

2000

# Student Guide to Rights and Responsibilities 2000-2001

La Salle University

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**STUDENT GUIDE  
TO RIGHTS AND  
RESPONSIBILITIES**

**2000•2001**



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## **PART I: UNIVERSITY GOVERNANCE**

With more than 5,900 students in day and evening classes, some 405 full and part-time faculty, 180 administrators, and alumni numbering over 38,000, a certain number of administrative arrangements and operational procedures are needed. Students should understand these processes to enhance their experiences and also to assume their significant role in the governance of the University.

### **Student Participation in Governance**

An organizational structure has been developed which recognizes that the three primary constituencies of the University - students, faculty, and administration - have major roles to play in governing the University, and that a formal communication system is essential for effective operation.

The University has established a system of decision making by which final decisions are made at the lowest level of administration consistent with the concept of interested representation and collegiality. It is through this system that students play a role in governing the University.

### **The President**

The Board of Trustees has final legal authority for all University business. However, it is the President who, as Executive Officer of the Board, carries final authority for day-to-day operational policies and decisions. The President is the chief officer of the entire institution, the official representative of the University to its various publics, and the administrator who has overall responsibility for planning, supervising, managing, and evaluating the work of the University.

### **University Council**

In formulating University policy and in making major operational decisions such as those concerning budget matters, the President enjoys the collaborative assistance of University Council, a body composed of three student representatives appointed by the Students' Government Association; four faculty members appointed by the Faculty Senate; the Dean of Students; three Academic Deans; the Executive Assistant to the President; the Vice President of the Corporation; the Provost; and the three Vice Presidents. The guiding concept behind this collaborative arrangement at La Salle is referred to as "President-in-Council." The President has final authority for approving new policies and for changing old policies; however, such actions can be taken only after review with Council.

### **Provost and Vice Presidents**

The University is organized into four areas, headed by the Provost and three Vice Presidents. These officers report directly to the President. The responsibility of each area is evident in its name: Academic and Student Affairs, Business Affairs, University Advancement, and Enrollment Services.

**The Provost** is responsible for the University's central mission of teaching and learning. He is assisted in these responsibilities by the Dean of the School of Arts and Sciences, the Dean of Students, the Dean of the School of Business Administration, the Office of Continuing Studies, and the Dean of the School of Nursing; and by the Directors of various academic services such as the Library and Information Technology. The Deans are in turn assisted by the Academic Department Chairs and Directors within their respective Schools or Divisions.

**The Vice President for Business Affairs** is responsible for administering fiscal programs, security, food service, and the physical plant. The Vice President is assisted by a Comptroller and the Directors of the Campus Store, Food Services, Printing and Mail Services, Human Resources, Purchasing, Physical Facilities, and Security and Safety.

**The Vice President for University Advancement** is charged with directing the University's fund raising programs and for communicating its policies and goals to its many publics. The area includes the Directors of Annual Fund,

Alumni, Corporations & Foundations, Government & Community Affairs, Grant Research & Support, Marketing & University Communication, Major Gifts, Parents Fund, Planned Giving, Publications, Special Events and their staffs.

**The Vice President for Enrollment Services** is directly responsible for developing and implementing enrollment management (student recruitment and retention) strategies and activities. The Vice President is assisted by the Dean of Admission and Financial Aid, the Director of Financial Aid, the Registrar, and the Director of Institutional Research.

## University Committees

Committees have been established in each administrative area to assure the participation of all constituencies; accordingly, provision is made on all standing committees of the University to reflect the views of students, faculty, and administration. Except for those committees whose chairs are designated ex-officio, committees select a chair from among faculty and administration members at the beginning of each academic year.

The Students' Government Association appoints the students who sit on all standing University committees (with the exception of the Residential Advisory Board).

Following is a partial list of the major standing committees of primary concern to students:

**Academic Department Boards:** Students are offered the opportunity to participate in decisions regarding academic life through membership in academic department boards. Although each academic department may organize in its own manner, typically these boards consider such things as curriculum revision, teacher evaluation, tenure and advancement in rank, and general academic concerns.

**Activities Funding Board:** The Activities Funding Board has been established to assist the Division of Student Affairs in administering student organization accounts.

The duties of the Board include reviewing budgets of all student organizations requesting or receiving institutional funding, hearing the funding requests of new student organizations, annually recommending and submitting budget appropriations for regularly funded organizations, hearing requests of student organizations desiring funds which exceed their annual budget allotment and providing financial assistance for new programs, arbitrating disputes related to student organization accounts, and recommending to appropriate University authorities modifications or additions to the way in which funds are secured for student organizations.

The membership includes two faculty members appointed by the Faculty Senate, two student affairs administrators and eight students (2 SGA representatives, 2 at-large representatives appointed by the Students' Government Association, one of whom must be a commuter, one from IFSC, FOCUS, RSA and Intercultural Associations), and a faculty or staff member appointed by the Dean of Students (ex-officio and chair).

**Athletics Committee:** The Athletics Committee (AC) advises the Director of Intercollegiate Athletics and Recreation (DIAR), and the President as the AC deems timely and proper on current and proposed policies and practices relating to the intercollegiate and recreational sports programs.

The AC meets regularly with and informs the DIAR on all matters which deserve his/her attention, or to consider issues on which he/she seeks advice.

The AC also meets at the beginning of each academic year with the University President to discuss plans for the upcoming year.

The AC may also meet periodically with coaches, athletics administrators, and student-athletes to review their experiences in an effort to promote the enhancement of the University's intercollegiate and recreational sports programs.

The AC receives the Annual report from the DIAR and Faculty Athletics Representative (FAR).

AC members are expected to communicate routinely with and serve as a liaison between their respective groups and the AC and the DIAR.

### **Committee Membership**

The membership shall consist of the following:

- ❖ Director of Intercollegiate Athletics and Recreation (as an ex officio member)
- ❖ Faculty Athletics Representative (as a standing member)
- ❖ Six (6) Faculty Members (as appointed by Faculty Senate)
- ❖ Three (3) Alumni Representatives (as designated by Alumni Association)  
(2) votes
- ❖ One (1) Explorer Club Representative (as designated by Explorer Club  
Board of Directors)
- ❖ One (1) Student Affairs Representative (as designated by Dean of Students)
- ❖ Two (2) Student Athletes (as designated by Athletics  
(1) vote Relations Council)
- ❖ Two (2) Students (as designated by Student  
(1) vote Government Association)

### **Term of Appointment**

- ❖ 5 year term for Faculty Athletics Representative
- ❖ 3 year terms for Faculty Members, Alumni, Explorer Club, and Student Affairs Representatives
- ❖ Student Members to be designated on an annual basis, with strong consideration of underclass appointments to gain experience and be in a position to serve and contribute over several years.

**Food Services Committee:** The Food Services Committee is advisory to the Director of Food Services for the purpose of maintaining a formal communication link between the Food Services Administration and the various constituencies which it serves. It shall provide the Director of Food Services with a forum to receive advisory information to aid in formulating departmental policy and operating procedures.

The committee is comprised of the Director of Food Services, who will serve as chair; the Assistant Director of Food Services or one of the Food Services managers, appointed by the Director of Food Services; a Community Development staff member, appointed by the Associate Dean of Students; a University Life staff member, appointed by the Assistant Dean of Students; one faculty representative, appointed by the Faculty Senate; one Day Division student (preferably a commuter), appointed by the Students' Government Association; one Continuing Studies student, appointed by the Continuing Studies Student Council; and two students appointed by the Resident Student Association. Should the Continuing Studies Student Council fail to appoint a representative, the position will revert to the Students' Government Association for appointment.

**Health Advisory Committee:** The Health Advisory Committee is an advisory board to the Director of Health Programs, the Dean of Students and the Provost. The Committee assists with the development and review of student health policies, services and education programs, and advises the Alcohol and Other Drug Program Coordinator on issues and policies related to the use of alcohol and drugs at La Salle University. The Committee also functions in an advisory capacity on health issues that affect the University as a whole, such as a smoking policy, handicapped accessibility and possible disease outbreaks. The Health Advisory Committee has the following responsibilities

regarding the Acquired Immune Deficiency Syndrome (AIDS): develop and monitor educational programs to increase awareness of AIDS and HIV infection and to prevent the transmission of AIDS within the University community; serve in a consultative capacity when requested regarding individual cases of HIV infection; serve in an advisory capacity to University administrators regarding the institutional response to AIDS; and, review and update the University guidelines and protocols by considering changes in the available knowledge regarding AIDS and in national, state and University policies. The Committee is composed of three academic and student affairs administrators appointed by the Provost and Dean of Students, three faculty members appointed by the Faculty Senate, three students appointed by the Student Government Association, a member of the Food Service Department and a staff member from Human Resources. The Director of Health Programs will serve as chair of this committee.

**Judicial Board:** The purpose of the Judicial Board is to adjudicate cases involving violation of the University's rules and regulations. Membership includes six faculty members and eighteen students. A panel of four students and one faculty member is drawn from the available board members to hear a case. The eighteen student members of the board are appointed by the Students' Government Association after consultation with the current board members. The six faculty members of the board are appointed by the Faculty Senate.

**The Residential Advisory Board:** The Residential Advisory Board advises the Division of Student Affairs on matters related to University residences. It is the appropriate group for student, faculty, and staff involvement in decisions about the nature and quality of resident life. The Board meets regularly to discuss issues and topics of concern and interest.

The Residential Advisory Board is comprised of two Community Development student staff members; two students at large, appointed by the Resident Student Association; the President of the Resident Student Association; two Community Development staff members; the Housing Services Coordinator; two Student Affairs Administrators, including one from University Life; one Food Services staff member; one faculty member; and a faculty or staff member appointed by the Dean of Students (ex-officio and chair).

**Security and Safety Advisory Committee:** The Security and Safety Advisory Committee advises the Director of Security and Safety and the Vice President for Business Affairs on matters related to safety and security and provides an avenue of communication for concerns and suggestions from all areas of the University. The committee shall concern itself with matters relating to delivering appropriate security services to the University community. It shall also be concerned with making recommendations for and coordinating matters relating to campus safety which shall include issues of job safety and compliance with all federal, state, and local rules and regulations effecting safety in the work place. The committee shall review accident/injury reports, monitor trends, and recommend corrective action plans. The Committee shall be comprised of the Director of Security and Safety and the Director of Human Resources, or his or her representative, who shall serve as co-chairpersons; one faculty representative appointed by the Faculty Senate; three students (one each appointed by the Resident Student Association, Students' Government Association, and the Adult Student Council, respectively); a representative of the Athletic Department appointed by the Director of Athletics, the Director of Health Programs, or his or her designate, a representative of the Food Services Department, appointed by the Director of Food Services; a representative of the Physical Facilities Department, appointed by the Director of Physical Facilities, and at the discretion of the Provost and each vice president a representative staff person from his or her area, if not otherwise represented, a representative of the Office of Continuing Studies faculty or staff as appointed by the Director of the Office of Continuing Studies.

**Student Affairs Committee:** The Student Affairs Committee is an advisory board to the Dean of Students and the Provost and is primarily concerned with the formulation and review of major policies governing student life outside the classroom. The committee meets regularly to acquaint the Dean of Students with its views on matters within the Student Affairs area which require attention and/or to consider questions on which the Dean seeks its advice or aid in the discharge of his or her decision-making responsibilities. In addition to policy review and formulation, the committee has authority to review and make recommendations concerning all student affairs services, activities, and regulations. Introduction of new policies and changes in old policies in the *Guide to Rights and Responsibilities* require prior consultation with the Student Affairs Committee. The Student Affairs Committee also may suggest actions to University Council on student life matters.

The committee is comprised of three student affairs administrators, three faculty members, six students, and the Dean of Students (ex-officio and chair).



**Student Press Committee:** The Student Press Committee has been established to create and maintain an environment in which high quality student newspapers, radio station, and other media forms most effectively benefit the entire University community. The committee formulates general policies for the *Collegian*, WEXP, etc., and advises the Provost and the Dean of Students on related matters.

The Student Press Committee will be composed of the following eleven members: *Collegian* Editor (ex-officio), WEXP station manager (ex-officio), two at-large student members, neither of whom should be a member of any publication/station whose editors/manager sit ex-officio on this committee, three faculty members to be appointed by the Faculty Senate, one administrator to be appointed by the Provost, the *Collegian* Advisor (ex-officio), the WEXP Advisor (ex-officio), and the Channel 56 Station Manager (ex-officio).

## **PART II: DISCIPLINARY POLICIES AND PROCEDURES**

### **Student Institutional Relationship**

A student's matriculation at La Salle University is a voluntary decision that involves acceptance of the responsibility to meet academic requirements and to behave in ways consistent with the purposes and objectives of the University. As befits an institution of higher education, standards of performance and of social conduct are generally higher for students than those required of the general public. While students have an obligation to know and adhere to the regulations of the University, the University accepts a corresponding responsibility to guarantee the right of appropriate process and protection from arbitrary or capricious disciplinary action.

At La Salle all members of the University community have the responsibility to respond to policy violations. When in the presence of a violation, the individual has the responsibility to leave the area where the violation is occurring; to intervene or confront the violation so the behavior stops; and/or to contact appropriate La Salle University staff members, so that the violation may be confronted.

The responsibility to abide by and respect University policy is held by all members of the University community. If members of the community willingly remain in the presence of a policy violation without taking action to disassociate themselves, they may be perceived as supporting the violation. Such support of violations undermines the purpose of the community as an atmosphere conducive to academic and personal growth for its members.

The purpose of the judicial system at La Salle University is to assure that justice prevails for all members of the community while simultaneously protecting the educational purpose of the University. "The Joint Statement of the Rights and Freedoms of Students" has been the reference document for the establishment of the judicial system at La Salle, and the Division of Student Affairs administers the judicial process. However, the function of maintaining discipline on the campus is not the exclusive domain of the Division of Student Affairs. The entire University community, both collectively and as individuals, plays a vital part in maintaining an environment necessary to protect and promote learning, in assuring order, and in controlling behavior that infringes on the rights and freedoms of others.

