposed:
 - i Restriction from representing the University in any public performance, athletic event, committee, organization, or from holding any student governmental office or office in any recognized student organization, or participating in any organized University function.
 - ii Withholding a recommendation for study abroad or other similar opportunity.
- f. *Suspension*: Suspension from the University involves the exclusion of the student from participation in any academic or other activities of the University for a specified period of time. Notification of this action will be provided to the student and in some cases, his/her parents or guardian (as defined by FERPA). Suspension from the University further involves the following:
 - i notation of the suspension on the student's disciplinary record;
 - ii the student will be withdrawn from all courses carried that semester; the student will forfeit fees according to the normal refund schedule of the University;
 - iii the student will be restricted from visiting the University premises (which may include a criminal trespass warning) except when engaged in official business approved in writing by the Student Life staff;
 - iv the suspension may include any other disciplinary action that is judged to be of value to the student or necessary for the community.
- g. *Reinstatement from Suspension*: When a student has concluded the suspension period and completed the conditions accompanying the suspension, he/she must submit a letter to the Associate Vice President for Student Life and Development requesting reinstatement and provide evidence that he/she has satisfied the terms of the suspension. In some cases, the student may need to reapply to the University. The student may return to the University only after an affirmative decision has been made by the Associate Vice President for Student Life and Development and the student has been readmitted by Admissions (if applicable).
- h. *Dismissal*: Dismissal is permanent expulsion from the University; it may be ordered as a result of very serious violations or for repeated offenses. In addition to forfeiting all tuition paid, the student suffers all the other losses and restrictions imposed upon suspended students, and is not eligible to apply for readmission at any time. The student must leave the campus on the date determined by the Associate Vice President of Student Life and Development or Chief Judicial Officer. The student will be restricted from visiting the University, which may include a criminal trespass warning.
- i. *Participation In, Or Postponement Of Activity/Participation And Conferring Of Honors And Degrees*: The University reserves the right to prevent, delay or postpone the involvement of a student in any University-related activity, or delay or postpone the conferring of any honor or degree as a form of sanction, or while any of the student conduct procedures or actions are pending.

Notification of Parents

The University may, in its discretion, send notice and/or copies of disciplinary documents to the parents or legal guardians of students involved in disciplinary matters. The University, in compliance with the Family Educational Rights and Privacy Act (FERPA), may send reports to parents or legal guardians of a dependent student as defined

in the Internal Revenue Code. The University may also contact parents or legal guardians of students involved in alcohol or drug violations. In some cases, as a condition of remaining at Saint Peter's, a student may be required to notify his/her parents or legal guardians of his/her disciplinary standing within the University. Students may opt to sign a FERPA waiver, allowing the University to communicate with his/her parents or legal guardians or other designated individuals.

Appeals Process

The University has implemented procedures for students who believe they were not treated fairly in the disciplinary process. Appeals are not a re-hearing of the facts of the case, but rather an examination of the procedure and/or outcome. General dissatisfaction with the outcome of a conduct case or an appeal for mercy is not an appropriate basis for an appeal. Disciplinary actions or conduct sanctions/decisions rendered by members of the Student Life Staff or its judicial officers may be appealed one time only to a judicial officer one professional level up from the person who rendered the original decision. The sanction(s) resulting from a disciplinary decision will be considered in place and enforced until modified by a decision in the appeals process. The filing of an appeal does not relieve a student from complying with the sanction(s) from the time they are initially imposed.

An appeal must be made in writing within three class or business days of the notification of the outcome of the case to the parties involved in the original decision. This notification will be made to the student in person or to the student's University e-mail address. The written appeal must be delivered to the office of the appeal judicial officer, (whose name will be provided by the person who rendered the original decision and/or made the notification of the outcome). Before determining the appeal, the appeal judicial officer will decide whether or not to even consider the appeal. The decision to consider the appeal is a separate action from actually determining the appeal. The appeal judicial officer will review the file, including the reasons for the appeal, and will decide if consideration of the appeal is appropriate. If the appeal judicial officer decides that consideration of the appeal is not appropriate the original decision and sanction(s) remain in place. If it is decided that consideration of the appeal is appropriate, the appeal judicial officer will make a determination of the merits of the appeal based upon the information contained in the written request, file and meeting. At the discretion of the appeal judicial officer parties to the original decision may be heard in person as part of the appeals process.

