2015-2016 Student Handbook
The contents of the Saint Louis University 2015 - 2016 Student Handbook are included below. Please select the appropriate topic for further information.

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- Residence Life Community Living Principles
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- Student Responsibility and Community Standards Drug & Alcohol Policies
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- Academic Calendar
Oath of Inclusion

We as Students form a diverse and vibrant university community. We do not enter into this community by proximity, but by virtue of a shared Jesuit vision - to pursue higher truths, obtain greater knowledge, and strive for a better world. In this endeavor, we do not succeed by our individual ambitions, but by our discovery of each other. We find higher truths when we seek to understand the complexity of our neighbors’ identities, we obtain greater knowledge when we consider the perspectives of our fellow Students, and we begin to strive for a better world when we build a stronger community.

As a Student and a member of the SLU community, I will live by this oath.

I will embrace people for the diversity of their identities, creating a community inclusive of race, ethnicity, sex, age, ability, faith, orientation, gender, class, and ideology.

I will challenge my worldview through education inside and outside the classroom.

I will show that I am proud to be a Billiken by enriching the culture of our University.

I will foster a community that welcomes all by recognizing the inherent dignity of each person.

I will work for social justice in the Saint Louis community and beyond.

This is the SLU I believe in.

This is the community I am building.

This is our SLU.
Letter from the Vice President for Student Development

Dear Students:

A new academic year brings with it excitement, anticipation, and opportunity. Perhaps you are a new student just starting out at Saint Louis University (SLU), or maybe you are a returning student ready to take on new challenges. Whatever your circumstance, I am excited for you and look forward to seeing you on campus.

A SLU education, which is deeply rooted in the Jesuit, Catholic intellectual tradition, is life changing. At SLU you will be challenged academically by a world-class faculty. Exceptional out-of-class experiences also provide important opportunities for learning, as well as for socializing, serving the community and recreation. Whatever your passions and interests, I encourage you to get involved and engaged in the vibrant life of the campus. You might want to consider joining a student organization. Student groups at SLU cover a wide range of interests, including community service, leadership, residence life, social identities and culture, academic disciplines, and spirituality.

Health, counseling, academic support, and career services are also available and designed to help you get the most out of your SLU experience. Please actively seek out the services that will help you develop to your full potential.

Learning does not happen in isolation. At Saint Louis University, we aspire to create a dynamic environment in which students are able to effectively interact, learn and develop as a “whole” people and as part of a diverse and inclusive community. To get the most from this experience, you will need to be committed to growing as a person and developing yourself, and at the same time supporting, respecting and engaging with others in this community. Within this Student Handbook, you will find many policies and important information that should help you navigate your way at SLU. Also included are SLU’s Community Standards, which you should review in order to better understand your rights and responsibilities as a SLU student.

If you find that you need some assistance, please reach out to another student or one of our outstanding staff and faculty. We care about you and are here to help you be successful. We want you to achieve your goals and aspirations, and we will challenge and support you as you navigate your own path at SLU. I know you will do great things.

Thank you for being a Billiken and best wishes for a safe and productive year.

Sincerely,

[Signature]

Karl Potterfield
The Division of Student Development and University Student Services

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Director: Chris May
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314-977-3167
http://slubillikens.com/

Barnes and Noble Bookstore
General Manager: Debbe Schneider
Busch Student Center, Suite 100
20 N. Grand Blvd.
St. Louis, MO 63103
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http://slu.bncollege.com/

Busch Student Center
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Busch Student Center, Suite 204B
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St. Louis, MO 63103
(314) 977-2049
www.slu.edu/busch-student-center

Business and Auxiliary Services
Director: Evelyn Shields Benford
Wool Center, Room 250
3545 Lindell Boulevard
Saint Louis, MO 63103
(314) 977-7288

Campus Ministry
Assistant to the Vice President: Sue Chawszczewski, PhD
Eckelkamp Center for Campus Ministry, Wuller Hall
3711 West Pine Blvd.
St. Louis, MO 63108
(314) 977-1530
http://www.slu.edu/campus-ministry
Campus Recreation
Director: Eric Anderson
Simon Recreation Center
3639 Laclede Ave.
St. Louis, MO 63108
(314) 977-3975 or (314) 977-3181
http://www.slu.edu/simon-recreation-center

Salus Fitness Center
3545 Lafayette Avenue Lower Level
St Louis, MO 63104
(314) 977-8250

Center for Service and Community Engagement
Director: Bryan Sokol, Ph.D
Center for Global Citizenship, Suite 130
3672 West Pine Blvd.
St. Louis, MO 63103
(314) 977-3929
www.slu.edu/service

Cross Cultural Center
Director: Director: Kortet Mensah, Ph.D, M.Ed
Center for Global Citizenship, Suite 134
3672 West Pine Blvd.
St. Louis, MO 63103
(314) 977-2119
http://www.slu.edu/cross-cultural-center

Department of Public Safety (DPS)
Assistant Vice President/Director: James Moran
Wool Center, Suite 114
3545 Lindell Blvd.
St. Louis, MO 63108
(314) 977-2376
dps.slu.edu
Dining Services Catered by Aramark  
Resident District Manager: Jeffrey Marshall  
Busch Student Center, Suite 206  
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St. Louis, MO 63103  
(314) 977-1559  
dineslu@slu.edu

Housing and Residence Life  
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Housing & Residence Life  
DuBourg Hall, Room 157  
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(314) 977-2811  
http://www.slu.edu/housing-and-residence-life

Office of Institutional Equity and Diversity  
Director: Michelle Lewis  
DuBourg Hall, Room 36  
221 North Grand Blvd.  
St. Louis, MO 63103  
(314) 977-3838  

Office of Student Responsibility and Community Standards  
Director: Katherine Weathers, J.D.  
Wuller Hall 2nd Floor, North  
3711 West Pine Mall  
St. Louis, MO 63108-3306  
(314) 977-7326  
http://www.conduct.slu.edu
Parent and Family Programs
Assistant Dean: Donna Bess Myers
Busch Student Center, Suite 313
20 North Grand Blvd
St. Louis, MO 63103
(314) 977-9378
http://www.slu.edu/parent-and-family-programs

Student Health Center
Director: Deborah M. Scheff, RN, BSN
Marchetti Towers East
3518 Laclede Ave.
St. Louis, MO 63103
(314) 977-2323
http://www.slu.edu/student-health-center

Student Involvement Center
Director: Susan Fanale
Busch Student Center, Room 319
20 N. Grand Blvd.
St. Louis, MO 63103
(314) 977-2805
involvement.slu.edu

Student Success Center
Career Services
Director: Kim Reitter, Ed.D
(314) 977-2828
Busch Student Center, Suite 331
20 N. Grand Blvd.
St. Louis, MO 63103
www.slu.edu/success