In pursuit of these objectives, the University accepts responsibility for protecting the individual's academic and personal freedom as well as the common good and rights of the University as a corporate entity. In keeping with the University's policies, our judicial system does not discriminate against any student because of race, color, religion, sex, age, national orientation, sexual orientation, marital status, or handicap or disability which does not interfere with essential job functions after reasonable accommodation.

### **Philosophy of Discipline**

A university education is primarily academic and intellectual in nature, but it also includes the development of attitudes and values that enhance mature responsible behavior in all areas of life. Accordingly, student conduct in and out of class is not considered apart from its effect on the total University community; rather it is viewed as integral to an educational process that is both individual and collective in nature. It is in this spirit that La Salle has developed a set of regulations governing student conduct and has established a judicial system through which conduct violations are adjudicated by members of the campus community.

### **Rules and Regulations**

Normally, University disciplinary action is limited to conduct which adversely affects the pursuit of educational objectives. While no specific policy statement has universal validity and actual decisions based on the judicial policy of appropriate process are best made in accord with all the circumstances involved in an individual case, the following behavior is subject to disciplinary action:

1. All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the University, forgery, and alteration or fraudulent use of University documents or instruments of identification.
2. Intentional disruption or obstructions of teaching, research, administration, disciplinary proceedings, or other University activities.
3. Physical or verbal abuse or harassment of any person on University premises, at University sponsored functions, or between any members of the University community off University premises. This is to include incidents of sexual assault, sexual harassment, and racial harassment.
4. Theft from or damage to University property/premises including theft of or damage to property of a member of the University community on University premises.
5. Failure to comply with the directions of University officials in the performance of their duties. This includes the directions of support staff such as Campus Security, Physical Facilities, and Community Development Staff.
6. Possession, use, or distribution of potentially dangerous drugs which are not medically supervised, including being in the presence of the possession, use, or distribution of illegal substances on University premises or at University sponsored functions, and possession or use of paraphernalia to assist in the consumption of illegal substances.
7. Violation of University Alcohol Policy.
8. Lewd, indecent, immoral or obscene conduct, including but not limited to violations of any law, regulation, or ordinance.
9. Violation of University Policy on Weapons and Other Dangerous Articles and Substances.
10. Violations of published University regulations, including those relating to entry and use of University resident units and other facilities, the rules in this code of conduct, and any other regulations [i.e. Library, Parking, Alcohol, Community Development] which may be enacted.
11. Violations of any federal, state, or local criminal law. (The University will cooperate fully with civil authorities in the enforcement of the law. If civil authorities are involved, the University will not present disciplinary charges unless the University's interests as an academic community are directly involved. If a student faces charges in a civil court and in the University judicial system because of the same violation, the University may postpone its judicial hearing until civil proceedings are completed. The decision to do so is reserved to the Dean of Students).

The University has trust that the great majority of students does not intentionally violate policies or contribute to events in which harm, threat to person, or destruction of property occurs. However, in the event that these factors are imminent, University personnel have a responsibility to react accordingly to protect students and property from harm on University property.

In this regard, the University administration reserves the right to enact additional procedures it deems necessary to respond to foreseeable circumstances which occur on University property. Such situations may meet the following criteria:

1. Events in which alcohol and/or large numbers of people are regarded as contributing to an anticipated lack of civility, harm to students, or destruction of personal and/or University property.
2. Events during which threat to persons have occurred, and/or it seems likely that they may occur without intervention by University staff.

**NOTE:** The University reserves the right to alert non-campus law enforcement officials to problems on or off campus. Concerns most likely to be reported are those involving physical endangerment, illegal substances, or those resulting in complaints from the local community.

## **Off Campus Behavior**

As a member of the local community, La Salle University is committed to assisting neighborhood residents with the prevention of disruptive incidents that may arise from student behavior.

Most students who live temporarily in the local community make positive contributions but all must understand the behavior expected of them as residents of these communities. As members of both the University and their neighborhood community, students who live within walking distance of the campus should demonstrate respect and concern for all members of both communities.

The University imposes an obligation upon all students to behave as responsible citizens when in local neighborhoods. Furthermore, the University reserves the right to refer any student involved in disruptive or offensive behavior off-campus to the student disciplinary system for investigation and action. Such behavior includes, but is not limited to: excessive and/or unreasonable noise; rude and abusive language; large disruptive activities; illegal use, sale, and/or distribution of alcohol or other drugs; and related violations of local community standards. The University will exercise discretion with disciplinary action against students for off-campus violations. Mediation efforts to resolve disputes with neighbors and/or landlords will precede formal University action; however, students should realize that disciplinary investigation and charges will be initiated when the University's interest, reputation, and/or capacity to function as an academic community is distinctly involved.

## Disciplinary Procedures

Disciplinary cases will be handled in accordance with the University judicial policy of appropriate process. Any member of the University community may file a disciplinary report against any student, student group, or student organization for alleged violations of University rules, regulations, or policies. Disciplinary reports shall be forwarded to the Office of Community Development, which is directed by the Associate Dean of Students.

1. The person(s) making the charges shall provide in writing the following information:
  - a. The names and addresses of the students(s) charged with violation of University rules and regulations.
  - b. Date of incident.
  - c. The specific University rule or regulation the student(s) allegedly violated.
  - d. A statement of the circumstances.
2. The individual(s) making the charges must sign the statement of charges.
3. A copy of the charges will be given to the accused student at a preliminary hearing, the student's signature will be requested as acknowledgement of his/her reception of the charges.
4. At any stage of the investigation or adjudication of disciplinary charges, an accused student may refuse to answer any question(s) without this being held against him/her.

The Associate Dean of Students, or his/her designee, will appoint a professional staff member to conduct a preliminary investigation of the filed charges. The appointee will act as the Preliminary Hearing Officer and will review the charges and consult with all parties to determine if adjudication is warranted.

1. The accused student will be notified in writing to report for a preliminary hearing. At the preliminary hearing the Preliminary Hearing Officer will explain the disciplinary procedures and discuss the charges. A copy of the disciplinary charges will be given to the student.
2. If a student fails to meet with the Preliminary Hearing Officer within seven (7) days after notification of the Preliminary Hearing, the student may be subject to disciplinary action up to Suspension from the University without further consultation.
3. Should the Preliminary Hearing Officer determine that the initiation of a disciplinary hearing is not justified, a letter will be forwarded to the Associate Dean of Students, or his/her designee, and to the student indicating this opinion.
4. When the Preliminary Hearing Officer determines that the alleged conduct warrants further disciplinary consideration and the student chooses not to contest the charges and not to have the case adjudicated further, the Preliminary Hearing Officer is empowered to take disciplinary action up to and including Disciplinary Probation. When circumstances warrant Suspension or Dismissal from the University, Preliminary Hearing Officers recommend these actions to the Associate Dean of Students. If the student disagrees with the sanction imposed, he/she must state this in a letter to the Associate Dean of Students within five (5) days after the sanction has been communicated by the Preliminary Hearing Officer verbally or in writing. The letter should indicate the preferred means of further adjudication as explained in items #5 and #6 of this section.  
**NOTE:** In accordance with federal law, "In cases of sexual assault both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings brought alleging a sexual assault."

5. When the Preliminary Hearing Officer determines that the alleged conduct warrants further disciplinary consideration or when the student requests further adjudication of his/her case, the following steps are initiated:
  - a. The Preliminary Hearing Officer will inform the student in writing of the decisions regarding the disposition of the case.
  - b. The student will be given the opportunity to choose adjudication by
    - (1) the Judicial Board or
    - (2) an Administrative Hearing Officer (see description below).
  - c. A copy of the written charges will be forwarded to the Judicial Board or Administrative Hearing Officer.
  - d. The accused student will be given no less than five (5) days from the conclusion of the Preliminary Hearing to prepare for the Disciplinary Hearing.
  - e. The Office of Community Development will notify the Judicial Board, the Preliminary Hearing Officer, and the accused of the date, time, and location of the formal hearing. The parties involved must contact appropriate eye-witnesses and inform them of the date, time, and location of the hearing. Names of witnesses and/or the advisor must be submitted to the Office of Community Development at least 24 hours in advance of the Hearing
6. Should the Judicial Board be inoperative, the Associate Dean of Students or his/her designee reserves the right to adjudicate the case.

**Administrative Hearing Officers:** The Associate Dean of Students or his/her designee serves as the Administrative Hearing Officer unless that individual has served as the Preliminary Hearing Officer or circumstances clearly show that it would be in the student's best interest for another person to act as the Administrative Hearing Officer. Extenuating circumstances for appointing another Administrative Hearing Officer include concerns of timeliness and conflicts of interest. The Associate Dean of Students may appoint a professional staff member of the Student Affairs division to serve as the Administrative Hearing Officer. With the student's approval, the Preliminary Hearing Officer may act as the Administrative Hearing Officer. Administrative Hearing Officers are empowered to take disciplinary action up to and including Disciplinary Probation. When circumstances warrant Suspension or Dismissal from the University, Administrative Hearing Officers recommend these actions to the Associate Dean of Students.

**Judicial Board:** Student appointments to the board are made by the Students' Government Association after consultation with the current board members. Careful consideration is given all appointments to insure that the board reflects the diverse social and cultural lives of our community. Faculty appointments are made by the Faculty Senate in accordance with the procedures for committee appointments. The Judicial Board is composed of twenty-four members: six faculty members, and eighteen students. A panel for any given hearing will be drawn from the available members of the Judicial Board. Five members are needed to conduct a hearing. Panel members will be assigned on a rotating basis by the Associate Dean of Students or a designee. One student will be selected as chair for each hearing, and one member shall be the recorder.

The board decides responsibility for alleged violations, gives sanctions when appropriate, and interprets rules and regulations as they relate to individual incidents and community values.

### **Disciplinary Hearing Procedures**

1. The hearing will be private, unless an open hearing is requested by the student. At an open hearing, interested members of the community may observe all aspects of the hearing except the deliberation of the Board as long as the hearing is not interrupted by the observers.
2. Either a tape recording or a written record will be made.
3. On behalf of the University the charges and evidence will be presented by the designee of the Associate Dean of Students, his/her representative, or the individual bringing the charges.
4. The accused student and the individual filing charges shall each be entitled to be accompanied by a La Salle University faculty member, administrator, or student. The role of these representatives will be advisory in nature. No one outside the University community may be in attendance at a University Hearing.
5. A formal disciplinary hearing includes opening and closing statements from both parties. Normally, all witnesses will be present and remain throughout the entire hearing, but exceptions may be made based on the

judgment of the Chair of the Judicial Board or the Administrative Hearing Officer. Requests for exceptions to this standard procedure must be made in advance of the hearing to the Associate Dean of Students or his/her designee.

6. Any party may present witnesses subject to the Board Chair's or Hearing Officer's determination of the witnesses' relevance to the case. Members of the Board or the Administrative Hearing Officer may address questions to any party involved in the proceedings. The student will have the opportunity to ask questions of the person presenting the charges or of witnesses in the case.
7. If for the lack of sufficient reason, as judged by the Board Chair or the Administrative Hearing Officer, an accused student fails to appear at the established time of the hearing, the presiding officer reserves the right to conduct the hearing without the presence of the accused. If the absence is unexcused, the accused forfeits any rights to appeal. No recommendation or imposition of sanction shall be based solely upon the failure of the accused to appear at the hearing.
8. The Board Chair or Administrative Hearing Officer will provide the decision to the Office of Community Development. The Associate Dean of Students will be given a record of the hearing and written reasons for the decision. The Board Chair or Administrative Hearing Officer will notify the student in writing of the decision.

## Sanctions

Disciplinary action is based on the seriousness of the offense, individual circumstances, and the best interest of the general educational community. Sanctions shall be consistent when these bases for decision-making are similar. All sanctions shall be stated in writing and will be a matter of record in the Office of Community Development. A combination of sanctions may be invoked, as deemed appropriate. The sanctions which may be imposed upon individuals or organizations for the commission of offenses recognized by the University judicial system include the following:

### Conduct Warning

A Conduct Warning is a notice in writing that the student's conduct necessitated the initiation of disciplinary proceedings. The nature and circumstances of the conduct does not warrant more severe disciplinary action, but this warning will be a matter of record in the Office of Community Development for future reference. Restitution, mandatory counseling, a fine, a mandatory alcohol referral, or a re-directive/educational project may be conditions imposed with a conduct warning.

### Probation

Probation is a more severe sanction than a conduct warning and it includes a period of review and observation during which the student must demonstrate the ability to comply with University rules, regulations, and/or other conditions which may be imposed during the probation. Furthermore, students who are recipients of any type of University scholarships and who are placed on Disciplinary Probation may be subject to graduation or removal of that scholarship during the term of probation. That decision will be made by the coordinator of the specific scholarship program. Probation may be administered in two forms.

1. **Specific Probation:** the sanction with or without conditions is imposed for a specific period of time.
2. **General Probation:** the sanction is imposed for the student's tenure at the University. Conditions, when imposed, may or may not extend through the student's tenure.

Conditions of probation shall be consistent with the offense committed and the rehabilitation of the student. Conditions may include but are not limited to the following, or any combination thereof.

1. **Suspension of individual from representing the University in an official capacity:** This includes the student's participation in intercollegiate activities or as an officer in a campus organization.
2. **Deferred Suspension from University Housing:** A warning that, if a student is again found guilty of violating a University rule, regulation, or disciplinary sanction, suspension from a particular residence hall, all University housing, and/or from entering any University housing is imminent.
3. **Suspension of University Housing Privileges:** The loss of housing and visitation privileges in a

certain residence hall, or in all University controlled housing. The specific period of time cannot be less than the remainder of the semester in progress. There is no reimbursement for a student's housing contract. Upon the student's return to housing the student will not have the privilege of self-selecting a roommate or a specific type of accommodation. The student will also lose a minimum of two housing lottery points as a penalty for the suspension from housing.

4. **Deferred Suspension from the University:** A warning that if a student is again found guilty of violating a University rule, regulation or sanction, suspension from the University is imminent.
5. **Restitution:** As defined below.
6. **Fines:** As defined below.
7. **Re-directive/Educational Programs:** As defined below.
8. **Restricted Access:** As defined below.
9. **Restriction of Room Selection Privileges:** As defined below.