The appeal must be based on one or more of the following circumstances. The written appeal must specifically demonstrate these circumstances:

1. The student has new information that was not reasonably available prior to the original hearing and that information is likely to have substantially changed the outcome of the hearing.
2. The original hearing had significant procedural errors or irregularities that denied the student(s) a fair hearing.
3. The judicial decision is not supported by substantial information.
4. The disciplinary sanction(s) appear/appear to be significantly incongruent with the violation.

The appeal judicial officer may take the following actions after considering or determining an appeal:

1. Remand the matter to the original judicial officer to be reheard in whole or part. At the discretion of the appeal judicial officer a different official or hearing method may be designated;
2. Affirm the original decision and sanction(s);
3. Reverse the original decision and sanction(s);
4. Affirm or reverse the original decision in part and/or alter the sanction(s) which could increase or decrease the severity of the sanction(s).

A notification of the decision regarding the appeal will be made to the student in person, written letter or communicated via University e-mail address. The appeal decision will normally be rendered within two weeks of the written appeal. The decision of the appeal judicial officer is final and effective immediately.

Abuse of the University Judicial System

Abuse of the University judicial system will be treated as a separate disciplinary matter. Abuse includes, but is not limited to, failure to comply with the request of a judicial body or University official; falsification, distortion, or misrepresentation of information before a judicial body; attempting to influence or discourage an individual's proper participation in, or use of, the judicial system; verbal or physical harassment and/or intimidation of a member of a

judicial body or any other participant in a disciplinary process. It also includes failure to fulfill sanctions, pay fines or return requested documents on time.

Record Requests by Outside Entities

Students should be aware that information maintained in their disciplinary file or University record may be requested by entities outside the University in the future. Such requests include employment background checks, military or civilian clearances for sensitive information, graduate or other college admissions processes, professional licenses and certifications and court orders. The University follows FERPA guidance in responding to these requests.

Residence Life Behavioral Standards

The **University Community Standards** of this handbook governs the facets of student behavior that are applicable to all students. The behavioral standards outlined under that section also contain the **Student Code of Conduct**, which supersedes any of the behavioral standards listed in the Residence Life section or any other University publication.

Saint Peter's University, through the Office of Residence Life, expects resident students to also abide by those standards that are unique to a communal, residential environment. The offenses listed below are in direct violation of those standards. Any of these violations, or the aiding, abetting, inciting, encouraging, or supporting of any of these violations, or any other conduct that disrupts the communal residential environment of the residence facilities, constitutes an offense for which students may be subject to judicial sanctions set forth by the Office of Residence Life and/or the Dean of Students. The violations include, but are not limited to:

1. **Violation of Published Health and Fire Safety Guidelines**

- a. Misuse or tampering with fire safety equipment including: fire hoses, fire extinguishers, heat detectors, smoke detectors, fire alarm bells, pull boxes, exit lights, emergency lights, fire escapes, etc.
- b. Failure to evacuate residence facilities or adhere to the instructions of University officials while a fire alarm is sounding.
- c. Use of any door locks other than those provided by the University.
- d. Any accumulation or placement of trash, dirt, mold, mildew, etc. that is deemed to present a hygienic environment of less than acceptable levels.
- e. Non-adherence to Fire Code maximum number of guests per apartment/room.
- f. Use of Intercom System for non-emergency purposes.

2. **Violation of Published Building Security and Safety Guidelines**

- a. Possession of a key to any residence room or apartment other than the one to which the student is currently assigned or the loaning of a University key to anyone for any reason.
- b. Possession of non-University duplicated key to any residence facility.
- c. Unauthorized duplication of residence hall keys.
- d. Removal of and/or tampering with window screens.
- e. Throwing objects from a window.

3. **Violation of Noise-Related Policies**

- a. Placement of speakers in windows facing outdoors.
- b. Playing of stereos, radios, etc., or speaking at a volume sufficient to be heard within any other building or adjoining room(s).
- c. Shouting or otherwise making noise from windows, doors, or surrounding areas of a residence facility that is of sufficient volume to be heard within any other building or adjoining room(s).
- d. Playing of musical instruments in the residence hall areas surrounding residences at a level disruptive to classes or individuals within the building.

4. **Violation of Published Guidelines Regarding Visitation of Guests**

(Hosts retain complete responsibility for the behavior of their guests.)

- a. Permitting extended use of University residence facilities (including rooms) to any visitor, either student or non-student, when such use, because of its duration or frequency, constitutes a de facto subcontracting of University facilities to an unauthorized person.
- b. Permitting use of University residence facilities for any period to any visitor, either student or non-student, when such use becomes a source of complaint to roommates, other residents of the floor/building, or University staff.
- c. Improper and/or inaccurate signing in or out of all guests to the facility or the failure to sign a guest in or out.
- d. Failure to escort guest(s) at all times while in the facility.