Retention and Academic Success
Director: Lisa Israel, PhD
Student Success Center:
Leadership Team, Suite 356
Title IX Coordinator
Anna Kratky, J.D.
Office of Institutional Equity and Diversity
DuBourg Hall, Ground Floor Room 36
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St. Louis, MO 63103
(314) 977-3065
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stinebsm@slu.edu
(314) 977-2728
University Counseling Center
Director: Steve Byrnes, Psy.D.
Wuller Hall, Second Floor
3711 West Pine Mall
St. Louis, MO 63108
(314) 977- TALK (8255)
http://www.slu.edu/counselingcenter

Web & Digital Projects
Coordinator: Michelle Peltier
Busch Student Center
20 N. Grand Blvd. Room 247D
St. Louis, MO 63103
314-977-1782
2015 - 2016 University Policies and Procedures

The following policies apply to all undergraduate, graduate and professional Students attending Saint Louis University, unless otherwise superseded by the policies adopted by a particular college or school. All Student rules and regulations are consistent with the Catholic, Jesuit mission and values of the University. Students and Student Organizations are responsible for knowing and following these provisions. The appropriate Vice President shall resolve any questions involving the application or interpretation of University policies and procedures. In such instances, the decision of the Vice President shall be final and binding.

The University encourages the pursuit of knowledge by representation and exploration of diverse ideas in a manner consistent with its Catholic, Jesuit mission. It is understood though, that providing a forum for the open discussion of ideas does not imply or represent University approval or endorsement of any views expressed.

1.1 Academic Policies
1.2 Alcohol on Campus
1.3 Appropriate Use Policy
1.4 Digital Millennium Copyright Act (DMCA)
1.5 Disruption of University Activities
1.6 Drugs
1.7 Email Communication
1.8 Harassment Policy
1.9 Bias-Related Incident Protocol
1.10 Indebtedness
1.11 Insurance
1.12 Jeanne Clery Disclosure
1.13 Missing Persons Policy
1.14 Parking
1.15 Recording of Name and Address Changes
1.16 Responsible Action Protocol (RAP)
1.17 Sexual Misconduct
1.18 Student Grievances (Non-academic)
1.19 Student Identification
1.20 Student Records
1.21 University Events

1.1 Academic Policies
Each college or school may adopt policies, regulations and procedures covering academic matters. Academic policies, regulations and procedures are available in the Dean's office for each school. Students are expected to become aware of these requirements. In instances in which a specific policy does not exist at the University or the particular college or school, the

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Dean has the authority to handle and process all academic matters. See the University’s Academic Integrity Policy included in this Handbook.

1.2 Alcohol on Campus
The law of the State of Missouri states: "Any person under the age of twenty-one who purchases or attempts to purchase, or has in his possession any intoxicating liquor...is guilty of a misdemeanor. Furthermore, anyone guilty of a misdemeanor shall, upon conviction, be punished by a fine of not less than fifty dollars, nor more than one thousand dollars, or by imprisonment for a term not exceeding one (1) year, or by both such fine or jail sentence."

Saint Louis University recognizes both the letter and spirit of the law, as well as the needs of Students for social activities. Alcohol consumption causes a number of marked changes in behavior. Low doses impair the judgment and coordination required to drive a car safely. Low to moderate doses increase the incidence of a variety of aggressive acts and impairs decision-making abilities. Alcohol has been found to play a significant role in sexual misconduct on college campuses. In more than three-quarters of sexual assault at colleges and universities one or both parties had been drinking. Moderate to high doses of alcohol cause impairments in higher mental functions that can severely alter a person's ability to learn and remember information. Very high doses cause respiratory depression and death. Repeated use of alcohol can lead to dependence.

Withdrawal symptoms from alcohol include severe anxiety, tremors, hallucinations and convulsions. Long-term consumption of large quantities of alcohol also can lead to permanent damage to vital organs such as the brain and liver.

The following Alcohol Policy and Guidelines set parameters within which alcohol use will reflect this increasing awareness of concern for us and each other.

1.2.1.1 In observance of the laws of Missouri and local ordinances, no person under the age of 21 may purchase or attempt to purchase, or have in his or her possession, any alcoholic or intoxicating beverage on Campus or at University activities.

Therefore, no alcoholic beverage may be served or sold to anyone under 21 years of age on Campus or at University activities. Students must present two forms of valid photo identification or comply with University reasonable age verification procedures at events held on the University's premises at which alcohol is available.

Students found presenting false identification or taking other steps to acquire alcohol as a minor will be subject to disciplinary action under the University Community Standards and could risk criminal prosecution.

1.2.1.2 Consumption of alcoholic beverages by those who are over 21 years of age, on Campus, must be in compliance with Housing and Residence Life guidelines while in a residence hall, and is permitted ONLY at those Student events or locations that have been expressly approved by the Student Involvement Center and ONLY in those locations for which the University has a license. Approval for alcohol service at events sponsored by University departments must be obtained from the appropriate director, dean or Vice President.

1.2.1.3 University funds may not be used to pay for any portion of an event at which alcohol may be provided, served to or consumed by minors.

1.2.1.4 Arrangements for food and beverages for on-campus events must be made with DineSLU, which has the responsibility for verifying the legality of persons seeking to purchase or obtain alcohol. No food or beverages may be brought to an event by an outside caterer except with special authorization.

1.2.1.5 Monitoring and enforcing compliance with the policy and guidelines are the responsibility of the Department of Public Safety (DPS) for outside events, and the director/manager of the building for inside events. Compliance with the policy in the residence halls and University-owned/managed housing is the responsibility of the Director of Housing and Residence Life and the Residence Life staff.

1.2.1.6 University departments and Student Organizations also may impose additional, more stringent restrictions on the use and distribution of alcohol by their members. Additional University alcohol-related policies include the Community Standards Alcohol Violations (sections 2.7.2-2.7.5); Student Organization Alcohol Policy (section 3.5); and the Residence Life policies (section 4.0). Alcohol guidelines for Student athletes can be obtained from the Athletic Department, located in the Chaifetz Arena. Copies of the Greek Social Event Policy, intended to provide risk management guidelines and govern the use and distribution of alcohol at fraternity and sorority events, are available at the Student Involvement Center, Room 319, Busch Student Center.

As a Catholic, Jesuit educational institution, Saint Louis University expects its Students to develop a responsible philosophy on the appropriate use of alcoholic beverages. The University encourages Students to consider all the implications of drinking and to arrive at a conscientious decision about how they will personally use alcohol.