### **Suspension**

Suspension is the termination of student status for a specified period of time. The conditions of readmission shall be stated in the order of suspension. Students suspended will be charged full fees for the academic and/or housing expenses for the semester in which the suspension occurs. Students will be assigned the grades which would be appropriate if they were withdrawing voluntarily. Students with board contracts shall receive a pro-rated refund. There is no reimbursement for housing contracts. A statement of the student's status shall be sent to the appropriate academic dean.

### **Dismissal**

Dismissal is the permanent termination of student status and separation from the University. Students dismissed will be charged full fees for the semester in which the dismissal occurs; students with board contracts shall receive a pro-rated refund. Students shall be assigned the grades which would be appropriate if they were withdrawing voluntarily. There is no reimbursement for housing contracts. A statement of the student's status shall be sent to the appropriate academic dean.

**NOTE:** Due to the fact that the vast majority of La Salle undergraduates are legal dependents of their parents, the University reserves the right to contact parents when sanctions of suspension from the residence halls, suspension from the University, or dismissal from the University are imposed. Independent students should contact the Associate Dean of Students to notify the University of his or her independent status.

### **Restitution**

Restitution is the reimbursement to the University or a member of the University community for damage, destruction, or misappropriation of property on University premises. When imposed, restitution is in addition to a previously defined sanction.

### **Fine**

Fines are penalty fees payable to the University of no less than \$5.00 and no greater than \$200.00 depending on the degree of infraction. The amount is to be determined by the appropriate Preliminary Hearing Officer, Judicial Board, or Administrative Hearing Officer. Such fines when imposed are in addition to the sanction or restitution.

A combination of sanctions may be invoked, for example, restitution and probation.

### **Re-directive/Educational Projects**

These are projects or programs which promote the rehabilitation or education of the student through experiences aiding in personal growth; in understanding of the community; in contributing to the University community; and/or in contributing to the larger community outside of the University.

## **Restricted Access**

Restricted Access, more commonly known as a No Trespassing Notice, is official notification that an individual is no longer welcome to visit campus facilities. This may be administered for specific or general areas of the campus and with or without a termination date. The University may request non-campus police intervention and/or arrest when there is knowledge of an individual on the Restricted Access List in violation of the restriction.

## **Restriction of Room Selection Privileges**

The Restriction of Room Selection Privileges includes the loss of housing lottery points and the loss of the privilege to self-select a roommate and/or specific accommodations as a resident student.

## **Disciplinary Hold**

A Disciplinary Hold is a "hold" which is placed upon a student's academic records. This is usually applied for failure to complete a sanction, failure to pay a fine/restitution or failure to attend a preliminary hearing. A hold will result in the student being unable to register for classes, receive grades, receive transcripts and/or receive other services normally provided through the Registrar's Office.

## **Interim Suspension**

Interim Suspension is the suspension of a student's enrollment, housing or other University privileges pending the full consideration of a disciplinary case. The Associate Dean of Students must positively determine the following two items in order to place a student on Interim Suspension:

1. There is a reasonable cause to believe that a student has violated any of the University's rules and regulations; and
2. There is a reasonable cause to believe that danger and disruption will be present if a student is permitted to remain on campus or in University housing.

## **Procedures for Appeal**

1. The accused student or individual filing a disciplinary report may appeal the decision of the Judicial Board or Administrative Hearing Officer by stating so in a letter to the Dean of Students within five (5) days after the decision has been communicated verbally or in writing to the student.
2. For an appeal to be heard, the student must be able to demonstrate to the Dean of Students one or more of the following:
  - a. that he or she did not receive a hearing consistent with the principles of appropriate process.
  - b. that the sanction was arbitrary or capricious.
  - c. that certain relevant evidence was not reviewed.
  - d. that new evidence is available.
3. Normally, an appeal will be limited to a review of the report of the Judicial Board or the Administrative Hearing Officer.
4. When the grounds for an appeal have been established, one of the following procedures will be followed:
  - a. The Dean of Students may accept the report as presented or as subject to a specific modification of the sanction imposed, may return the case to the appropriate board or Hearing Officer for further proceedings, or may dismiss one or more of the charges entirely.
  - b. At the discretion of the Dean of Students or upon written request of the student, an Appeal Board may be established. The Appeal Board will include an administrator appointed by the Dean of Students and two representatives from the Judicial Board designated by the Dean of Students. The Dean of Students shall sit as chair (ex-officio) of the Appeal Board. Board decisions in all cases are advisory to the Dean of Students. The Appeal Board will determine the procedure it wishes to follow after consideration of the specific case. The Appeal Board shall adhere to the principles of appropriate process as stated in the University's Disciplinary Procedures.



## Part III: GENERAL STUDENT POLICIES

### Academic Freedom Rights for Registered Students

#### INDIVIDUAL RIGHTS

##### **Disclosure of Information under the Family Educational Rights and Privacy Act.**

1. Each and every registered student of the University (hereafter "a student") has the right to review his or her own educational records in compliance with the Family Educational Rights and Privacy Act of 1974. The following materials may not be reviewed: private notations in the sole possession of one person, parents' confidential statements, and psychiatric and other medical records. However, psychiatric and other medical records may be reviewed by a physician or other appropriate professional of the student's choice.
2. A student has the right to place in his or her own educational records materials of an explanatory nature concerning any item held therein. Any such material shall bear a notation that it was placed in the file at the student's request.
3. A student has the right to waive his or her right of access to any materials in his or her own educational records. No such waiver shall be effective unless it is made in writing. All materials collected during the time such waiver was in effect shall be exempt from access by the student during any future examination.
4. A student has the right to refuse access to his or her own educational records, or to any item contained therein, to any person or agency not authorized under the Act. Those who are authorized under the Act include school officials and faculty who have a legitimate educational interest, officials of other schools in which a student seeks to enroll, and certain federal and state educational agencies.
5. A student has the right to request that his or her own educational records be amended if they are inaccurate, misleading, or violate his or her privacy or other rights. If the request is denied, the student is entitled to a hearing according to established University procedures.
6. A complete text of the Act, as well as those Federal Regulations issued under the Act, is available for inspection in the office of the Registrar.

##### **Disclosure of Information under the Student Right-To-Know Act**

In compliance with Title I - Section 103 of the *Student Right-To-Know and Campus Security Act*, as amended by the Higher Education Technical Amendments of 1991, the one-year persistence rate for first-time degree seeking students who entered La Salle University in Fall 1997 on a full-time basis was 84%. Inquiries pertaining to this information should be directed to the Office of the Registrar.

##### **Curricular Standards**

1. A student shall have the right to pursue any course of study available within the University, providing he or she can be accommodated within the program, meet the requirements for entering, and continue to meet the requirements in the program.
2. A student shall have the right to know at the beginning of each semester, ordinarily during the first week of class, the criteria to be used by the instructor in determining grades in each course.
3. A student shall have the right to see his or her own tests and other written material after grading, and the instructor shall have the duty to make this material available within a reasonable time.
4. Upon request, a student shall have the right to have his or her grade on such written material explained by the instructor. A request for such explanation must be made within one week after the written material, as graded, is made available to the student.
5. If a student believes that his or her final grade is the product of the instructor's bias, whimsy, or caprice, rather than a judgement on the merits or demerits of his or her academic performance, the student must follow the procedure described in this subsection.
  - a. The student must initiate the complaint procedure within the first two weeks of the next regular semester.
  - b. After receiving an explanation from the instructor in the course, the student may make a

formal complaint to the instructor, giving his or her reasons, in writing, for thinking that the grade was biased, whimsical, or capricious.

- c. If dissatisfied with the explanation that has been given, the student may appeal to the head of the relevant department.
  - d. The student has the right to file a further appeal to the appropriate Dean, who will
    - (1) request a written statement from the student which shall contain a complete and detailed exposition of the reasons for the student's complaint. A response from the faculty member will then be requested; and
    - (2) advise and assist the student in a further attempt to resolve the problem at the personal level.
  - e. If the student remains dissatisfied with the explanation, the student may initiate a formal appeal.
    - (1) The faculty member who is accused of bias, whimsy, or caprice may elect one of two procedures. The faculty member may request that the Dean investigate the matter personally. In the alternative, the faculty member may request that a committee investigate the matter and read a judgement on the merits of the complaint. In either case, the burden of proof shall be upon the complainant. Neither adjudicating forum (Dean or Committee) shall substitute his or her or its academic judgement for that of the instructor; but shall investigate and adjudicate only the complaint of bias, whimsy, or caprice.
    - (2) If a committee is to be established, the Dean shall appoint the committee, consisting of two students and three faculty members. Two of the faculty members shall, if possible, be from the department responsible for the subject in which the grade was given, and the third from some other discipline.
    - (3) Should the designation of the review body (Dean or Committee) be delayed beyond a reasonable time, then the committee structure described in item (2) above will be convened and the question heard.
  - f. If it is found that the grade given was neither biased, whimsical, nor capricious, the case shall be dismissed. If it is found that the grade given was the product of bias, whimsy, or caprice, the review body (Dean or Committee) shall direct that a notation be entered on the student's transcript that the grade "had been questioned for cause and the recommendation had been made that it be changed because of apparent bias, whimsy, or caprice."  
The original grade, however, will remain a part of the transcript.
6. A student shall be promptly informed if he or she is placed on any form of academic censure.

### **Speech and Expression of Opinion**

1. No student shall be penalized for the reasonable expression of any view which is relevant to the classroom discussion or written material.
2. A student participates in student organizations and activities in his or her own time, and by his or her own decision. No student shall be penalized for any such participation, but neither shall any student claim indulgence from academic obligations by virtue of such participation.

### **COLLECTIVE RIGHTS**

1. Students shall have the right, through their representatives, to participate with full privileges, together with faculty and administration, in the development of both University departmental curricula through University Council and Academic and Department Committees and Boards.
2. Students shall have the right to express an opinion in decisions regarding the evaluation, tenure, and promotion of faculty and department heads. The University promises to listen to such opinion, if rendered in good faith. However, the University will not be bound by student opinion in such decisions nor will failure to secure such opinion constitute a ground for complaint by a faculty member who has not been rehired, promoted, given tenure, or made department head.
3. The University shall establish and adhere to nondiscriminatory policies of equal opportunity in all academic facets of the University.

## **Academic Responsibilities of Registered Students**

### **University Regulations**

Students are responsible for acquainting themselves with the academic regulations of the University as outlined in the *Guide for Rights and Responsibilities* and the University Bulletins. Ignorance of any regulations does not excuse any student from their application.

### **Provision of Information**

Students are responsible for supplying standard information, when required by the University, on their own personal background and academic history, in a clear, complete, and accurate manner. Misrepresentation in this respect is a serious matter.

### **Curricular Standards**

1. Students are responsible for meeting the requirements of class attendance, test dates, and assignment deadlines, and for proper behavior during classes.
2. Students are responsible for the integrity of their academic work. In this regard plagiarism is a serious violation. Plagiarism is defined as the presentation of the ideas of another as one's own. Any use of another's ideas without proper acknowledgement is plagiarism.

### **Speech and Expression**

In the exercise of their rights of free speech and expression, students should respect the sensitivities and the corresponding rights of others.

### **Collective Responsibilities**

Students are responsible for honoring the obligation they assume when accepting positions on collegiate committees and boards.

## **Policy on Research Misconduct: Allegation, Investigation and Reporting**

Each member of the La Salle University community has a responsibility to foster an environment which promotes intellectual honesty and integrity, and which does not tolerate misconduct in any aspect of research or scholarly endeavor. A copy of the complete Policy on Research Misconduct can be obtained from the Office of the Provost.

## **Pre-Registration Procedure**

Pre-registration takes place during November and March each year. Complete information about the registration lottery and the advisement process are mailed to each enrolled student approximately one week before each class registers. Schedules of classes are available in the Registrar's Office, in the office of the department chairs and on the University's website. All students are asked to complete a pre-registration form by listing a roster of classes for the next semester. The form must then be reviewed and signed by an academic advisor before it is submitted to the Registrar's Office. In addition, any outstanding financial responsibilities on the part of the student can prevent a student's rostering for classes for the next semester. Students are asked to see that these are cleared before pre-registration.

## **Change of Courses**

Until noon of the fifth day of each Fall and Spring semester, a student may make a change in his or her roster, provided that classes being added have not reached their capacity.

## **Repeated Courses**

Students are responsible for reporting to the Registrar's Office any course in which the student is enrolled that is being repeated in any given semester. If a student repeats a course, only the higher grade is counted in the academic index. However, the previous grade(s) will remain on the academic record of the student. A student may not repeat a course more than once without permission from the appropriate academic Dean.

## **Pass/Fail Option**

Students may take two free electives under a pass/fail option. If they indicate this option to the Registrar within three weeks after the course begins, the grade for the course will be recorded as S (Satisfactory) or U (Unsatisfactory). Such grades will not affect the cumulative index, but semester hours graded S will be counted toward the total required for graduation.

## **Graduation Application**

Students who will complete requirements for a degree in a given semester must make written application for graduation at the time specified by the Registrar.

## **Address Change**

When there is a change in a student's permanent home address or temporary local address, the Registrar's Office should be notified immediately. Students not living at home with their parents/guardians or in University residence facilities, who have not provided their current off-campus address to the Registrar's Office, will not be allowed to pre-register for classes in subsequent semesters until the address change is filed.

## **Withdrawal from the University**

Under certain circumstances, a student who withdraws may receive a partial refund on his or her tuition. Information on terms and conditions of these circumstances is available on the student's invoice. There are no exceptions to these terms and conditions. Additional inquiries may be directed to the Bursar's Office. Resident Students must also complete a withdrawal from residence form and submit it to the Office of Administrative Services.

## **Financial Delinquency**

A student who is financially delinquent forfeits the privilege of attending class. A student who is financially delinquent at the close of a term is not permitted to complete registration for a succeeding term unless his or her account is settled.

## **Student Records**

As custodian of student records, the University assumes an implicit and justifiable trust. This trust involves the recognition that student records, both academic and personal, are confidential to the student and the institution. Accordingly, the University accepts responsibility for exercising effective care and concern in recording and disseminating information about students. Student records are released only to appropriate authorities within the University, except when the student has given his or her formal consent, or when the safety of the student and others and/or property is endangered.