5. **Violations of Accepted Standards for Respect of Others**

- a. Obstructing the entry or assignment of a new roommate.
- b. Non-cooperation with a University staff member.
- c. Verbal abuse or harassment of any member of the University community.

- d. Use of force against a person or property of any member of the University community or against the person or property of anyone on University premises, or the threat of such force.
 - e. Commission of any act, or conspiring to commit any act, that injures, degrades, disgraces or intends to injure, frighten, degrade, disgrace, or infringe upon the rights or freedoms of any person within the University or Residence Hall communities, including all visitors to the University or guests of any member of the aforementioned communities.
 - f. Any heinous act committed against the University or any member of the University community.
 - g. Failure to comply with all or any provisions of the University's Sexual Harassment Policy.
6. **Other Violations of Residence Life Policies**
- a. Refusal to comply with a request by University staff to enter apartment or any room therein.
 - b. Knowingly providing false testimony or evidence during a Residence Life investigation or judicial proceeding.
 - c. Smoking in any public area or in any apartment/room.
 - d. Playing of sports in the hallways or any common areas within residence facilities, (including roller-skating, skate boarding, frisbee, etc.).
 - e. Behaving in a manner that disrupts the daily routine of other residents.
 - f. Failure to pay all or part of Residence Life room charges, fees, or fines.

Residence Life Policies and Regulations

- Alcohol and Controlled Substances (p. 30)
- Entry to apartments/room (p. 30)
- Fire and Emergency Evacuation Plan (p. 30)
- Guest Visitations (p. 31)
- Noise (p. 32)
- Parties (p. 32)
- Solicitation/Gambling (p. 33)
- Smoking (p. 33)

Alcohol and Controlled Substances

All residents must abide by the University's policies on Alcohol and Controlled Substances, as found in the **University Policies and Procedures** section of the *Student Handbook*. The misuse of alcohol or any other chemical substance is inconsistent with the mission of Residence Life and jeopardizes the welfare of its students. Knowledge of the presence, location, use, or intent to exercise control over alcohol and illegal drugs will constitute constructive possession. Violation of these policies will result in the disposal and/or confiscation of the alcohol and/or illegal drugs in presence of student(s), documentation, a meeting with the appropriate judicial officer, and appropriate **sanctions** as described in the **Student Conduct and Judicial System**.

The Office of Residence Life urges residents to confront the misuse of alcohol or other drugs by seeking appropriate assistance. **The Center for Personal Development** offers substance abuse counseling and referrals in a highly confidential environment.

The regulations below apply to the possession, use, and/or consumption of alcohol and illegal drugs in the residence halls.

- **Controlled Substances**

The following are prohibited:

- a. Possession, manufacture, preparation, buying, selling, using, giving or otherwise dispensing any controlled or dangerous substance within any residence facility or any Residence Life property.
- b. Being present in a room or apartment in which a controlled or dangerous substance is being used.
- c. Presence in or around University property under the influence of a controlled or dangerous substance.
- d. Possession of drug paraphernalia or items commonly used in the use of drugs (i.e. rolling papers, hollowed-out cigars, bongos, blow tubes, inhalant devices, hookahs, etc.).

Entry to Apartments/Rooms

The Office of Residence Life endeavors to keep the quality of life standards at an optimum level for all residents. To do so, the staff must have access to all rooms and apartments for inspection, repair, and improvement of all living space. As stipulated in the **Housing Agreement**, Saint Peter's University reserves the right, at any time and for any reason, in its sole discretion, to enter a room/apartment without prior notice to a resident to:

1. make repairs;
2. inspect for compliance with health, fire or building codes, or with Saint Peter's University policies or regulations; or
3. because of any situation that Saint Peter's University deems to be a danger to health, safety, or property. Other situations may also require Residence Life staff to enter a room or apartment. These situations can be, but are not limited to:
 - a. cleaning;
 - b. extermination for pests;
 - c. student check-ins/outs; or
 - d. when a prohibited condition exists, or is reasonably suspected.

Fire and Emergency Evacuation Plan

Please refer to the University policy on Fire and Emergency Evacuation found in the *Student Handbook*.

Guest Visitation

The right of a student to live in reasonable privacy (in the judgment of a Residence Life staff member) takes precedence over the right of her/his roommate to entertain guests. The Office of Residence Life reserves the right to ban individuals from entering residence halls if they are suspected of living on campus without a contract or abusing the visitation privilege. When you have visitors, please make sure that the following guidelines are met:

- The rights of a roommate (s) are respected, and proper conditions for privacy, study, and relaxation are respected by all occupants of the residence halls.
- The varied needs of individuals for sufficient quiet and sleep are honored.