The University may take reasonable steps to protect the rights of others threatened by illegal or immoderate drinking on Campus or at social events sponsored by the University. The University, therefore, prohibits drinking that infringes on the rights of others, prohibits misconduct due to drinking or drinking by anyone under 21 years of age. The University prohibits any drinking patterns that lead to behaviors detrimental to the health and welfare of the individual, Student group or University community. Social activities are expected to have clear purposes, other than the consumption of alcoholic beverages. The University
encourages moderation in the use of alcohol for those of legal age who choose to drink. The University strongly asserts that choosing not to drink is as socially acceptable as choosing to drink.

Finally, in accord with our policy, the University will sponsor programs and develop guidelines to help community members understand the advantages of a healthy lifestyle, the consequences of use and abuse of alcohol, the moral implications of alcohol use, and the importance of personal and community responsibility.

In accordance with the Drug Free Schools and Communities Act, the University annually communicates to Students information that includes the University Alcohol and Drug Policies, counseling and assistance programs, University and legal sanctions, health risks, and uses and effects of controlled substances. All Students should become familiar with this information.

For assistance and information on issues relating to alcohol, please contact the University Counseling Center at (314) 977-8255.

1.3 Appropriate Use Policy

I. Introduction

Information technology ("IT"), the vast and growing array of computing and electronic data communications facilities and services, is used daily to create, access, examine, store, and distribute material in multiple media and formats. Information technology plays an integral part in the fulfillment of Saint Louis University's research, education, clinical, administrative, and other roles. Users of Saint Louis University's IT resources have a responsibility not to abuse those resources and to respect the rights of the members of the community as well as the University itself. This Saint Louis University IT Appropriate Use Policy (the "Policy" or "AUP") provides guidelines for the appropriate use of Saint Louis University's IT resources, as well as for the University's access to information about and oversight of these resources.

Most IT use parallels familiar activity in other media and formats, making existing University policies important in determining what use is appropriate. Using electronic mail ("e-mail") instead of standard written correspondence, for example, does not fundamentally alter the nature of the communication, nor does it alter the guiding policies. University policies that already govern freedom of expression and related matters in the context of standard written expression govern electronic expression as well. This Policy addresses circumstances that are particular to the IT arena and shall augment but not supersede other relevant University policies.

Users should familiarize themselves with any supplementary or specifically tailored policies that also govern use of information technology systems. The Division of Information Technology Services ("ITS") and other divisions that manage IT Systems may develop and promulgate system-specific policies in association with appropriate governing bodies. External service-providing organizations may also have specific usage policies. Such policies
must be consistent with this Policy and provided to the Vice President/Chief Information Officer.

II. Definitions

IT Systems. These include but are not limited to the computers, terminals, printers, networks, modem banks, online and offline storage media and related equipment, software, and data files that are owned, managed, or maintained by Saint Louis University. For example, IT Systems include institutional and departmental information systems, faculty research systems, computers, the University's campus network, and University general access computer labs.

User. A "User" is any person, whether authorized or not, who makes any use of any IT System from any location.

Systems Authority. While Saint Louis University is the legal owner, manager or operator of all IT Systems, it may delegate oversight of a particular system to an individual of a specific subdivision, department, or office of the University ("Systems Authority" or "Systems Administrator"), or to an individual faculty member, in the case of IT Systems purchased with research or other funds for which he or she is personally responsible.

Specific Authorization. This means documented permission from an authorized University official.

III. Purpose

The purpose of this Policy is to ensure an information technology infrastructure that promotes the basic mission and purpose of the University in teaching, learning, research, patient care, and administration. In particular, this Policy aims to promote the following goals:

To ensure the integrity, reliability, availability, and performance of IT Systems;
To ensure that use of IT Systems is consistent with the principles and values of Saint Louis University and those principles and values that govern use of other University facilities and services;
To ensure that IT Systems are used for their intended purposes; and
To establish procedures for addressing policy violations and sanctions for violators.

IV. Scope

This Policy applies to all Users of IT Systems, including but not limited to University Students, faculty, and staff. It applies to the use of all IT Systems. These include systems, networks, and facilities administered by ITS, as well as those administered by individual schools, departments, University laboratories, and other University-affiliated entities.

Use of IT Systems, even when carried out on a privately owned computer that is not managed or maintained by Saint Louis University, is governed by this Policy.
This Policy does not alter the University's position or policy on intellectual property ownership for faculty and research data.

V. Appropriate Use of IT Systems

Although this Policy sets forth the general rules of appropriate use of IT Systems, faculty, Students, and staff should consult their respective unit policies for more detailed statements on permitted use and the extent of use that the University considers appropriate in light of the varying roles within the community. In the event of conflict between this and other specific IT policies, this Appropriate Use Policy will control.

A. Appropriate Use. IT Systems are established and maintained to support the research, education, clinical, administrative, and other functions of Saint Louis University. Personal use of IT Systems that is not incompatible with the University mission and subject to the provisions of this Policy as provided in V.C is also allowed; however, the particular purposes of any IT System, as well as the nature and scope of personal use may vary according to the duties and responsibilities of the User or the type of personal use.

B. Proper Authorization. Users are entitled to access, modify, or delete only those elements of IT Systems that are consistent with their authorization. Any attempt to accumulate unauthorized information or misuse of information appropriately obtained is strictly prohibited.

C. Specific Proscriptions on Use. The following categories of use are inappropriate and prohibited:

1. Use that impedes, interferes with, impairs, or otherwise causes harm to the authorized activities and responsibilities of others. Users must not deny or interfere with or attempt to deny or interfere with service to other users in any way, including, without limitation, "resource hogging," misuse of mailing lists, propagating "chain letters" or virus hoaxes, "spamming" (spreading e-mail or postings widely and without good purpose), or "bombing" (flooding an individual, group or system with numerous or large e-mail messages). Knowing or reckless distribution of unwanted mail or other unwanted messages is prohibited. Other behavior that may cause excessive network traffic or computing load is also prohibited.

2. Use that is inconsistent with Saint Louis University's non-profit status. The University is a non-profit, tax-exempt organization, and as such, is subject to specific federal, state, and local laws regarding sources of income, political activities, use of property, and similar matters. As a result, commercial use of IT Systems for non-Saint Louis University purposes is generally prohibited, unless specifically authorized and permitted under other University policies. Prohibited commercial use does not include communications and exchange of data that furthers the University's educational, administrative, research, clinical, and other roles, regardless of whether it has an incidental financial or other benefit to an external organization.
Use of IT Systems in a way that suggests University endorsement of any political candidate or political initiative is also prohibited. Users must refrain from using IT Systems for the purpose of lobbying that connotes University involvement, except for authorized lobbying through or in consultation with an authorized University official.