## **Disciplinary Records**

Disciplinary Records are for internal use only and are not made available to persons outside the University except on formal written request of the student involved. Disciplinary information is not included on University transcripts. Intra-University use is at the discretion of the Dean of Students, who may inform other officials in the institution of the student's disciplinary status when necessary to the discharge of their official duties. The Dean of Students

assumes the responsibility of maintaining the confidentiality of disciplinary records and for the destruction of such records. Disciplinary records are maintained for five years after the student has graduated or withdrawn from the University with the exception of cases in which a sanction of Suspension or Dismissal was imposed. The records of students Suspended from the University will be maintained for ten years after graduation or withdrawal. Records of students who have been Dismissed are maintained permanently.

### **Access to Educational Records and Rights to Privacy**

Congress in 1974 enacted legislation - Public Law 93-380, commonly referred to as the Buckley Amendment - which is intended to protect students from having incorrect information contained in their school files and which also is intended to limit who may have access to their educational records. In compliance with the law, La Salle University is prepared to assist students who wish to review their records or who have questions about the law.

Public Law 93-380 specifically requires that students and parents of dependent students be permitted to examine official University educational records which contain information used in making decisions or recommendations about students. These records include those normally maintained by the major department, academic dean, Dean of Students, Registrar, and Business Offices. Each University office and department having such records has an established procedure for a student to review his or her official records and to challenge the accuracy of them. A STUDENT MUST MAKE A FORMAL REQUEST TO EXAMINE HIS OR HER RECORDS. Material may be permanently removed from a student's file when mutual agreement is reached by the promulgator of the information and the student or when the results of a formal hearing called for this specific purpose direct this action.

Instructor's notes, campus security records, psychiatric, psychological, and medical records, parents' financial statements, and material to which the student has waived his or her right of access in writing are among the records exempted by the law from examination.

Public law 93-380 also limits who outside the University may have access to a student's records. Except as provided by law, educational records may not be transmitted to individuals or agencies outside of the University without the student's written consent. STUDENTS, THEREFORE, ARE EXPECTED TO GIVE WRITTEN PERMISSION WHEN REQUESTING THE UNIVERSITY TO FORWARD RECORDS TO OFF-CAMPUS PERSONS, AGENCIES, OR INSTITUTIONS. The law permits the University to release without permission such information as a student's name, dates of attendance, major field, participation in officially recognized activities and sports, and degrees and awards received.

### **Identification Cards**

All students are photographed for an identification card when first entering the University. This ID is non-transferable (individuals who loan their ID to other students or to non-students are subject to disciplinary action) and is carried whenever on campus and presented upon request to University administrators, faculty, or campus security guards. The card verifies the holder's status as a student at La Salle and may therefore be required for admission to social or athletic events, for voting rights in student elections, and for other such events demanding evidence of student status. A valid ID is required to use the facilities of Hayman Hall. The ID is intended to last throughout the four years.

### **Computer Usage**

All computer users must practice ethical behavior in computing activities. Abuse of computer access privileges is considered to be a serious matter. The computing resources are provided for the use of staff, faculty, and students who are currently enrolled in courses approved or designated as requiring computer resources. The privilege of use by a student is not transferable to another student, to an outside individual, or to an outside organization. The theft or other abuse of computer time or facilities is not different from the theft or abuse of other University property, and violators of the computing privilege will be subject to disciplinary action. Violations include, but are not limited to:

1. unauthorized entry into a file, either to read or to change;
2. unauthorized transfer of files;
3. unauthorized entry into a network;

4. unauthorized use of another individual's computer account;
5. use of computing facilities to interfere with the work of another student;
6. use of computing facilities to send obscene or abusive messages;
7. and, use of computing facilities for frivolous activities during times of high demand.

Persons are to conduct themselves in a professional manner and to accomplish tasks as expeditiously as possible. For reasons of security the University retains the right to review programs and files stored on the University's computers. Computer services allocated to individuals through accounts on the campus networks should be respected by all as private and valuable property for academic pursuits. Users are responsible for their own user names and the security of their passwords. Use of the computing privilege to interfere with the normal operation of University computing systems or of any other system accessible through the University's system is prohibited. Anyone violating this policy is subject to disciplinary action.

### **Universal La Salle WWW Policies**

Pages must be date stamped to indicate when they were last modified. This protects the viewer from unknowingly using outdated data, and encourages the home page manager to keep things up to date.

The use of images, recorded sounds, copyrighted materials, trade secrets and trademarks is subject to legal restriction. No one may use photographs, video clips, or sound clips or material which may be subject to copyright, trademark or trade secret restrictions without written permission of all parties, as applicable.

The University was founded and is operated in accordance with the traditions of the Catholic Church and the Christian Brothers, with the intent to promulgate an education that is witness to the ministry of Christ. Publishing materials which are in violation of the commonly accepted standards of the La Salle community (e.g., expressions of racism, explicit sexual content, statements derogatory of the Catholic Church or Christian Brothers mission) is prohibited.

#### **Violations of This Policy**

In the event that any home pages are discovered which violate any of the policies and guidelines outlined in this document, those pages will be immediately removed by the University without any hostility (any user of the La Salle network hereby releases the university from all such liability by their accessing of, or receipt of messages through, the La Salle network), and the violators shall be subject to disciplinary action, which may include revocation of university network-access privileges, exclusion or suspension of a student, or suspension or termination of employment for a staff member or faculty, in accordance with the terms of the *Guide to Rights and Responsibilities*, and the *University Personnel Policy and University Handbook*, respectively.

### **Demonstrations**

University Council has adopted a policy that disciplinary action up to and including dismissal may be taken against any member of the University community who acts to prevent invited lecturers from speaking, disrupts University operations in the course of demonstrations, or obstructs and restrains other members of the academic community and campus visitors by physical force.

The University recognizes that when an issue is of sufficient import to require extraordinary measures to call attention to it, a demonstration may be deemed justifiable by an aggrieved or advocating sector of the University. When such is the case, the University insists that no demonstrating person or group shall abridge the rights of others in the regular conduct of the University's affairs. At the same time, the University for its own part strives to maintain means for open and honest dialogue through normal channels of communication.

### **Employment Policy**

La Salle University is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment at the University because of race, color, religion, sex, age (40 and above), national origin, sexual

orientation, marital status or handicap or disability which does not interfere with performance of essential job functions after reasonable accommodation, if any. This commitment extends to participation in all educational programs and activities of the University. The Affirmative Action Officer is responsible for the coordination of the University's efforts to meet its obligations under the various nondiscrimination in employment laws. The phone number for the Affirmative Action Officer is 215.951.1014.

### **Support Services for Students with Disabilities**

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the University is committed to providing support services and reasonable accommodation to otherwise qualified students with disabilities. Auxiliary aids and services, if required, include modification in examinations, note-takers, sign language interpreters, tutoring, etc. Students requesting reasonable accommodations should contact the Affirmative Action Officer (Administration Center 102, ext. 1014) at least two months before the start of the semester.

### **Veterans**

Veterans attending under the benefits of the "Veterans Readjustment Act of 1966" are required to submit their "Certificate of Eligibility" to the Registrar's Office. The Registrar's Office will certify the Veteran's enrollment and attendance for each term to the Veteran's Administration. If the Veteran withdraws, and returns to the University at a later term, the Veteran must notify the Registrar's Office in writing of the request to again be certified to the Veteran's Administration. Veterans are required to satisfy their financial obligations to the University in the same manner as all other students.

### **Policy Statement for Students on the Use, Possession, and Distribution of Alcohol and Drugs**

The abuse of alcohol or other drugs is considered a health care problem and is treated as such at La Salle University. For this statement, the term "abuse" refers to the consumption of alcohol or any illicit substance during a student's period of enrollment. This includes any consumption on campus, consumption at University sponsored activities, and inappropriate behavior on campus while under the influence of alcohol or drugs.

Federal law requires that students be informed of the sanctions that may be imposed if a student violates federal, state, or local laws regarding unlawful possession, use, or distribution of illicit drugs or alcohol. The following are examples of illegal activities and the applicable legal sanctions.

#### **A. Alcohol**

Under Pennsylvania law, a person under 21 years of age commits a summary offense if he or she attempts to or actually does (1) purchase, (2) consume, (3) possess, or (4) transport alcohol. Police must notify the parents of a minor charged with violating this law. If convicted, the minor's driver's license will be suspended. A second offense will yield a fine of up to \$500.00.

In addition, any person who intentionally provides alcohol to a minor will be convicted of a misdemeanor in the third degree, for which the fine will be at least \$1000.00 for the first offense, and \$2500.00 for subsequent violations.

The City of Philadelphia prohibits the consumption, carrying, or possession of an open container of alcoholic beverages in the public right-of-way or on private property without the express permission of the landowner or tenant. A person who commits a violation may be subject to a fine up to \$300.00, as well as imprisonment for up to ten (10) days, if the fine, together with costs, are not paid within ten (10) days.

## **B. Drugs**

Federal and state laws prohibit the possession, use, and distribution of illegal drugs. The sanctions for violating these laws consist, in many cases, of mandatory imprisonment coupled with substantial fines. The sanctions for any given offense varies widely, depending on the nature of the offense, the type of drug involved, and the quantity of the drug involved.

For instance, under federal law, simple possession of a controlled substance carries a penalty of imprisonment of no more than one year, plus a fine of an amount between \$1000.00 and \$5000.00. If the controlled substance contains a cocaine base and the amount exceeds five (5) grams, the offender will be imprisoned for not less than five (5) years and not more than twenty (20) years, or fined, or both.

Also, under federal law, anyone who is at least 18 years old and who distributes drugs to anyone under 21 will be imprisoned and/or fined up to twice what is otherwise provided by law, with a MINIMUM prison sentence of one year.

The Pennsylvania laws that prohibit the use, possession and distribution of drugs are similarly strict. In addition to fines and/or terms of imprisonment for violations of its drug laws, Pennsylvania recently enacted a forfeiture statute. Under this statute, someone arrested for violating state laws concerning the use, possession or distribution of drugs, is subject to seizure and forfeiture of all property used to accomplish the violation of Pennsylvania's anti-drug laws.

The University recognizes that the abuse of alcohol or other drugs has numerous long-term negative physical effects on persons who become addicted to these substances. Additionally, there are numerous other health risks associated with substance use/abuse which are common on a university campus. The abuse of alcohol and the resulting impaired judgement may result in vehicular accidents; injuries such as broken bones or burns; unsafe sex resulting in unwanted pregnancy or sexually transmitted disease; violence such as fights and date rapes; alcohol poisoning; aspiration of one's vomit; and alcoholism. Other drugs also may present risks in terms of purity/strength, predictability of effect, and contact with nefarious parties to secure the drugs.

Resources for education, treatment, and/or counseling for drug and alcohol problems are located both on and off campus. The Coordinator of Alcohol and Other Drug Education provides direct service to students and acts as a liaison with city, state, and federal resource agencies. Through the Coordinator, whose office is located in the Counseling Center, diagnostic assessments, community education, and consultations are available. Under the direction of the Coordinator, a Peer Education Program provides educational programming on drugs and alcohol and conducts the Alcohol Awareness Project that serves as an alternative sanction to fines in the disciplinary/judicial process.

Community resources such as Alcoholics Anonymous (AA) meet both on and off campus. The Coordinator of Alcohol and Other Drug Education has developed a network of area resources for assessment, second opinions, in-hospital detoxification, outpatient treatment, twelve-step programs, and other educational programming.

### **Controlled Substances**

La Salle University intends to maintain a campus that is free of the illegal possession, use, or distribution of controlled substances. Therefore, the unlawful manufacture, distribution, and dispensing of a controlled substance is absolutely prohibited on campus as is possession and/or use of any controlled substance or any paraphernalia associated with the use of controlled substances.

When a student is judged to be guilty of illegal possession, use, or distribution of a controlled substance or of paraphernalia associated with such use, the University reserves the right to impose any of the following sanctions in accordance with established University disciplinary/judicial policies and procedures:

1. Issue a formal warning; notify parents/guardians of dependent students; impose conditions on



- sanctions such as fines and educational experiences; place the student on disciplinary probation; suspend the student's housing contract and/or freedom to participate in specified University activities; suspend the student's enrollment; dismiss the student from the University; and/or
2. Require the student to participate in a complete substance abuse assessment by qualified University staff and to comply with the recommendations from that assessment. Furthermore, the results of such an assessment may be reviewed by the Dean of Students or a designee prior to the final adjudication of the disciplinary charges.

## **Alcoholic Beverages**

La Salle University encourages and seeks to maintain an academic environment in which individual rights are respected and the health, safety, and welfare of the total community is promoted. While individuals who fulfill the requirements prescribed by the Commonwealth of Pennsylvania are free to choose to consume alcohol, only consumption in accordance with the following policies is permitted. The following policy, drawn from the Pennsylvania Crimes and Liquor Codes, governs the possession, sale, and consumption of alcoholic beverages on the University campus:

No person less than twenty-one (21) years of age shall purchase, consume, possess, or transport or attempt to purchase, consume, possess, or transport any alcohol, liquor, or malt or brewed beverages on University property or at any University sponsored events. No student or University employee shall transfer or possess a registration card or other form of identification for the purpose of falsifying age to secure any alcohol, liquor, or malt or brewed beverages. Nor shall any student or University employee sell, furnish, allow to possess, or give any alcohol, liquor, or malt or brewed beverages, or permit any alcohol, liquor, or malt or brewed beverage to be sold, furnished, allowed to be possessed, or given to any person under twenty-one (21) years of age.

The University does not prohibit the lawful possession or moderate consumption of alcoholic beverages by students twenty-one (21) years of age or older. This should not be interpreted to mean that the University encourages the use of alcoholic beverages. Furthermore, the University considers intoxication, disorderliness, or offensive behavior deriving from the use of alcoholic beverages to be subject to disciplinary action, regardless of the student's age. The University prohibits unauthorized use of alcoholic beverages in the academic buildings, or in the public areas of residence units, the La Salle Union, other University controlled facilities, or at University sponsored functions on or off campus.