If hosting a guest, residents must meet their visitor at the front desk area and make sure that their guest leaves a valid photo ID (i.e. driver's license, school ID) and signs in with the Desk Attendant/Campus Safety Officer.

Residents must escort their guests at all times while in the residence halls. Visitors found wandering unescorted will be required to leave immediately. Upon leaving, residents must escort their guest to the front desk and make sure the guest retrieves his/her ID. Violations of the guest policy may result in suspension of guest privileges for the resident and/or guest.

Please Note: Although there are no security desks in the 140 Complex, Durant Hall, and Murray Hall, residents must still adhere to all aspects of the guest policy. Guests without proper identification may be asked to leave the residence halls. Any falsification of IDs of any kind will result in confiscation of the ID card, restrictions for the guest and/or resident, and could result in further disciplinary action. All students must present ID upon request by University or Campus Safety personnel.

1. **Expectations of the Resident**

- a. Residents are responsible for the actions of their guests and to insure guests' compliance with Hall and University regulations. They must be sure that the guest for whom they take responsibility is, in fact, their guest.
- b. Hosts must show proper concern for the rights of roommates. (Roommates are encouraged to discuss and establish guest hours for their rooms/apartments within the established limits.)
- c. Residents must ALWAYS escort their guests while in the residence halls.
- d. Residents must inform guests that should circumstances and/or incidents arise in which their guest is in violation of laws or University policies, the guest can be subject to legal action.
- e. Occasionally, an uninvited person is present in a residence hall. This situation may mean that the person is not hosted by a resident student, or does not have a legitimate reason for being in the residence hall. For reasons of safety and security, all residents should be aware of such security problems and are encouraged to notify an RA or Campus Safety when this occurs.

2. **Guest Restrictions**

- a. In Saint Peter Hall, Whelan Hall, Veterans' Memorial Court, and Millennium Hall, all guests are required to sign in at the front desk (daily), before 2:00 a.m., and leave a valid picture identification card or current driver's license. (ID cards belonging to the resident host will not be accepted in lieu of guest ID. A resident's ID card is not transferable.)
- b. Guests are not permitted in any residence hall between the hours of 2:00 a.m. and 7:00 a.m. daily. All guests who do not leave the building by 2:00 a.m. will be considered unauthorized overnight guests. After 2:00 a.m., IDs will be recorded and guests will be asked to leave by Campus Safety. A formal meeting will be arranged with the Assistant Coordinator of Operations. **Guest hours may be reduced by a majority vote of a particular room/apartment.**
- c. No more than two guests per resident may be signed into a resident room/apartment at any given time.
- d. Guests are prohibited from bringing radios or other sound equipment into the residence halls.
- e. Guests must abide by all residence hall rules and regulations while in the residence halls. It is the responsibility of both the resident and guest to familiarize themselves with hall rules, but ultimately the resident/host is responsible for his/her guest. Guests (student and non-student) who violate residence hall rules may be restricted from the residence halls and/or referred to the Dean of Students.

3. **Overnight Guest Policy**

Residents wishing to have a guest stay overnight must complete an Overnight Request form in the Office of Residence Life, Monday-Friday between 9 am – 5 pm. The hosting resident must first obtain permission from

the other roommate(s) for an overnight guest by asking them to sign the Overnight Guest Request in the ORL. The Community Director must approve the overnight guest at least 24 hours in advance of an overnight guest's presence. The RC will email (SPU only) the host indicating approval or non-approval.

NOTE: This includes residents of the 140 Glenwood complex, Murray Hall, and Durant Hall.

4. **Overnight Guest Restrictions**

- a. Saint Peter's University must insist that the environment in the residence community be one that fosters mutual respect. Non-marital sexual intercourse is behavior unacceptable to the Catholic tradition, and is therefore, unacceptable in the residence halls. Students involved in activities of this nature will be subject to a judicial hearing.
- b. Male guests may be hosted overnight only in male-occupied apartments/rooms, and female guests may be hosted overnight only in female-occupied apartments/rooms. No resident may stay overnight as a guest in another resident room/ residence hall.
- c. No one particular resident may have more than eight (8) overnight guest registrations per semester. **Each day that a guest stays in the residence hall counts as one registration.**
- d. No one guest may stay more than two (2) consecutive nights per month. No guest (student or non-student) may be an overnight guest anywhere on campus more than five (5) times per semester.