3. Use in violation of University policy. Use in violation of other University policies or use that is inconsistent with the University's Jesuit, Catholic mission and ideals also violates this Policy. Such other University policies include, but are not limited to, those regarding sexual harassment and racial and ethnic harassment, conduct codes of the various schools and colleges, and specific University departmental and work-unit policies and guidelines regarding incidental personal use of IT Systems.

4. Use damaging the integrity of the University or other IT Systems. This category includes, but is not limited to, the following six activities:

a. Attempts to defeat system security. Users must not defeat or attempt to defeat any IT System's security - for example, by "cracking" or guessing and applying, possessing, and / or using the identification or password of another User, or compromising room locks or alarm systems. (This provision does not prohibit ITS or Systems Administrators from using security scan or other similar programs within the scope of their Systems Authority.)

b. Unauthorized access or use. The University recognizes the importance of preserving the privacy of Users and data stored in IT systems. Accordingly, Users must honor this principle by neither seeking to obtain unauthorized access to IT Systems, nor permitting or assisting any others in doing the same. For example, a non-Saint Louis University organization or individual may not use non-public IT Systems without specific authorization.

Privately owned computers may be used to provide public information resources, but such computers may not host sites or services for non-Saint Louis University organizations or individuals across the Saint Louis University network without specific authorization. Similarly, Users are prohibited from accessing or attempting to access data on IT Systems that they are not authorized to access. Furthermore, Users must not make or attempt to make any deliberate, unauthorized changes to data on an IT System.

Users must not intercept or attempt to intercept or access data communications not intended for that user, such as promiscuous network monitoring, running network sniffers, or otherwise tapping phone or network lines.

ITS staff is prohibited from engaging in any intrusive investigations not authorized in accordance with ITS policy on intrusive investigations.

c. Disguised use. For purposes of this Policy, Users are prohibited from masquerading as, or impersonating others.

d. Distributing computer viruses. Users must not knowingly distribute or launch computer viruses, worms, or other rogue programs.
e. **Unauthorized equipment modification.** On shared-use IT Systems that serve departmental or University enterprise-wide functions, Users may only perform additions, removals, or modifications to the equipment with the approval of the appropriate Systems Authority.

f. **Use of unauthorized devices.** Without specific authorization, Users may not physically or electronically attach any network device (such as a server) to IT Systems. Upon request, a User shall promptly remove any unauthorized network device.

5. **Use in violation of law.** Any use of IT Systems in violation of civil or criminal law at the federal, state, or local levels is prohibited. Examples of such use includes but is not limited to: promoting a pyramid scheme; distributing illegal obscenity; receiving, transmitting, or possessing child pornography; infringing copyrights; and making bomb or other threats.

With respect to copyright infringement, Users should be aware that copyright law governs (among other activities) the copying, display, and use of software and other works in digital form (text, sound, images, and other multimedia). The law permits use of copyrighted material without authorization from the copyright holder for some educational purposes (protecting certain classroom practices and "fair use," for example), but an educational purpose does not automatically mean that the use is permitted without authorization.

6. **Use in violation of University contracts or licenses.** All use of IT Systems must be consistent with the University's contractual obligations, including limitations defined in software and other licensing agreements.

7. **Use in violation of external data network policies.** Users must observe all applicable policies of external data networks when using such networks.

D. **Free Inquiry and Expression.** Users of IT Systems may exercise rights of free inquiry and expression consistent with provisions contained in the Student Handbook, the Faculty Manual, or the Staff Handbook, as may be appropriate, and the principles of academic freedom at Saint Louis University.

E. **Personal Account Responsibility.** Users must maintain the security of their own IT Systems accounts and passwords, and they are responsible for any breaches in the security of those accounts or passwords which are caused by their own negligence, recklessness or unlawful actions. Any User changes of password must follow prescribed guidelines for passwords. Accounts and passwords are normally assigned to single Users and are not to be shared with any other person without authorization by the applicable Systems Administrator. Users have the responsibility to control the activities which they permit others to carry out under their IT System accounts or passwords or on their personal web pages.

F. **Encryption of Data.** University faculty and staff are authorized to encrypt files, documents, and messages for protection against unauthorized disclosure while in storage or in transit. Any encryption of University-related data performed on an IT System must use
software and protocols endorsed by ITS and such encryption must permit properly designated University officials, upon the direction of the Vice President / Chief Information Officer, to decrypt the information. Upon request of the Vice President / Chief Information Officer, a User shall decrypt any encrypted information, including without limitation, data, documents and messages.

G. Responsibility for Content. Official University information may be published in a variety of electronic forms. The individual under whose auspices the information is published is responsible for the content of the published document.

Users may publish information on IT Systems or over Saint Louis University's networks. Neither Saint Louis University nor individual Systems Administrators can screen such privately published material nor can they ensure its accuracy or assume any responsibility for its content. The University will treat any electronic publication provided on or over IT Systems that lacks the authorized authority of an appropriate University official as the private speech of an individual user.

H. Registration of equipment. Upon notice to the User, the Division of Information Technology Services may require Users to register any equipment or devices utilizing IT Systems, whether or not such equipment is personally owned or located on the property of the University.

I. Personal Identification. Upon request by a Systems Administrator or other University authority, Users must produce valid University identification.

J. Privileged Access. Users with higher levels of privileged access to IT Systems, for example Systems Administrators, Application Security Administrators, and Database Administrators, may be subject to additional constraints on the use of that privileged access as described in policies and procedures for intrusive investigations, administrative application account administration, confidentiality agreements, and other similar documents.

VI. University Access Without Consent of User

The University places a value on privacy and recognizes its importance in an academic setting. There are circumstances nonetheless in which, following prescribed processes and procedural safeguards established to ensure access is gained only when and to the extent appropriate, the University may determine that certain University concerns outweigh the value of a User's privacy and warrant University access to relevant IT Systems without the consent or knowledge of the User. Accordingly, in the circumstances described below, use of University IT Systems should not be considered to be private.

A. Conditions for Access. In accordance with state and federal law and published University policies, the University may access any aspects of IT Systems, without the consent or knowledge of the User, in the following circumstances:
1. When necessary to identify or diagnose systems or security vulnerabilities and problems, or otherwise preserve the integrity of the IT Systems;

2. When required by federal, state or local law;

3. When there are reasonable grounds to believe that a violation of law or a breach of any of the proscriptions of Section V.C. of this Appropriate Use Policy may have taken place and access and inspection or monitoring may produce evidence related to the suspected misconduct;

4. When such access to IT Systems is required to carry out essential business functions of the University; or

5. When required to preserve public or campus health, safety, or order.

**B. Process.** Consistent with the privacy interests of Users, University access without the consent or knowledge of the User will occur only with the approval of the President, Provost, or his / her designee or the Vice President / Chief Information Officer, except when an emergency entry is necessary to preserve the integrity of facilities or to preserve public or campus health, safety, or order or when such access is necessary for IT Systems maintenance when such is conducted in accordance with established procedures and in accordance with provisions of Section VI.A.