The University strongly encourages students, faculty, and staff to understand the Pennsylvania Crimes and Liquor Codes and the substantial penalties that may result from the violation of this code, as well as relevant Philadelphia city ordinances.

### **Guidelines for the Individual Consumption of Alcohol**

The University recognizes that alcohol is a drug and its use may contribute to alcohol dependence. As such, guidelines for consumption have been established. The sale, service, possession, and consumption of alcoholic beverages are regulated by federal and state laws, local ordinances, and University policy. All members of La Salle University are expected to abide by these laws, ordinances, and policies.

A student who is 21 years of age or older may consume alcohol on campus only when such consumption does not interfere with the rights and privileges of other community members. For this policy, students under 21 years of age are considered minors. Students of legal age are permitted to drink alcohol only at registered events or in the privacy of residence hall rooms, apartments, or townhouses. Unauthorized consumption or possession (which includes bringing alcohol to any event) in any campus facility or location is not permitted. Confiscation of alcohol may occur for any alcohol-related offense. The specific guidelines for consumption of alcohol on the La Salle University premises are as follows.

1. Where alcohol is permitted, doors must be kept closed, since an open door causes a room to be considered a public area (Apartment stairways are considered public areas; townhouse stairways are not considered public areas);

2. When alcohol is present, the number of residents and guests may not exceed a total of eight (8) in a residence hall room and twelve (12) in an apartment/townhouse;
3. La Salle students will be held accountable for the behavior of their guests. This includes ensuring that minors do not consume alcohol and that alcohol is not carried from the room;
4. Kegs, beer balls, and grain alcohol are not permitted. If these items are observed, they will be confiscated and students will be subject to disciplinary action;
5. Only La Salle University resident students of legal drinking age are permitted to transport alcoholic beverages into or within the residential areas;
6. Resident students of legal drinking age are permitted to transport or possess a maximum of one (1) case of beer, one (1) case of wine coolers, one (1) gallon of wine, or one (1) fifth of distilled alcohol during any twenty-four hour period. Alcohol must be sealed in its original packaging;
7. Individuals of legal drinking age may not consume alcohol in the presence of a minor, with the exception of one's residence hall roommate; therefore, a minor is not permitted to be in the presence of alcoholic beverages unless it is being consumed solely by his/her roommate, who is of legal age, in their room/apartment/townhouse;
8. Public intoxication, disorderliness, offensive behavior, or obvious abuse of alcohol on University owned or managed premises is prohibited regardless of age;
9. If a minor possesses alcoholic beverages, the beverage will be confiscated and the student will be subject to disciplinary charges;
10. Inappropriately disposing of glass bottles, intentionally breaking or failing to properly clean up broken glass from a container of alcohol will be subject to disciplinary action.

### Individual Sanctions

Figure 1 contains a summary of the minimum disciplinary sanctions for alcohol and alcohol-related violations. Each case will be handled on an individual basis; therefore, the Preliminary Hearing Officer may impose stricter sanctions than those listed in Figure 1. The Preliminary Hearing Officer is encouraged to use his or her discretion in mandating the Alcohol Awareness Project series and in increasing fines. No fine may reach more than the doubled amount of the minimum fine.

In the case of an offense, the Preliminary Hearing Officer may waive the fine in lieu of a re-directive/educational sanction. Such sanctions for alcohol policy violations include, but are not limited to, alcohol-use assessments, attendance at the series of educational programs sponsored by the University Peer educators, the writing of research papers, or the planning and implementing of an alcohol-related educational program for the campus.

### Figure 1. Minimum Alcohol Policy Sanctions

OFFENSE	FIRST	SECOND
Possession of a keg or beer ball (hosts)	Specific Probation, \$100.00 fine, Confiscation	Determined by Judicial Board or Hearing Officer
In presence of keg or beer ball (guests)	Specific Probation, \$75.00 fine, Confiscation	Determined by Judicial Board or Hearing Officer
Abusive use of alcohol resulting in involuntary or erratic behavior	Conduct Warning, Alcohol Assessment	Determined by Judicial Board or Hearing Officer
Exceeding the maximum number of persons in a room when alcohol is present	Conduct Warning, \$50.00 fine	Specific Probation, \$75.00 fine
Underage possession or Consumption	Conduct Warning, \$50.00 fine	Specific Probation, \$75.00 fine

Service, transport, or procurement for minors	Conduct Warning, \$50.00 fine	Specific Probation, \$75.00 fine
Possession, consumption, or service of grain alcohol or other high proof spirits	Specific Probation, \$75.00 fine	Determined by Judicial Board or Hearing Officer
Open container of alcohol in public area	Conduct Warning, \$25.00 fine	Conduct Warning, \$25.00 fine
Unauthorized possession of alcohol (regardless of age) at any event	Conduct Warning, \$50.00 fine	Specific Probation, \$75.00 fine
Consumption by persons of legal age in the presence of minors	Conduct Warning, \$50.00 fine	Specific Probation, \$75.00 fine
Minors (persons under legal age) present while alcohol is being consumed	Conduct Warning, \$50.00 fine	Specific Probation, \$75.00 fine
Possession of excessive amounts of alcohol	Conduct Warning, \$50.00 fine, Confiscation	Specific Probation, \$75.00 fine, Confiscation
Intentionally breaking or failing to clean up broken glass	Conduct Warning, \$50.00 fine	Specific Probation, \$75.00 fine

Third offense may result in a minimum sanction of general probation, loss of housing privileges, and/or loss of privilege to participate in University organizations or activities.

Note: Confiscation of alcohol may occur with any of the above.

### **Alcohol Abuse**

There is a distinct difference between the responsible use of and the abuse of alcohol. The abuse of alcohol under any circumstances contradicts the values implicit in a La Salle education. The following is the definition of alcohol abuse for the La Salle University community.

Alcohol abuse is the consumption of alcohol to the degree that a person's judgement and/or physical responses are significantly impaired. Alcohol abuse does not excuse irresponsible action; rather, it compounds the seriousness of those actions. Areas of special concern are:

1. Violent acts against persons or property. These include vandalism (willful damage of personal or institutional property), fighting, assaults, and/or injuries resulting from irresponsible actions;
2. Drunkenness. This involves significant impairment of judgement and/or physical responses, including uncoordinated movements, speech difficulties, and/or inappropriate behavior for circumstances;
3. Contributing to alcohol abuse by another. This includes encouraging persons to overindulge, providing alcohol to a person who is already intoxicated, or possessing high proofed distilled spirits such as grain alcohol or liquor which is over 100 proof;
4. Medical emergencies. There are two types: (1) excessive consumption and (2) injury occurring while intoxicated.

### **Policy Statement on Weapons and Other Dangerous Articles and Substances**

No student or visitor may keep, possess, display, transport, or use any offensive weapons; firearms; ammunition; gunpowder; gas or air powered rifles, guns, or pistols; fireworks; explosives; or other dangerous articles and substances in University buildings, on University property, or at University functions in off-campus settings. Realistic facsimiles of these items are also prohibited, with reasonable exceptions made, in consultation with the Dean of Students, for theatrical productions and similar circumstances.

“Offensive weapon” is defined as any bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism or otherwise, or other implement for the infliction of serious bodily injury which serves no common lawful purpose.

“Firearms” include any weapon which is designed to or may readily be converted to expel any projectile by the action of an explosive, or the frame or receiver of any such weapon.

Normal laboratory materials are excluded from this policy when used in an academic laboratory setting to fulfill course requirements or conduct research authorized and supervised by faculty. Members of the Reserve Officers Training Corps (ROTC) are authorized to store, transport, and use firearms when performing functions associated with their official duties. Active public law enforcement officers are authorized to store, transport, and use firearms when performing functions associated with their official duties or when attending class.

## **Property Searches**

University employees may ask students to reveal the contents of book bags, etc. if there is probable cause to believe a violation of federal, state, or local laws or University regulations is occurring. If a student refuses to cooperate with such a request while entering a building or area, the student may be prohibited from entering with the article(s) in question. If a student refuses such a request while departing a building or area, the student may be detained with the article(s) in question for further investigation by University staff.

## **Hazing**

Hazing activities in any form are prohibited. The University supports and will enforce the Commonwealth of Pennsylvania's Anti-hazing Law. This document defines hazing as “any action or situation which recklessly or intentionally endangers the mental or physical health of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.”

La Salle University adheres to the College Fraternity Secretaries Association's definition of hazing: “...any action taken or situation created, intentionally, whether on or off University or fraternity/sorority premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shock...or any other such activities...; wearing publicly apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with fraternal law, ritual, or policy or the regulations and policies of the educational institution.” In case of violations individuals and/or the fraternity or sorority as a whole may be subject to disciplinary action.

# University Policy Against Sexual Harassment

## Sexual harassment is prohibited

Sexual harassment is a serious offense and is prohibited unacceptable conduct that will not be tolerated. The University firmly believes in providing a workplace that is free from all forms of sexual harassment. All students and/or employees from top to bottom are responsible for ensuring that such a workplace exists. Sexual harassment is also a form of employment discrimination and is prohibited by law.

## Definition of sexual harassment

Sexual harassment means any unwelcome sexual attention, sexual advances, requests for sexual favors, and any other verbal, visual or physical conduct of a sexual nature whenever:

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

## Examples of sexual harassment

The following are some examples of sexual harassment: threatening adverse work action if sexual favors are not granted; promising preferential treatment in return for sexual; unwanted and unnecessary physical contact, including pinching, patting, or touching; sexually offensive remarks, including inappropriate comments about appearance, leering, whistling, obscene or dirty jokes or other inappropriate use of sexually explicit or offensive language; the display in the workplace of sexually suggestive objects or pictures. Even something like a back rub could be sexual harassment if it is unwelcome and creates a hostile or offensive work environment. Comments like "you look nice today" are all right if not repeated frequently, but comments like "you look nice today in that tight or short (article of clothing)" are inappropriate and may be sexual harassment. It is permissible politely to ask an employee out on a date, but if refused, it may be sexual harassment to keep on asking.

## Persons covered

This policy governs anyone who is a student and/or works for La Salle University, and also business invitees, and prohibits sexual harassment of all students, employees, applicants for employment and applicants for admission.

## Procedure for investigation of complaints and enforcement

Anyone who believes that they have been or are being sexually harassed in the workplace, should promptly take the following actions:

1. Tell the harasser politely but firmly that his/her conduct is not welcome and must stop;
2. If the conduct persists, or if the harassed person is afraid for any reason to confront the harasser, or the harassed person believes that she/he has been retaliated against by the harasser for invoking step (1), the individual should bring the problem confidentially to the attention of the Affirmative Action Officer, without fear of any retaliation, humiliation, or recrimination. If the Affirmative Action Officer is involved in or with the alleged harassment, the complaint may be made to the Vice President of Business Affairs.
3. The Affirmative Action Officer will immediately investigate any such allegations of sexual harassment in as confidential a manner as is reasonably possible. The alleged harasser will be given an opportunity to respond to the allegations, but ordered not to confront or retaliate against the complaining person concerning the allegations. When possible, neutral witnesses will be interrogated (again, confidentially). All participants in the investigation will be instructed to keep the matter strictly confidential and disciplined if they fail to do so.

4. At the conclusion of the investigation, if it is reasonably determined that it is more likely than not that sexual harassment has occurred, the perpetrator will be subject to appropriate discipline up to and including discharge, and other remedial steps may be taken (such as separating the individuals in working relationships, or expunging any documents tainted by the harassment such as an unfair performance review of the harassed person by the harasser). The complaining party and alleged harasser shall both be informed of the results of the investigation.
5. Retaliation in any form against a complainant who has exercised his or her right to make a complaint under this policy is strictly prohibited, even if the investigation concludes that no sexual harassment has occurred, and will be cause for appropriate discipline, up to and including discharge.

### **University Policy Statement on Ethnic Intimidation**

La Salle University is committed to providing a campus community that is free of all forms of ethnic intimidation. The University, in compliance with the Pennsylvania Intimidation Act of 1982, recognizes that certain criminal acts are a result of "malicious intention toward the race, color, religion or national origin of another individual or group of individuals." To be considered a crime in Pennsylvania ethnic intimidation must occur in conjunction with another offense, thereby raising the degree of the primary offense. The University will encourage victims to report cases to the appropriate law enforcement agencies and/or appropriate University offices (Students - Dean of Students; Faculty and Staff - Director of Security and Safety).

### **Equal Opportunity and Affirmative Action Policy**

La Salle University does not discriminate against any applicant and/or student because of race, color, religion, sex, age, national origin, sexual orientation, marital status, or handicap or disability. Admission is based upon an applicant's qualification and ability to meet the established requirements for admission and for specific programs. This commitment extends to participation in all educational programs and activities of the University.

### **University Grievance Procedure**

La Salle University is committed to a policy of non-discrimination in employment, admission, and treatment of employees and students. Any act of discrimination is a serious offense and is prohibited, unacceptable conduct that will not be tolerated. The grievance procedure outlined below is designed to resolve as quickly and equitably as possible any situation in which a faculty member, staff member, or student believes that he or she has been discriminated against on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, or marital status. For the purpose of the following, the *Grievant* is the member of the faculty, professional or non-professional staff, or student body who submits a grievance. The *Respondent* is the person alleged to be responsible for the discriminatory action.

#### **Informal Review**

The initial stage or presentation of a grievance should include a conference of the Grievant with the Respondent. This should be accomplished by the Grievant within ten (10) working days from the time he or she believes that an act of discrimination has taken place. Every effort should be made to resolve the conflict at that level. If that effort fails, the matter should be presented to the Grievant's supervisor or the Respondent's supervisor. For example, if a faculty member feels that the department chair is practicing a discriminatory act, the faculty member should contact the appropriate dean; if a student feels that a member of the University community is practicing discrimination, it should be reported to the Dean of Students, etc. In this manner most issues should be resolved satisfactorily. This direct and informal communication is fundamental to the type of educational and work environment intended by the University.

#### **Formal review**

If the Grievant fails to receive satisfaction through this process, a more formal review may be initiated by contacting the Affirmative Action Officer, who will determine whether the complaint is grievable. If so, a grievance form

should be completed, the signature of the immediate supervisor secured, and the form submitted to the Affirmative Action Officer within ten (10) calendar days of the last informal meeting between the Grievant and the supervisor concerning the complaint. The Affirmative Action Officer will notify those parties involved of the procedures below.