Noise Policy/Quiet Hours

Quiet hours within the University housing facilities are as follows:

Sunday – Thursday 10:00 pm – 10:00 am

Friday and Saturday 12:00 am – 10:00 am

Simply put, no music, voices or other noises should be heard outside of your room during quiet hours. If residents are found loitering during quiet hours in areas surrounding the residence halls (courtyards, lawn areas, etc.), and the noise level warrants a complaint(s), the RA on duty and/or Campus Safety will be notified and the gathering will be disbursed. Our communities have been created to foster a serious academic environment. Be advised that courtesy hours exist in all residence halls for the entire year. This means regardless of the hour, residents should be respectful of one another by lowering noise levels when asked by a fellow student.

Please Note: All floors/buildings are under 24-hour quiet hours during final exam periods at the end of each semester. Specified quiet hour periods will be posted.

As members of the Saint Peter's University community, residents are requested to confront violators (in a respectful manner) to insist on their compliance with the community standards. If a resident is unsuccessful in achieving a peaceful solution to a noise problem, the RA will intercede to insure that the policy is adhered to.

Parties

1. **Guidelines governing student-sponsored parties and/or events at which alcohol is being served**

(Please Note: For the purposes of this policy, the word "party" is defined as a gathering of 8 or more people or any size gathering at which alcohol is being served.)

- a. East Area residents are not permitted to serve alcohol.
- b. Residents of Durant Hall and 140 Glenwood Complex who are 21 years of age or older may host parties at which alcohol is being served. **(Residents who are under 21 years of age may not host parties nor attend parties where alcohol is present.)**
- c. Students must inform the Assistant Director of their intention to hold parties in the University residence units where alcohol is to be served by completing and signing a **Party Request Form** at least 48 hours in advance. This form clearly outlines their responsibilities as hosts. **It should be noted that under New Jersey State Law, hosts might bear a legal responsibility for the actions of intoxicated guests.**
- d. The number of persons in attendance must comply with fire safety regulations (not to exceed 20 people **in the largest apartments**).
- e. No general or campus-wide announcements may be issued for student-sponsored parties.
- f. **Party hosts must arrange for the availability of non-alcoholic beverages that are as accessible and prominent as the alcoholic beverages being served. Food must also be provided.**
- g. Parties must end by 12:00 am.

- h. Deliveries of alcohol are strictly prohibited in the residence halls.
- i. No kegs or beer balls are permitted in the residence halls.
- j. No person may possess alcohol outside the confines of the apartment.
- k. The hosts must permit access to the Residence Life staff for periodic inspections throughout the party's duration.

Violations of these or other University policies will result in the immediate termination of the event and appropriate Residence Life sanctions.

Solicitation/Gambling

Solicitation by residents, guests, or outside vendors is forbidden in University residence facilities. Use of a room/ apartment for any commercial purposes whatsoever is strictly prohibited. **Gambling in any form in or around the residence halls is prohibited.**

Smoking

In addition to the University's Smoking policy, all residence facilities are a smoke-free environment. **The smoking of any substance is not permitted in any of the residence halls, including in individual rooms/apartments.** As of October 2005, the State of New Jersey Legislature enacted a law that states: "smoking shall be prohibited in any building used as a student dormitory that is owned or operated or otherwise utilized by a school or institution of higher education."

Judicial Procedures (Residence Life)

As part of a Jesuit institution, the goal of Residence Life and the University's judicial process is to aid students in their efforts to be responsible members of the SPU community in which they live. The **Student Conduct and Judicial System** in this handbook, enable students to learn from situations in which conflict arises or inappropriate behavior takes place. The system is designed to increase residents' awareness of specific regulations and the rationales behind them, to encourage individuals to take responsibility for their behavior, and to protect the greater community. The policies and regulations for Residence Life are printed in the Housing Contract, the **Residence Life Guidebook**, and this handbook. In signing the Housing Contract and accepting a room assignment on campus, the student agrees to abide by these policies and regulations and all others posted, or published in other University publications and Web pages.

Sanctions

If a resident is found to have violated the University's policies and regulations pertaining to Residence Life, the judicial process will be followed and sanctions may be imposed depending on the severity of the offense and the resident's prior disciplinary record. The Residence Life sanctions listed below may be imposed, along with additional **sanctions**.

1. **Removal from Residence**
2. **Mandated Relocation of On-Campus Residence**
3. **Loss of Priority Housing Selection**

Appeal Procedures

Students who wish to appeal a decision, contact the appropriate hearing officer within (3) business days of receipt of the initial decision and follow the University's judicial **appeal procedure**.

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