**C. User access deactivations.** In addition to accessing the IT Systems, the University, through the appropriate Systems Administrator, may deactivate a User's access privileges, when the User is suspected of any violation of this or other policy or when such action is necessary for investigation. The Systems Administrator will attempt to notify the User of any such action if appropriate.

**D. Use of security scanning systems.** By attaching (either physically or virtually) privately owned personal computers or other IT resources to the University's network or other IT Systems, Users consent to University use of scanning programs or other security mechanisms on those resources while they are attached to the network when the use of such scanning systems is necessary and is consistent with the other provisions of this Policy.

**E. Encrypted material.** Encrypted files, documents, and messages may be accessed by the University under the guidelines set forth in Sections VI.A, and VI.B, above.

**VII. Security**

Users of IT Systems should be aware that IT Systems and the information contained therein are not necessarily secure.

**VIII. Enforcement Procedures**

**A. Complaints of Alleged Violations.** An individual who believes that he or she has been harmed by an alleged violation of this Policy may file a complaint in accordance with
established University Grievance Procedures (including, where relevant, those procedures for filing complaints of sexual harassment or of racial or ethnic harassment) for Students, faculty, and staff. The individual is also encouraged to report the alleged violation to the Systems Authority overseeing the facility most directly involved, or to the Vice President / Chief Information Officer, who shall investigate the allegation and (if appropriate) refer the matter to an appropriate University official, University disciplinary committee, Office of Human Resources, Department of Public Safety, and/or appropriate law enforcement authorities.

B. Reporting Observed Violations. If an individual has observed or otherwise is aware of a violation of this Policy, even though the individual has not been harmed by the alleged violation, he or she is encouraged to report such evidence to the Systems Authority overseeing the facility most directly involved, or to the office of the Vice President / Chief Information Officer of the University.

C. Disciplinary Procedures. Alleged violations of this Policy will be pursued in accordance with the applicable disciplinary procedures for faculty, staff, and Students, as outlined in the Faculty Manual, Staff Handbook, Student Handbook, various other policy manuals and applicable materials or if appropriate, through criminal or civil court proceedings. Staff members who are members of University-recognized bargaining units will be disciplined for violations of this Policy in accordance with the relevant disciplinary provisions set forth in the agreements covering their bargaining units.

Systems Administrators and employees of ITS may be required to participate in the disciplinary proceedings as deemed appropriate by the relevant disciplinary authority. Moreover, at the direction of the appropriate disciplinary authority, Systems Administrators or the Vice President / Chief Information Officer or his designees are authorized to investigate alleged violations.

D. Temporary Suspension. The Vice President / Chief Information Officer of the University, or his/her designee, is authorized to invoke a temporary suspension from use of, or access to, any or all IT Systems whenever in his/her sole judgment such action is necessary to comply with any federal, state or local law, ordinance, rule, or order; to preserve the security or integrity of the IT Systems and/or University facilities; to protect a User's physical or emotional safety or well-being; or to preserve public or campus health, safety, or order.

E. Penalties. Individuals found to have violated this Policy may be subject to penalties provided in other University policies dealing with the underlying conduct. Violators may also incur other IT-specific penalties, including, without limitation, temporary or permanent reduction or elimination of some or all IT privileges. The appropriate penalties shall be determined by the applicable disciplinary authority in consultation with the applicable Systems Administrator or the Vice President / Chief Information Officer, if desired.
F. Legal Liability for Unlawful or Inappropriate Use. In addition to University discipline, Users may be subject to criminal prosecution, civil liability, or both for unlawful or inappropriate use of any IT System.

G. Appeals. Users found in violation of this Policy may appeal or request reconsideration of any imposed disciplinary action in accordance with the appeals provisions of the relevant disciplinary procedures.

IX. Policy Development

This Policy may be periodically reviewed and modified. Requests for review or modification to this Policy may be submitted to the Vice President/Chief Information Officer. Modifications may be developed by the Vice President/Chief Information Officer in consultation with appropriate University committees, faculty, Students, and staff. Any material change to this Policy must be approved by the President of the University.

Questions relative to this Policy should be directed to the Vice President/Chief Information Officer.

1.4 Digital Millennium Copyright Act of 1998 (Information Technology)

Saint Louis University requires the University community to accomplish its goals without infringing on the intellectual property rights of others. In accordance with the University's Copyright Policy, the Digital Millennium Copyright Act of 1998, and the Higher Education Act of 2008, Saint Louis University may terminate access and exercise disciplinary and/or other correctional measures for any copyright infringement claim, including repeated claims and/or violations or misuse of the University's information systems equipment or network connections and/or services. Users of University information technology should acquaint themselves with the use policies promulgated by the University's Information Technology Services department whose polices are incorporated herein. Such policies include, among other things, the right of the University to monitor, view, obtain, block, prohibit, and the like, any transmission or use of information via University technology services and equipment.

Further information on this topic and other information technology policies is available online from Information Technology Services, located in the Wool Center on the Frost Campus.

1.5 Disruption of University Activities

The University reserves the right to take appropriate action as it deems necessary to prevent disruption of University activities.

1.6 Drugs

Possession, use and distribution of stimulants, depressants, narcotics or hallucinogenic drugs, and other illegal agents having potential for abuse, except for a properly designated
physician's or dentist's prescription, is forbidden by University policy and local, state and/or federal law. Such use, possession and conduct are prohibited on Saint Louis University's premises, or as part of any University activities. Selling, bartering, exchanging or giving away such substances to any person is illegal and prohibited. Any Student engaged in such activities may be reported to law enforcement agents and will be subject to severe conduct action, including but not limited to suspension or dismissal. Please refer to section 2.7.12 of the University Community Standards for more information about University Drug Policy.

In accordance with the Drug Free Schools and Communities Act, the University annually communicates to Students information that includes the University Alcohol and Drug Policies, counseling and assistance programs, University and legal outcomes, health risks, and uses and effects of controlled substances. All Students should become familiar with this information.

For assistance and information on issues relating to drugs, please contact the Student Health and Counseling Center at (314) 977-TALK (8255).