The Affirmative Action Officer convenes a committee consisting of the following: Director of Human Resources, one individual selected by the Grievant, and one individual selected by the respondent. With the exception of individuals directly involved in the nature of the complaint, any full-time employee below the executive level or student of the University may be selected to serve on this committee.

In its consideration of the grievance, the committee will conduct a fact-finding review and make a written report of findings to the Affirmative Action Officer, who will make a written recommendation to the area Vice President or Provost, usually within twenty (20) calendar days of receipt of the committee's report. The area Vice President or Provost's final decision will be made in a reasonable period of time after receipt of the written recommendation. These time limits may vary in cases of extenuating circumstances such as holidays, vacations, or the extended illness of one or both parties.

The original grievance form will be retained by the Supervisor. Copies of the form, the written recommendation, and all relevant correspondence will be filed with the area Vice President or Provost and the Personnel Office.

Throughout all aspects of the informal or formal review, the Affirmative Action Officer will be available for procedural consultation with any of the parties involved with a grievance.

### **Social/Service Fraternities & Sororities**

In addition to nearly one hundred active student organizations, five local and national social/service fraternities and six local and national social/service sororities are registered student organizations. For many students, participation in Greek organizations is a rewarding and fulfilling out-of-class activity. The Greek system provides special opportunities for leadership development, community service projects, building life-long friendships, and an increased sense of community, which often enhances a student's experience as both an undergraduate and an alumni/alumnae.

In order to support and assist the La Salle Greek community, the following regulations have been adopted, as the minimum standards required of all its member chapters.

1. Membership and participation in Greek letter organizations is open to full-time students and may not be denied based on race, religion, national origin, or physical handicap. Furthermore, the members of the La Salle Greek system advocate the elimination of all forms of discriminatory behavior through explicit statements in their individual chapter constitutions.
2. First semester freshmen may not pledge a fraternity/sorority or apply for associate status. Second semester freshmen who have earned twelve (12) or more credits with a 2.5 academic index are eligible to pledge and receive associate status. Students beyond the freshmen year may pledge/apply for associate status if their records are free of Academic Censure as determined by the Academic Deans.
3. In order to maintain active status in a sorority/fraternity, students must be in good academic standing, i.e., free of Academic Censure as determined by the Academic Deans.
4. Each semester all Greek organizations must submit to the Community Development Office a list of current executive board officers, active members, and pledge/associate members, along with a statement of any significant changes in their constitution or by-laws.
  - The list of executive board officers and active members is to be submitted before the start of Rush Week each semester.
  - The list of pledges/associates is to be submitted to the Coordinator of Leadership and New Student Programs by 4:30 p.m. on the Monday following each semester's Rush Week. The Coordinator will determine eligibility to pledge. The Interfraternity/Sorority Council will sanction any group(s) failing to submit pledge/associate lists by the deadline by revoking the chapter's privilege to pledge during the current

semester or to rush during the following semester. The Interfraternity/Sorority Council will file charges against groups providing inaccurate or incomplete information.

- The lists of active members and pledges/associates may be used by the Community Development Office or the Interfraternity/Sorority Council to calculate chapter and all-Greek academic indexes.
5. All student organizations are required to have a full-time member of the University faculty/administrative staff serve as their advisor. An organization whose advisor resigns for any reason will have until the completion of that semester (or the fall semester if the resignation occurs over the summer break) to locate a replacement. If a replacement is not located within the designated period, the organization will not be permitted to:
- recruit, rush or pledge new members,
  - use University facilities for meetings or programs,
  - access their University Agency Account,
  - apply for program funding from the Activities Funding Board,
  - participate on the Interfraternity/Sorority Council,
  - participate in Greek Week programs,
  - nominate a member for the Dennis Dougherty Memorial Scholarship,
  - participate in University-wide programs, and
  - participate as an organization in intramural athletics.
- The Coordinator of Leadership and New Student Programs is available to assist Greek organizations in acquiring a chapter advisor.
6. Each fraternity/sorority must establish and communicate to their members the penalties likely for violations of the University's hazing policy.
7. Each fraternity/sorority must participate in the educational programs provided by the University concerning alcohol and other drug use and abuse.
8. Two representatives of each fraternity/sorority must participate in the Interfraternity/Sorority Council.
9. Student organizations funded by the University or the Activities Funding Board must be represented at a minimum of one-half of the leadership training programs offered each semester by the Student Affairs Area.

### **Academic Standing and Participation in Activities**

Students running for major offices or applying for appointment to University Committees must have a minimum cumulative index of 2.25 to be eligible and must maintain an index of at least 2.0 during the duration of their term. A minimum 2.25 cumulative index is required when standing for re-election or re-appointment. This policy applies to the following positions:

1. All S.G.A. appointees to University Committees.
2. All S.G.A. officers, all members of the Student Senate, and all other S.G.A. Executive Board members.
3. Editors-in-Chief and editorial staff of all University funded student publications.
4. All elected officers or committee chairs of student groups annually funded by the University.

This policy is administered by the Associate Dean of Students who will certify eligible candidates prior to election campaigns and/or appointment and at the beginning of each semester. The Associate Dean of Students is the final judge of eligibility.

### **Participation in Intercollegiate Athletics**

To be eligible to represent the University as a participant in the intercollegiate athletics program, all student-athletes, managers, trainers, cheerleaders, and dance team members must be in good academic standing (Free of Academic Censure - as determined by the Academic Deans) during each season/semester of competition. Furthermore, all participants must be full-time (minimum of 12 credit hours) day division students and comply with applicable Atlantic 10 Conference and National Collegiate Athletic Association (NCAA) Division I eligibility and satisfactory progress requirements.

This policy, as endorsed by the Athletic Committee (Spring, 1991), is administered by the NCAA Faculty Representative, who will verify eligible participants at the beginning of each season/semester of competition. The NCAA Faculty Representative is the final judge of eligibility.



## **Standing for Election/Appointment**

A substantial time commitment often is required to fulfill the responsibilities of executive positions in annually funded organizations. In the interests of the officers and of the student organization(s), the Student Affairs Committee recommends that the following guidelines be considered:

1. students should hold more than one major position only with the support of the advisors of the organizations involved and/or the Associate Dean of Students; and
2. students eligible to be officers who are also scheduled to student teach or to complete an internship or cooperative education experience are strongly encouraged to discuss the expectations of each responsibility with the organization advisor and the student teaching/internship/cooperative education supervisor before deciding whether to accept major leadership responsibilities during that semester(s).

Executive positions normally include those of the president, vice-president, secretary, and treasurer or their equivalent roles.

## **Banner Policy**

Student organizations, academic and administrative departments, and individual students, faculty, and administrative staff wishing to hang banners from the balconies of the La Salle Union must secure authorization from the Associate Dean of Students. Approval will be based on the following criteria:

1. The banner must not be sexist, racist, or vulgar in content or in substantial opposition to the values and beliefs commonly held by the Christian-Catholic tradition in both its past and present expression. Content must comply with all applicable University policies. When symbols or unfamiliar acronyms are used, a statement of meaning must be filed with the Dean of Students.
2. Normally, a banner may hang for a period not to exceed two (2) weeks. Banners may not hang during University-wide events, i.e. Parents Weekend, Open House, Discover the Difference Personally, Alumni Reunions, except those advertising that particular event. Exceptions may be granted by the University officer sponsoring the program.
3. With the exception of banners promoting University-wide events, banners should be no larger than four (4) by six (6) feet. Approval will be based on content and not the physical appearance of the banner.
4. Normally, only five (5) banners may hang at one time. Exceptions may be granted for events involving multiple student organizations or academic/administrative departments. The Coordinator of Leadership & New Student Programs reserves the right to assign space, i.e. Ballroom, Music Room, or Student Life balconies.
5. When a University banner is hung, physical space must be compromised, not excluded, for it.

## **Policies for Reservation of La Salle Union Facilities by Campus Groups**

The use of La Salle Union facilities for routine administrative, academic, or extracurricular purposes, must be reserved through the Administrative Services Office, Union 205.

All reservations and related requests (room set up, special equipment, etc.) are tentative until confirmed in writing. This applies to reservation changes as well.

Reservations will be accepted on a first come, first served basis. The reservation staff reserves the right to assign space to be used for a meeting or function. Every effort will be made to honor requests for particular areas.

Reservations and reservation changes must be submitted at least 48 hours in advance.

Those individuals or groups using University facilities are expected to leave them in good order. Sponsoring groups are financially responsible for damages to facilities.

University regulations preclude regular use of La Salle Union facilities for classes, course seminars, labs, and other strictly class related meetings. Reservations of this type normally must be for academic facilities.

Recognized and registered student organizations and University offices and departments will not be charged for use of Union facilities; however, some personnel costs will be charged to sponsoring groups. Personnel costs may include such items as maintenance supervisor, security staff, janitorial staff, matron, electrical staff, etc. Personnel charges, if any, will be specified when the facility is requested, and the sponsor will sign an agreement for any expenses before confirmation will be given.

Any changes in the Reservation Policy which occur due to use of electronic submissions will be updated as they occur. These changes will be available in the Administrative Services Office, as well as in the Programming Center. Every attempt will be made to publicize changes policy changes through printed and electronic media.

### **Procedures for Reservation of Facilities by Campus Groups**

Requests for routine use of all La Salle Union facilities should be made to the Administrative Services Office, Union 205.

Reservation requests may be submitted only on the specific form that is available at the Administrative Services Office. The forms completed for reservations in the next academic year will be accepted as of April 1 of the previous Spring Semester and will be filed in order according to the date of receipt.

Requests for routine meetings/functions in the Union will be confirmed by the reservation staff. The confirmation process for the Fall Semester will begin on July 1 and the review of similar requests for the Spring Semester will begin on November 1. The sponsor of the event will be informed of the confirmation through the return of the appropriate copy of the reservation form.

In the case of duplicate requests for the same date and facility, the applicants will be notified of the conflict and provided alternate dates and/or facilities. The staff will attempt to resolve the conflict to the mutual satisfaction of the applicants. The revised requests will then be confirmed for each group. If a satisfactory resolution cannot be achieved, the Coordinator of Leadership & New Student Programs will assign the facilities and/or dates and inform the persons and groups involved.

Reservation requests received after June 30 or October 31 will be acted upon as received. Any requests that cannot be accommodated due to previously reserved facilities will be accommodated with the most suitable alternate facility and/or date.

Questions regarding the facilities reservation procedures should be directed to the Administrative Services Office, at 215.951.1371.

### **Procedure for Routine Use of Union Facilities**

**Faculty and Administration:** submit a reservation form one week in advance signed by a faculty member or Administrator, with the department clearly identified.

**Recognized/Registered Day and Evening Student Groups:** submit a reservation form one week in advance signed by the student representative and faculty advisor, when applicable.

**Non-Registered Student Groups:** submit a reservation form and "Declaration of Responsibility" to the Administrative Services Office along with a security deposit. Disposition of the reservation request will be sent to the individual signing the form. The security deposit will be returned within seven (7) days following the reservation, provided there has been no damage to property.

## **Leadership Development**

Student organizations funded by the University or the Activities Funding Board must be represented at a minimum of one-half of the leadership training programs offered each semester by the Community Development Office. Appropriate representatives include Editors-in-Chief and editorial staff of all funded student publications, and all elected or appointed officers and committee chairs of student groups receiving funds from the University or the Funding Board (either annual budgets or Contingency and Travel funds).

## Part IV: STUDENT PRESS POLICIES

### Objectives of the Student Press Committee

The Student Press Committee was established to create and maintain an environment at La Salle in which high quality student newspaper, radio station, and other media forms will most effectively benefit the entire University community. The Committee will formulate general policies for the *Collegian*, WEXP, etc., and advise the Dean of Students on related matters.

### Responsibilities

1. The Committee will approve the appointment of the Editor-in-Chief of the *Collegian*, and the General Manager of WEXP from those selected by the respective staff editorial boards, or from other applicants should these boards fail to submit candidates.
2. The Committee will meet for consultation with student editors, station managers, etc., at the request of any Committee member or the Dean of Students.
3. The Committee may conduct post-publication/broadcast reviews of *Collegian* issues and WEXP programming.
4. The Committee may review financial and legal matters involving the *Collegian* and WEXP.
5. The Committee may question any policy of the *Collegian* and WEXP and make recommendations to their governing boards.
6. The Committee will function as a sounding board to resolve disputes among faculty, administrators, students, moderators, editors, and station managers.
7. The Committee may, with just cause, impose censure, suspension, or removal upon the Editor-in-Chief of the *Collegian* or the WEXP General Manager, provided the student has been given the opportunity to present his or her case before the Committee (see the section below entitled "Guidelines for Censure, Suspension, or Removal...").
8. An additional responsibility of the Committee is listed in the section below entitled "Appointment of *Collegian* Advisor and WEXP Advisor".

### Membership

1. The Committee will be composed of the following eleven (11) members:
  - a. Administrator: One (1) representative for the Administration to be appointed by the Provost for a three (3) year term.
  - b. Faculty Members: Three (3) to be appointed by the Faculty Senate, for a three (3) year term.
  - c. Faculty: *Collegian* Advisor, *ex-officio*.
  - d. Faculty: WEXP Advisor, *ex-officio*.
  - e. Administrator: Channel 56 Station Manager, *ex-officio*.
  - f. Student: Day *Collegian* Editor, *ex-officio*
  - g. Student: WEXP Station Manager, *ex-officio*.
  - h. Students: Two (2) at-large student members, neither of whom should be a member of any publication/station whose Editor/Manager sits *ex-officio* on this committee.

In addition, the Committee will include two (2) non-senior, non-voting student members, one from the *Collegian* staff, and one from the WEXP staff.

2. Officers:
  - a. Chair: To be elected annually by the Committee membership, from among the three faculty members appointed by the Faculty Senate and the administrative appointee. His or her duties will be to preside over meetings and to act for the Committee in matters which it delegates.