1.7 Email Communication
Students will receive important information via the SLU e-mail accounts set up for them when they register. This information may include but is not limited to residence hall registration, notification regarding disciplinary status, registration confirmation, emergency notification, etc. It is imperative for Students to check their SLU e-mail accounts on a daily basis. Students should contact the University's Information Technology Services (ITS) to receive account information. Also, Students may receive instructions on ways to forward mail from the SLU e-mail account to another account already in activation. Students will be held accountable for all information sent to them via e-mail. Email passwords and user ID information should not be shared with anyone outside of ITS.
1.8 Harassment Policy

I. Introduction
Saint Louis University is a Catholic, Jesuit institution with a distinctive educational mission and philosophy emphasizing Christian humanism, human dignity, and the development of the total human being. These core values are manifested in the University’s commitment to foster a workplace and learning environment that is free from any form of prohibited harassment.

II. Purpose
Saint Louis University prohibits harassment because of sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, gender expression/identity, genetic information, pregnancy, or any other characteristics protected by law. This policy is intended to complement other University policies, including but not limited to, the Americans with Disabilities Act, Equal Employment Opportunity and Affirmative Action Policy, Family and Medical Leave Act Military Leave Policy and the Sexual Assault and Relationship Violence Policy.

The information contained in this policy is intended to raise awareness, facilitate reporting, and ensure that appropriate steps are taken when a report is received. In the event the complaint involves allegations of sexual assault or relationship violence in which the accused is a student, the provisions and procedures set forth in the Sexual Assault and Relationship Violence Policy will apply.

Pursuant to Title IX of the Higher Education Act, the Director of Diversity and Affirmative Action is designated as the University’s Title IX Coordinator. Title IX Deputy Coordinators are also appointed to assist the Title IX Coordinator and are identified at http://www.slu.edu/human-resources-home/diversity-and-affirmative-action/sexual-assault-policy.

III. Personnel Affected
This policy applies to all University faculty, staff, and volunteers, with the exception of Saint Louis University Madrid employees. In addition, this policy applies to all students of Saint Louis University.

IV. Definitions and Examples
For purposes of this policy, the following definitions apply:

“Harassment” means any unwelcomed, unsolicited, and offensive conduct that is severe or pervasive and tends to injure, degrade, disgrace, or show hostility toward a person because of sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, gender expression/identity, genetic information, pregnancy, or
any other characteristic protected by law. For purposes of applying this policy, “sexual” harassment includes conduct that is of a sexual nature or related to a person’s gender and may include persons of the same sex.

“Sexual assault” is a form of harassment. “Sexual assault” refers to engaging in any form of sexual contact or conduct with another without that person’s clear, knowing, and voluntary consent. Sexual assault refers to any sexual contact without consent and includes intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person’s genitals, breasts, things, or buttocks. Sexual assault also refers to any attempted or actual sexual penetration of any kind without the victim’s consent, including vaginal, oral or anal penetration by fingers, genitals, or objects.

“Stalking” is when any person purposely and repeatedly engages in an unwanted course of conduct that would cause a reasonable person to fear for his, her, or others’ safety, or to suffer substantial emotional distress. Stalking can be a form of Sexual Harassment and may be prohibited by the University’s Policy on Harassment and Community Standards. Stalking may also present a safety concern. Reports of stalking that require immediate emergency action should be directed to the Department of Public Safety (“DPS”). Harassment is a violation of this policy in any of the following situations:

1. If a person is promised or is given some favorable academic or employment-related action or benefit only if she or he will submit to or tolerate the harassing behavior; or

2. If a person is threatened with or suffers adverse academic or employment-related action because s/he has not submitted to or tolerated the harassing behavior; or

3. If the harassing behavior in question interferes with a person’s work or academic performance, has the purpose or effect of interfering with a person’s status or participation in a university course, program, or activity, is used as a basis for educational or employment decisions, or has the purpose or effect of creating an intimidating, hostile, or offensive working, learning, or living environment.

The following examples are provided so that members of the University community have a better understanding of the general range of behaviors that might constitute harassment in violation of this policy.

Examples of “harassment” in violation of this policy include the following:

1. Sexual advances, propositions, flirtations, requests or pressure of any kind for sexual favors under any of the circumstances described in paragraphs (1), (2), or (3), in Section IV, above;
2. Sexually explicit, graphic, abusive, degrading, intimidating, or offensive jokes, comments, remarks, or gestures, under any of the circumstances described by paragraphs (1), (2), or (3), in Section IV, above.

3. Physical contact or intimidation under any of the circumstances described by paragraphs (1), (2), or (3), in Section IV, above.

4. Display, circulation, or communication of any sexually suggestive, explicit, graphic, or offensive objects, pictures, or materials of any kind, under any of the circumstances described by paragraphs (1), (2), or (3), in Section IV, above.

5. Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, gender expression/identity, genetic information, pregnancy, or any other characteristics protected by this policy and/or law, under any of the circumstances described in paragraphs (1), (2), or (3), in Section IV, above.

6. Placing on walls, bulletin boards, email, social networking websites, or elsewhere on the University’s premises graphic material that shows hostility or aversion to an individual group because of sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, gender expression/identity, genetic information, pregnancy, or any other characteristics protected by this policy and/or law, under any of the circumstances described in paragraphs (1), (2), or (3), in Section IV, above.

V. Policy
Saint Louis University affirms that harassment because of sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, gender expression/identity, genetic information, pregnancy, or any other protected classification is detrimental to its mission and values. The University endeavors to take steps reasonably necessary to prevent such behavior from occurring, including providing education and training to faculty, staff, and students as to their rights and responsibilities, informing persons of the appropriate procedures for reporting inappropriate behavior, promptly investigating complaints, and imposing appropriate sanctions.

Amorous relationships that occur in the context of educational or employment supervision and evaluation present serious concerns about the validity of consent. The disparity of power between persons involved in amorous relationships, such as those between a teacher and student, supervisor and subordinate, or senior and junior colleagues in the same department
or unit, makes these relationships susceptible to exploitation. Those who abuse their power in such a context violate their responsibility to the University community. Anyone who engages in a sexual relationship with a person over whom s/he has any power or authority within the University structure must understand that the validity of the consent may be questioned. In the event of a complaint is filed, the University will give very critical scrutiny to any defense based upon consent when the facts establish that a power differential existed within the relationship.

This policy shall be applied in a manner consistent with the University’s provision on academic freedom set forth in *The Faculty Manual of Saint Louis University*.

### VI. Complaints

Any person who believes that s/he has been subjected to conduct prohibited under this policy may elect to pursue the matter as either an informal or a formal complaint. An informal complaint involves discussion and counseling as the primary means by which conduct may be constructively influenced and resolution reached. A formal complaint may result in disciplinary action against the accused, up to and including, termination of employment and/or expulsion from the University.

A complaint will be reviewed using a preponderance of the evidence standard to determine whether or not a harassment violation has occurred. This will include examining the totality of the circumstances such as the nature of the conduct, the context in which the alleged incident(s) occurred, whether the conduct was solicited or invited, and the frequency, severity, and impact of the conduct on the victim. In order to find a violation, the conduct must be both unwelcome and offensive to a reasonable person and perceived as such by the complaining party.

Any person who, in bad faith, files a false complaint or provides false information to University officials investigating a complaint shall be deemed to have violated this policy. This is not in any way meant to discourage legitimate complaints or consultation.

### VII. Procedures

The following procedures have been developed to receive and investigate harassment complaints. Any person who believes that s/he has been subjected to harassment may elect to pursue the matter as either an informal or formal complaint.

**A. Where to Get Help--Informal Complaints.** The persons listed below have been designated as the contact person(s) for informal complaints and to provide information and consultation regarding harassment prohibited by this policy:

Informal complaints against students involving conduct in the residence halls should be directed to the Resident Advisor, Residence Hall Coordinator, or the Director of Housing and
Residence Life. All other informal complaints against undergraduate students should be reported to the Assistant Vice President for Student Development/Dean of Students or the Office of Institutional Equity and Diversity ("OIED"). Informal complaints against graduate or professional students should be directed to OIED or the Dean of the accused's or the complainant’s School or College. It is recommended that the complainant keep a record of prohibited conduct such as a journal of his/her experiences, reflecting dates, times, places, nature of the incident, and names of any witness(es).

Informal complaints directed against staff should be reported to the employee’s immediate supervisor, department head, unit vice president, Vice President for Human Resources, or OIED. Informal complaints directed against faculty should be reported to the faculty member’s Chair, Dean, Vice President of Academic Affairs, or OIED.

All complaints involving persons who are not members of the University community, such as employees of outside vendors, should be reported to OIED.

Informal resolutions are designed to operate in an expeditious manner and to empower the parties to reach a mutually satisfactory agreement with the assistance of a neutral third party. The contact person does not make a determination of fact as to whether University policy has been violated as part of the informal resolution process. Instead, the contact person will use conflict resolution techniques to attempt to resolve the concern(s) brought forward in a manner that is satisfactory to all parties. Informal resolution is flexible and invites active participation of all the parties in order to resolve the matter. Moreover, the contact person will only speak to the individuals whose involvement is necessary to facilitate a resolution. In some instances, this might include only the parties directly involved. The informal complaint may be concluded by one of the following: (1) the complainant, or the designated contact person, may meet with the accused, discuss the behavior of the accused, and, request that such behavior be stopped, (2) a resolution of the informal complaint by agreement of the parties, (3) a decision to stop further action on the informal complaint, or (4) initiation of a formal complaint. Possible resolutions by agreement of the parties may include, but are not limited to: an apology to the complainant, assisting the respondent to better understand the effects of his or her conduct and ways in which this behavior could be changed, participation in educational programs about equal opportunity or harassment, verbal or written reprimands, or other interventions or actions aimed at ending the misconduct.

An employee may initiate the formal complaint process at any time. The University administration reserves the right to initiate the formal complaint process outlined below after taking into consideration the nature and seriousness of the complaint, and whether the accused has previously been found in violation of this Policy or the Sexual Assault and Relationship Violence Policy.
B. Formal Complaints. All formal complaints involving faculty, staff, volunteers, student-workers (acting in their capacity as a student-worker), or persons who are not members of the University community should be directed by the complainant or referred by University personnel to the OIED. All formal complaints against students will be referred to the Office of Student Responsibility and Community Standards and addressed pursuant to the Community Standards.

All employees and students have an obligation to cooperate with the formal complaint process. Failure to do so may result in disciplinary action. In the event that a complainant does not cooperate by failing to furnish information requested by the investigator or to make himself or herself available for interview by the investigator, the Director may dismiss the Complaint. The Director shall provide written notice of such dismissal to the complainant(s) and the respondent(s). In the event that a respondent does not cooperate by failing to furnish information requested by the investigator or to make himself or herself available for interview by the investigator, the investigator may conclude that such information or interview, if provided or conducted, would be adverse to the respondent.

OIED, or appropriate designee, is responsible for processing and investigating formal complaints against faculty and staff. Prior to initiating the investigation, OIED will contact the two levels of supervision above the accused and the appropriate Vice President to give notice of the complaint and the pending investigation. If OIED is investigating a complaint against a student-worker, the Office of Student Responsibility and Community Standards will be notified.

In order to conduct an initial review of the complaint and determine if an investigation is warranted, the OIED ordinarily will require the complainant to submit a written complaint. The complaint should be signed and dated by the complainant and set forth in writing the particulars relating to the alleged harassment, including the name and position of the accused. OIED will investigate the complaint with assistance from Human Resources or personnel from other appropriate units as needed. Alternatively, OIED may refer the complaint to some other suitable authority for investigation and possible action. Depending on the nature and severity of the allegations, steps may be taken to separate the accused and the complainant, up to and including suspension from employment pending investigation.

The investigation will include interviews of the complainant and the accused. The accused will be furnished with a copy of the complaint and will have an opportunity to respond and submit additional information. OIED will interview other witnesses and collect such additional information as OIED deems reasonably necessary to determine whether a violation of this policy did or did not occur. Within a reasonable period of time after commencing the investigation, OIED will submit a report to the appropriate Vice President, the accused, and the complaining party outlining OIED’s findings and any recommended disciplinary or corrective action. If the complaint is against a student-worker, OIED will also provide a copy of the report to the Office of Student Responsibility and Community Standards.
Within five (5) working days from receipt of the report, the complainant or the accused may file a written request for reconsideration to the OIED with a statement of the specific reasons for setting aside the findings or recommendations. OIED will forward the request for reconsideration with a copy of the investigation report to the appropriate Vice President. The Vice President will review the record of the investigation conducted by OIED and may seek additional information and consult with OIED or any other person, including the complainant or the accused, as needed. Ordinarily, the Vice President will accept the investigation report, except where the Vice President concludes that the findings or the recommended actions are not reasonable or supported by the record. The Vice President also may recommend more or less severe disciplinary or other corrective action depending upon the circumstances in any particular case including, but not limited to, the prior employment record of the accused and due consideration for effective enforcement of this policy. After reviewing the investigation report and any request for reconsideration, the Vice President will, within a reasonable time, not to exceed thirty (30) days, issue a written decision accepting or rejecting the investigation report using a preponderance of the evidence standard and outlining any disciplinary actions or proceedings that will be initiated. A copy of the decision will be sent to the accused, the complainant, and OIED.

In any instance where the accused is an officer of the University, OIED will consult with the appropriate higher ranking official(s) and a representative of the General Counsel’s Office for direction on administering the complaint.