- b. Vice Chair: To be elected annually by the Committee membership, from among the three faculty members appointed by the Faculty Senate and the administrative appointee. His or her duties will be to preside in those instances when the Chair is not present.
- c. Secretary: To be elected annually from the Committee membership. His or her duties will include taking minutes of the meetings and distributing them to all members of the Committee in a timely fashion.

### **Meetings**

1. Regular Meetings: The Committee will meet at least once during each semester.
2. Special Meetings: The Chair may call a meeting whenever circumstances warrant doing so.

### **Quorum**

A quorum will consist of six voting members, at least one of whom is a student.

### **Amendment**

The By-Laws may be amended by at least six voting members, at least one of whom is a student, provided the amendment was listed on the agenda, and provided a quorum is present.

### **Appointment of *Collegian* Advisor and WEXP Advisor**

The Advisors are appointed by the Provost upon the recommendation of the Dean of Students and the Student Press Committee in accord with the affirmative action guidelines of the University.

### ***Collegian* Advertising Guidelines**

As publisher/manager of the *Collegian*, La Salle University grants the student editors freedom to develop their own editorial and news coverage policies and protects them from arbitrary sanctions due to student, faculty, administrative and/or public disapproval of editorial policies and content. While granting this freedom, the University limits editorial discretion in the area of advertisements. However, as publisher/manager of the *Collegian*, the University strongly encourages *Collegian* editors to accept any advertising announcing a speech or similar campus gathering devoted to the spread of ideas.

As publisher/manager, the University retains the right to exclude advertisements for:

1. drugs and alcoholic beverages, and related products and services;
2. tobacco products;
3. research/term paper services; and
4. counseling, services, and off-campus events pertaining to abortion, contraception and reproduction.

### **Guidelines for Letters to the Editor, Guest Columns, and Opinion Pieces**

The La Salle *Collegian* is a newspaper run by the students of La Salle University in Philadelphia, serving the entire University community. Letters, guest columns, and opinion pieces will be considered for publication provided they meet with the Editor's standards and can be allotted space. All letters must be signed, must include the address and telephone number of the sender, and must be under 300 words. The *Collegian* reserves the right to condense and edit as needed. Editorials reflect a consensus of the Editorial Board and are not necessarily the views of the University. Signed columns and cartoons are the opinion of the writers or artists.

## **Guidelines for Censure, Suspension, or Removal of the *Collegian* Editor-in-Chief or WEXP General Manager**

The Student Press Committee encourages free inquiry and free expression for student editors, and views the invoking of censure, suspension, or removal of a student Editor-in-Chief or General Manager as extraordinary. If such punitive action must be taken, the Committee feels equally bound to guarantee procedural fairness to any student editors or radio managers, and therefore establishes the following guidelines for appropriate process:

Any formal action by the Committee will be preceded by open exchange by all members. If some action is not decided through this exchange, or if the Editor-in-Chief or General Manager refuses to appear to discuss his/her rationale for conduct, the Committee can officially censure him or her.

Suspension or removal of the Editor-in-Chief or General Manager may be imposed only after the student has been informed in writing of the charges against him or her, and after he/she has been provided a fair opportunity to refute the charges. The Editor-in-Chief or General Manager would be entitled to an advisor, could call witnesses, conduct cross-examination, and so forth. The Committee's decision may be appealed directly to the Dean of Students.

There must be at least six votes in favor of censure, suspension or removal. The Editor-in-Chief or General Manager under consideration would not vote.

### **Preamble to Appendices A and B**

The Student Press Committee expects that the student media will respect the University Mission Statement as well as the statements in Appendices A and B, with their guidelines applied to both print and broadcast media.

## **Appendix A “FROM THE JOINT STATEMENT ON RIGHTS AND FREEDOMS OF STUDENTS”**

(by American Association of University Professors, National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors)

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible, the institution as publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in the academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, harassment, and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary.

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content.

3. All University published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university or student body.

## **Appendix B**

### **CODE OF ETHICS OR CANONS OF JOURNALISM**

### **AMERICAN SOCIETY OF NEWSPAPER EDITORS**

The primary function of newspapers is to communicate to the human race what its members do, feel, and think. Journalism, therefore, demands of its practitioners the widest range of intelligence, or knowledge, and of experience, as well as natural and trained powers of observation and reasoning. To its opportunities as a chronicle are indissolubly linked its obligations as teacher and interpreter.

To the end of finding some means of codifying sound practice and just aspirations of American Journalism, these canons are set forth:

1. **RESPONSIBILITY** - The right of a newspaper to attract and hold readers is restricted by nothing but consideration to public welfare. The use a newspaper makes of the share of public attention it gains serves to determine its sense of responsibility, which it shares with every member of its staff. A journalist who uses his power for say selfish or otherwise unworthy purpose is faithless to a high trust.
2. **FREEDOM OF THE PRESS** - Freedom of the press is to be guarded as a vital right of mankind. It is the unquestionable right to discuss whatever is not explicitly forbidden by law, including the wisdom of any restrictive statute.
3. **INDEPENDENCE** - Freedom from all obligations except that of fidelity to the public interest is vital.
  - a. Promotion of any private interest contrary to the general welfare, for whatever reason, is not compatible with honest journalism. So-called news communications from private sources should not be published without public notice of their source or else substantiation of their claims to value as news, both in form and substance.
  - b. Partisanship, in editorial comment which knowingly departs from the truth, does violence to the best spirit of American journalism; in the news columns it is subversive of a fundamental tenet of the profession.
4. **SINCERITY, TRUTHFULNESS, ACCURACY** - Good faith with the reader is the foundation of all journalism worthy of the name.
  - a. By every consideration of good faith a newspaper is constrained to be truthful. It is not to be excused for lack of thoroughness or accuracy within the control or failure to obtain command of these essential qualities.
  - b. Headlines should be fully warranted by the contents of the articles which they surmount.
5. **FAIR PLAY** - A newspaper should not publish unofficial charges attacking reputation or moral character without opportunity given to the accused to be heard; right practice demands the giving of such opportunity in all cases of serious accusation outside judicial proceedings.
  - a. A newspaper should not invade private rights or feelings without sure warrant of public right as distinguished from public curiosity.
  - b. It is the privilege, as it is the duty, of a newspaper to make and complete corrections of its own serious mistakes of facts or opinion, whatever their origin.
6. **DECENCY** - A newspaper cannot escape conviction of insincerity if while professing high moral purpose it supplies incentives to base conduct, such as are to be found in details of crime and vice, publication of which is not demonstrably for the general good. Lacking authority to endorse its canons the journalism here represented can but express the hope that deliberate pandering to vicious instincts will encounter effective public disapproval or yield to the influence of a preponderant professional condemnation.

## **Part V: RESIDENTIAL COMMUNITY INFORMATION AND STANDARDS**

The residences are an integral part of La Salle University, and as such, all University rules and regulations are applicable in the halls. Each student, resident or guest must observe in his or her use of the residences all federal and state laws and all ordinances and fire regulations of the City of Philadelphia. Resident students assume responsibility for reporting any illness or injury to a staff member and all students are strongly encouraged to purchase adequate medical insurance and to use the University Student Health Center.

### **The Housing Contract**

- A. The housing contract represents an agreement between the University and the student for one academic year's rent (or from the time of arrival to the posted closing time of the Spring Semester) on a space in the La Salle student residence facilities. All residents of dormitory-style buildings must also subscribe to one of the Food Services meal plans for resident students. A meal plan for apartment/townhouse residents is optional. Housing is limited to full-time, Day Division undergraduate students except in the summer months or (if space is available) during the academic year when some restrictions may be removed to include graduate students, conference groups, and guests. Terms and conditions of occupancy included herein (except for the meal plan requirement) remain in force throughout the calendar year.
- B. The University does not assume legal obligation to pay for any loss of or any damage to students' property if it occurs in its buildings or on its grounds prior to, during, or subsequent to the period of the contract. Personal property insurance is recommended.
- C. The student is responsible for the accommodation and furnishings assigned and shall reimburse the University for all losses and damages done within or to said accommodations and furnishings. Students may not remove any University furnishings. Residents are collectively responsible for damages to common areas on their floors or in their buildings, such as walls, ceilings, floors, tiles, furnishings, doors, fire safety equipment, and other appurtenances if the person(s) responsible cannot be identified.
- D. Room assignment and reservations are made by the Administrative Services Office. When a vacancy occurs in a residence hall-style room, the University reserves the right to consolidate and reassign the remaining occupant of the room to different accommodations or to assign any new or current resident to fill the vacancy. If permitted, the remaining occupant may request to remain in the room and 1) select a new eligible resident to fill the vacancy or 2) pay an additional premium for the continued use of the room at a reduced capacity. In order to fill apartment/townhouse vacancies the Administrative Services Office reserves the right to offer any one or more of the following options based on occupancy demands in the academic year: 1) the remaining occupants may select an eligible resident roommate, 2) Administrative Services Office may assign persons to fill any vacancy, 3) consolidate remaining occupants into other partially filled apartments and town-houses, or 4) pay an additional premium for the continued use of the unit at a reduced capacity.
- E. When deemed necessary, the student agrees that the Administrative Services Office may create extended housing by tripling double occupancy rooms and using common areas. If this occurs, every effort will be made to insure the security and comfort of the resident. As space occurs, residents in extended housing will be reassigned to permanent housing. Students remaining in a "de-tripled" room will be assessed the standard double room fee unless they are assigned a roommate or they arrange for another eligible roommate to move in to maintain the room as a triple accommodation.
- F. Students are prohibited from taking a roommate, transferring the contract, or permitting any part of an assigned room to be shared by person(s) not duly assigned by the Administrative Services Office.
- G. The University reserves the right to make all room assignments and reassignments as considered



necessary including during break periods and holidays. Due to an interest group housing assignment, alteration of the male/female housing ratio, damage to a building, or any other hall or floor reassignment condition, the University reserves the right to reassign residents or alter assignments as necessary.

- H. The University reserves the right of entry into a student room during an emergency or for other purposes in accordance with University policy and the *Guide to Rights and Responsibilities*.
- I. Authorized University representatives shall have the right of inspection within student rooms without prior authorization of the resident(s) at reasonable times for general maintenance/health/safety standards, preservation of the existing physical structure, identification of damage, and for enforcing University Rules and Regulations governing security and safety of University property. The University reserves the right to remove items belonging to the University or its agents which are in a resident's room without approval. Along with Judicial charges, a removal fee will be imposed by the University.
- J. The student agrees to comply with the rules, regulations, and conditions as contained in this agreement, together with such rules, regulations, and conditions as contained in the *Guide to Rights and Responsibilities* and the *University Bulletin*. Resident students are accountable for the behavioral conduct and physical contents within their assigned living accommodation should either represent a violation of University, federal, state or local regulation.
- K. If any provision of this contract shall be declared illegal or unenforceable, the remaining provisions will remain in full force and effect.
- L. The student shall be expected to follow the check-out procedures established by the Administrative Services and/or Community Development Offices and to vacate University residence buildings within 24 hours after withdrawal or his or her last final examination or termination of this contract. End of semester and holiday closing dates and times are published annually by the Administrative Services Office.

## **Housing Assignment Matters**

### **Room Changes**

Room changes may only be requested by submitting a properly completed Room Change Request form to the Housing Services Coordinator during a room change period. There is a \$10.00 fee to the student who initiated the room change. When a resident changes rooms, the resident is responsible for the condition of both the former room and the present room. Rooms or room assignments cannot be changed without authorization from the Administrative Services Office. Check-in and check-out forms are to be signed and completed at the actual time of each room change by the student and the Resident Assistant (RA) or Community Assistant (CA). A \$25.00 fee is assessed, in addition to the standard room change fee, for improper room change, and the change may be nullified.

### **Single Rooms and Consolidation**

When vacancies occur in double occupancy rooms during the academic year by no-shows or room changes, the University reserves the right to reassign students in order to consolidate occupancy. Space permitting, requests to retain the same room will be considered by the Administrative Services Office. An additional premium single room fee will be assessed if approval is granted.

### **Withdrawal from Residence**

If a resident seeks to withdraw from housing, an Application for Housing Contract Release must be submitted to the Assistant to the Dean of Students for Administrative Services. There is a charge for failing to notify Administrative Services and/or not following the prescribed check-out procedure if withdrawal is approved.

Housing contracts are binding for the entire academic year, fall and spring semesters. Release from financial obligation for room rent for any subsequent semester in the contract can only be granted by the Assistant to the Dean of Students when an Application form is received prior to the beginning of that semester. Marriage, off-campus matriculation or job co-op, withdrawal from the University, or part-time or evening division status constitute the acceptable grounds for release from the housing contract. Residents withdrawing from school during a semester are eligible for a refund of room rent for that semester according to the tuition refund schedule noted in the *University Bulletin*.

Pro-rated refund or alteration of the Food Services contract can only be obtained by contacting the Bursar and the Food Services Department.

### **Check-out Procedures**

Any time a resident student withdraws from school, graduates, gets married, goes home at the end of the academic year, or even CHANGES ROOMS, he/she MUST OFFICIALLY CHECK-OUT OF HIS/ HER ROOM! Listed below are some important check-out procedures.

1. Each person must check-out of his/her own room. No one else can do it for him/her.
2. All possessions and items to be discarded (including anything on walls, doors, bulletin boards, and windows) must be removed from the room, and it must be broom cleaned. Bathroom and kitchen facilities in townhouses and apartments are to be cleaned as well.
3. The RA must do a final check of the room. Damages will be assessed (if any) and noted on the room inspection sheet.

A check-out is NOT complete until THE ROOM INSPECTION SHEET IS SIGNED AND KEYS ARE RETURNED. THIS MUST BE DONE BEFORE LEAVING. Failure to do this results in a \$25.00 charge for failure to check-out properly in addition to charges for key replacement. If the room/apartment/townhouse has been abused or vandalized, the resident may also be subject to disciplinary action for abuse of University property.

### **Hall Closing During Holiday Break Periods**

The residence hall-style buildings are closed for occupancy during the Thanksgiving, Christmas, and Spring break. Students who need to remain in on-campus residence beyond the posted closing times at each break period during the academic year may request such by submitting a Housing Extension Request form to the Administrative Services Office. All students who have a University-related reason are automatically approved (free of charge). Students with later exams, athletic commitments, on-campus work responsibilities, etc. all fall within this category.

Students who live in any of the three apartment complexes on campus are not affected by closing of the halls since these accommodations remain open through all scheduled break periods.

Guests cannot be permitted during these vacation break periods in any residence facility.

### **Care of Facilities**

Residents are expected to maintain reasonable standards of cleanliness and care for the residence buildings. Students are responsible for cleaning their own living quarters and are to refrain from abusing common area facilities. Requests for maintenance and repair should be directed to 215.991.1532.

### **Property Damage**

When damage occurs to residence hall property, the Administrative Services and/or Community Development Offices reserves the right to assess charges for damages to the responsible party.

The cost of the repair or replacement of damaged property in a student room will be charged to the responsible occupants. When damages occur on a particular floor or hall in a common area, the persons responsible will be assessed if they can be identified. Otherwise, all of the floor or hall's residents will be collectively (as a group)

assessed for the damage. Damages within a townhouse or apartment will be assessed to the group of residents in that unit.

Damages to common lobby areas will be assessed to persons responsible if they can be identified. Otherwise, the repairs will be charged to the smallest identifiable group of students in the residential area.

### **Painting Rooms and Hallways**

The current Painting Policy Guidelines are available at the Administrative Services Office.

### **Health, Safety, Maintenance Checks**

Periodically each semester Community Development Staff will conduct announced health, safety and maintenance checks of rooms, apartments, and townhouses. Residents need not be present. Violations will be referred back to the resident(s) for correction. Failure to comply with pertinent health, safety or maintenance standards and laws will lead to disciplinary action.

### **Furniture**

Furniture is placed in the common areas of the residences for use by all residents. It may not be taken out of a building or into a private living space. If University furniture is found in a student room, a charge will be assessed, and the return of furniture to its original location within 24 hours will be required of the residents.

### **Emergency Repairs**

Emergency repairs should be immediately reported to the nearest building staff or telephoned to Campus Security at 215.951.1300 or 215.991.2111.

## **Security and Safety Requirements**

The La Salle residence community includes a capacity of close to 1,800 undergraduate students in varied accommodations, ranging from single and double residence hall style rooms in eleven halls to fully-furnished three, four, and five person apartments and townhouses. Services and programs intended to enhance the quality of life and to assure the security and safety of the resident student body are a major priority for the Community Development administrative staff. Each residence facility includes a 24-hour security desk receptionist, and/or a magnetic photo identification card access system. All are served by live-in professional Community Coordinators, Resident Directors and undergraduate Resident Assistants. Staff members are available for each building from 6:00 p.m. every evening until 7:00 a.m. the next morning, and staff make regular rounds in each building as part of the security and safety system provided for resident students. The following policies relating to the use of facilities and individual responsibilities are intended to provide a safe living environment.

The University trusts that the great majority of students do not intentionally violate policies or contribute to events in which harm, threat to person, or destruction of property occurs. However, in the event that these factors are imminent, University personnel have a responsibility to react accordingly to protect students and property from harm on University property.

In this regard, University Community Development staff reserve the right to enact additional policies and procedures it deems necessary to respond to foreseeable circumstances (such as, but not limited to, the restriction of alcohol sign-in privileges and/or building access privileges). Such situations may meet the following criteria:

1. Events in which alcohol and/or large numbers of people are regarded as contributing to an anticipated lack of civility, harm to students, or destruction of personal and/or University property.
2. Events during which threats to persons have occurred, and/or it seems likely that they may occur without intervention by University staff.

### **Building Safety**

1. Fire doors and any locked access ways must remain closed and secured for all but emergency use.

2. All non-staff persons must avoid roofs and other limited access areas, including boiler rooms and electrical equipment boxes. Walking on the building roofs will cause ultimate, if not immediate damage to roof surfaces.
3. Windows and screens are intended to secure student rooms, to keep out insects, and as a safety precaution. Removal of or damage to window screens will result in a damage charge. Where screens are not available, students should continue to observe safety precautions. In all cases, any person found throwing objects out of a window or hanging anything out of a window will be subject to disciplinary action. In addition, persons found to be throwing objects at windows may be subject to disciplinary action as well.
4. All persons must enter and exit residential facilities through designated access points. Persons may not climb over walls, gates, fences, or through windows.

### **Safe Living and Individual Responsibility**

1. All persons must carry an appropriate form of La Salle identification (La Salle Student ID Card, La Salle Staff ID Card, or a currently issued guest pass) when inside a residential complex. All students and employees are issued photo ID cards and are required to present them upon request to University officials.
  - ✓ Inability to provide appropriate picture identification will likely require individuals to visit either the Department of Security and Safety or Gold Card Account office to receive temporary ID, purchase new ID, or be denied access to residential facilities.
  - ✓ Lost or stolen ID cards must be reported **immediately** to the Department of Security and Safety to prevent unauthorized use.
  - ✓ Trespassers are escorted off campus and may be detained by authorities.
2. Resident students may host the guest(s) of their choice, providing that the resident student has not had their guest privileges revoked as a result of disciplinary action, the guest has not lost visitation privileges as a result of disciplinary action, and both guest and host are willing and able to abide by all University standards.
  - ✓ Guest passes may be issued at the North Halls Security Desk, the Sts. Edward and Francis Halls Security Desk, the St. John Neumann Hall Security Desk, or the St. Miguel Court Security Desk.
  - ✓ No guest will be allowed to enter a residential complex who is unable to present a picture ID. It is the responsibility of the host to insure that their guests are aware of this requirement.
  - ✓ All guests must be escorted by their host at all times while inside a residential complex. It is the host's responsibility to insure that this occurs. A host will be held fully accountable for the actions of his/her guest(s).
  - ✓ Guests cannot be permitted during vacation periods.
3. All resident students and staff must use their ID card to activate the turnstile or security door each time they enter the St. Miguel Court Complex, Sts. Edward and Francis Halls, St. John Neumann Hall and the North Halls Complex.
  - ✓ Assistance with malfunctioning cards or equipment may be received from the Security Desk Receptionists or at the Department of Security and Safety. A malfunctioning card will not admit an individual to a residential complex and will require an individual to insure that his/her card is functional or replaced at either the Department of Security and Safety or Gold Card Account office.
4. The following guidelines are highly recommended in order to insure the safest educational environment within the residential community:
  - Lock room door and always carry key. Remember room door and mailbox combination.
  - Do not loan keys or door combinations. Report lost or misplaced keys immediately. There will be a small fee charged to change a lock or a door combination.
  - Report strangers or suspicious behavior of unfamiliar persons in the building. Contact a Community Development Staff member immediately or call Campus Security at 215. 951.1111 or 215. 991.2111.
  - Report incidents of vandalism, theft or property destruction to the Community Development Staff immediately Park in designated University parking areas. Avoid street parking.
  - All students and employees are encouraged to promptly report all crimes to Campus Security and/or the Philadelphia Police.

### **5. PROHIBITED!**

Because of legal statutes and for health and safety reasons, etc., the following are not allowed in the residence halls:

- ❖ body building equipment
- ❖ cooking appliances with an open element

- ❖ electric skillets
  - ❖ weapons (or replicas)
  - ❖ fireworks
  - ❖ firearms
  - ❖ gas and air pistols or rifles
  - ❖ ammunition or explosives
  - ❖ darts and archery equipment
  - ❖ connections to outside aerials or antennas
  - ❖ radio transmitters
  - ❖ musical instrument amplifiers and sound equipment
  - ❖ waterbeds
  - ❖ air conditioners
  - ❖ lighted candles
  - ❖ incense
  - ❖ sun lamps and other similar electrical equipment
  - ❖ vehicles with gasoline engines
  - ❖ bicycles (except in private rooms or parked outside)
  - ❖ pets
  - ❖ littering
6. Solicitation of any kind is not permitted on or in the private property of the University without permission. This includes commercial salespersons, outside organizations, representatives of political parties, vendors, small businesses, etc. Campus-based student organizations, individual students, as well as individuals or groups not affiliated with La Salle must receive authorization from the Associate Dean of Students.

### **Community Courtesy Guidelines**

The residential student community is an interdependent group of individuals. However, needs and behaviors of individuals can be in conflict with the needs and behaviors of small groups of residents or the entire residential community. The University facilitates the resolution of this conflict through three bodies of authority whose responsibility it is to define when and where the rights of individuals end and the needs of the community begin. These three authoritative bodies include the Community Development Office, the Community Development Advisory Board, and the Resident Student Association. All-campus policy issues are the responsibility of the Student Affairs Committee, the Provost and the Dean of Students. The preponderance of resident student-specific policies are the responsibility of the Community Development Advisory Board and its membership which includes students, faculty and administrators.

#### **Noise Annoys!**

Each resident has the right to an environment that promotes courtesy and respect for individual study, sleep, and living habits. Excessive noise or behavior that infringes upon student residents or off-campus neighborhood residents is not appropriate at any time. In particular, sound equipment should not be placed facing an open window nor should it be played at such a volume to disturb others (Closing a room door and windows makes a lot of difference!).

Courtesy in response to a request to lower the volume of sound from a room, hallway or outdoors is expected 24 hours a day. In addition to courtesy hours being in effect all day, quiet hours require a sound level conducive to sleep and study. Each living unit/floor may vote to establish guidelines beyond those listed below as minimum.

#### **QUIET HOURS**

**Sunday Evening through Friday Morning  
8:00 p.m. to 8:00 a.m.  
Friday Night through Sunday Morning  
1:00 a.m. to 8:00 a.m.**

## **Guests and Visitation Privileges**

La Salle commuter students and non-La Salle guests are subject to all University policies and regulations. All guests must have a host, register with the Security Desk Receptionist, and obtain a pass to gain access to a residence.

The visitation policy permits members of the opposite sex to visit in hallways and rooms in the University residences during prescribed hours only:

**Sunday-Thursday 12:00 p.m.-12:00 a.m.**

**Friday-Saturday 12:00 p.m.-2:00 a.m.**

Resident students may have overnight guests of the same sex as long as roommate(s) are notified and do not object. The Resident Assistant must be notified and, if a guest is to stay beyond three (3) consecutive nights, authorization must be obtained from the appropriate Community Coordinator or Resident Director. The Community Development Office may have a guest removed for failing to abide by University and housing regulations.

## **Room Entry and Search Procedure**

The right of a resident to privacy in his or her room will be protected by the University. However, this right of privacy carries with it the responsibility for each student to conduct himself or herself within the general policies of the University. In the interest of handling emergency situations and of maintaining an environment in the University residence complexes which provides for the health, safety, and welfare of all residents, it is occasionally necessary for authorized University personnel to enter the living quarters of students.

In situations as defined below, premises occupied by a student and the personal property of a student in those premises may be searched only when appropriate prior authorization has been obtained. For University residences or other facilities controlled by the University, a formal request must be made of the Associate Dean of Students, or his or her designated representative, specifying the reason(s) for the search and the object(s) or information sought. A student's room will be protected from unreasonable search and from search when he or she is not present, if possible. In the case of searches by civil authorities, the requirements for lawful search will be followed:

1. A clear indication that established health or safety regulations are being violated.
2. Clear and present danger to the room occupants or other residents exists.
3. University administrative personnel have probable cause to believe that students are violating federal, state, or local laws or University regulations.

## **Telephone Harassment**

It is a crime under both state and federal laws for anyone to make obscene or harassing telephone calls. These laws have penalties of imprisonment and/or a fine. La Salle University will cooperate fully with investigations by the proper authorities into these matters. In addition, the responsible person(s) will be subject to University disciplinary action.

If you ever receive obscene, abusive, harassing, or threatening calls, follow these suggestions: 1) Hang up at the first obscene word. Hang up if the caller remains silent the second time you say hello. REMEMBER, YOU CONTROL YOUR TELEPHONE, not the person calling. 2) Do not give any information, such as your name and address, until the caller has been properly identified. 3) Unplug your telephone for a length of time until the calls cease. 4) If calls persist over a period of days, notify a Community Development Staff member or visit the Administrative Services Office.

## **Serious Misconduct**

Students at La Salle have a great deal of freedom to develop a lifestyle that is consistent with their personal goals and developmental needs. However, the following areas fall outside the bounds of acceptable student behavior and could lead to loss of housing privileges or suspension from the University on a first offense.

1. Vandalism - The deliberate destruction or defacement of private or University property.
2. Violent acts such as fighting and assault or threats of the same.
3. Sale or possession of illegal/illicit drugs or drug paraphernalia in any quantity.
4. Breaches of security/safety measures which could put at risk members of the University community including improper possession/use of keys, combinations, propping open doors, etc.
5. Misuse of fire protection equipment including pulling a false alarm or discharging a fire extinguisher.
6. Arson or the discharge of fireworks or firearms.
7. Lewd or indecent behavior in public areas antithetical to the values of a La Salle education.

## **Suspension of Housing Privileges**

The privilege of residing in or visiting University residential facilities is provided to all La Salle University students until or unless an individual demonstrates behavior which affects that status. The residential community requires that its members make an effort to respect one another as well as the facilities they share.

Students found to be physically abusive or neglectful toward University residential facilities may risk losing privileges regarding their choice of living accommodations or their ability to live in or visit University residential facilities.

Students found to be violators of University regulations, either through "Serious Misconduct" or through consistent or continuous violations of policy, risk losing certain privileges. This may include the ability to self-select their living accommodations or the ability to live in or visit University residential facilities.

The following examples describe "minimum" responses and disciplinary action regarding housing privileges:

### **Intentional damage to common area University property**

First Offense - Specific probation, restitution and loss of privilege to self-select living accommodations for next academic year.

Second Offense - General probation, restitution, loss of all housing privileges for one academic year (may not live in or visit University housing facilities).

### **Damage or neglect of assigned living space**

First Offense - Conduct warning, restitution, and loss of two room selection lottery points.

Second Offense - Specific probation, restitution, and loss of privilege to self-select living accommodations or limited choices for the next academic year.

The above listed examples are for general reference only. Extent of damage and other circumstances will affect sanctions necessary for individuals in specific circumstances.