C. Disciplinary Action. The appropriate Vice President is responsible for ultimately determining whether disciplinary action is warranted and invoking the applicable University disciplinary policies and procedures. Potential disciplinary actions implemented under this policy may include but will not be limited to, formal warning, mandatory training and education, transfer, demotion, suspension, probation, or separation from the University, residence hall reassignment, and termination of relationships with outside contractors and vendors. The Vice President may take reasonable and necessary interim action until an investigation can be completed or a final disciplinary action can be implemented.

All interim and final disciplinary or corrective action shall be initiated consistent with the specific policies and procedures applicable to faculty, staff, or students depending upon the particular status of the accused. Disciplinary action against undergraduate students will be processed under the Community Standards contained in the Student Handbook of Saint Louis University. Cases involving disciplinary action against graduate or professional students will be referred to the Dean of the respective School or College for handling under policies and procedures governing Harassment or matters relating to the student’s qualifications and fitness to continue in a particular program. Disciplinary action against faculty will be governed by the procedural requirements and standards contained in The Faculty Manual of Saint Louis University. Depending on the nature of the action(s) sought by the University administration, the faculty member may invoke the grievance procedures,
procedures for challenging serious sanctions short of termination, or the procedures for challenging termination for cause set out in *The Faculty Manual*. Any disciplinary action against staff will be implemented consistent with the policies and procedures set forth in the Human Resources Policies and/or the Staff Handbook of Saint Louis University except where otherwise provided for employees who are covered by a collective bargaining agreement. All disciplinary actions are to be communicated to OIED.

**D. Notice of Outcome.** The University will inform the accused, complainant, and any other persons who have a legitimate need to know of the general outcome of any informal or formal complaint. Disclosure of information involving students shall be subject to any legal requirements including the Family Educational Rights and Privacy Act ("FERPA") and the Clery Act. All reasonable measures will be taken to protect the privacy of those involved in the complaint.

**VIII. Confidentiality and Non-Retaliation Statement**
The University recognizes the sensitive nature of harassment complaints. It endeavors within this policy to respect the rights and dignity of all persons involved and to provide a neutral atmosphere in the investigation of complaints and in its efforts to end prohibited behavior. The University endeavors to maintain confidentiality on all matters relating to processing harassment complaints, subject to its need to effectively administer this policy. The University will not tolerate retaliation against any person who, in good faith, makes a harassment complaint, exercises his/her rights under this policy, or cooperates or participates in any internal or external investigation or proceedings. Retaliation refers to any action that could discourage a reasonable person from filing a complaint or cooperating with the investigation process. Retaliation constitutes a violation of this policy.

**IX. Review and Approval**
Changes to this policy may be necessary from time to time. At a minimum, this Policy shall be subject to annual review for compliance with applicable law, available guidance, and assessment of best practices. This Policy has been reviewed and approved by the Vice President, Human Resources, Vice President and General Counsel, and the University’s Title IX Coordinator. This Policy has been approved by the President’s Coordinating Counsel.

**X. Resources**

*University Resources:*

**Department of Public Safety (DPS)**
Wool Center, Rm. 114
Emergencies: (314) 977-3000
General Information: (314) 977-2376
Employee Assistance Program
(800) 859-9319

Housing and Residence Life
DuBourg Hall, Room 157
(314) 977-2811

Office of Institutional Equity and Diversity
Director and Title IX Coordinator
DuBourg Hall, Room 36
(314) 977-3838

Office of Student Responsibility and Community Standards
Wuller Hall, 2nd Floor
(314) 977-7326

Saint Louis University HOT-LINE
(877) 525-5669 or (877) 525-KNOW

Other Resources

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
800-421-3481
Email: OCR@ed.gov

U.S. Department of Justice
Civil Rights Division
950 Pennsylvania Avenue, N.W.
Office of the Assistant Attorney General, Main
Washington, D.C. 20530
(202) 514-4609

U.S. Equal Employment Opportunity Commission
Robert A. Young Federal Building
1222 Spruce St., Rm 8.100
St. Louis, MO 63103
800-669-4000
1.9 Bias-Related Incident Protocol

I. Purpose

Saint Louis University welcomes students, faculty, and staff from diverse backgrounds and identities, and strives to create a sense of community that facilitates their development as individuals for and with others. The Mission of Saint Louis University is the pursuit of truth for the greater glory of God and for the service of humanity. In order to serve society with the transformative privilege of higher education, the University supports free, active, and original intellectual inquiry in all disciplines of thought and promotes application of learning for the betterment of the world. Saint Louis University affirms that harassment because of sex, gender, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran's status, pregnancy, or any other protected classification is detrimental to its mission and values.

Therefore in accordance with its Mission, Saint Louis University considers acts of hate and bias unacceptable and antithetical to its commitment to an inclusive learning community that respects the fundamental dignity of all human beings and that is committed to excellence in teaching, research, health care, and service. The University values freedom of expression and the open exchange of ideas that may include expression of controversial ideas and differing viewpoints that are a vital part of the University discourse. This value of openness protects the expressions that may be offensive, inflammatory, or contrary to some, but it does not protect harassment or expressions of bias or hate that violate the Community Standards outlined in the Student Handbook or the University’s Harassment Policy.

The goals of this protocol are to:

i. address acts of hate, bias, or other acts of intolerance that impact members of our University community;

ii. appropriately inform the community about such incidents;

iii. take appropriate actions to demonstrate that Saint Louis University fosters a community of inclusivity and commits itself as an educational institution to address incidents of hate, bias, or other acts of intolerance that detract from the learning process and development of whole persons; and

iv. facilitate development of competencies in awareness, knowledge, and skills to prevent such incidents and promote the restoration of justice to the affected communities when and where acts of hate, bias, or other acts of intolerance have occurred.

This protocol was originally established in the 2009-2010 academic year in response to actual campus incidents. The campus community members involved in this protocol
emphasize that in addition to providing necessary guidance for a proper educational and socially just response to such incidents, it must also engage the campus community in educational interventions that may prevent such incidents from ever occurring. This protocol is also subject to reasonable interpretation and periodic revisions to keep the language, scope, recommended actions, guiding principles, and other content current with all applicable legal, social, and cultural parameters.

II. Scope

A. What is a hate crime?


Generally speaking, a hate crime (also known as a bias-motivated crime) is a criminal act that is motivated by actual or perceived membership in a social identity group such as race, color, religion, national origin, gender, sexual orientation, gender identity, or disability.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (20 U.S.C. § 1092(f)) (also known as “The Clery Act”) defines hate crimes for the purposes of its reporting requirements. In compliance with this federal statute, annual statistics of criminal offenses, hate crimes, and violations of the Community Standards outlined in the Student Handbook must be disclosed in a yearly report. Any criminal offense (such as murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, or arson); or any incident of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that is motivated by bias; must also be reported as a hate crime.

B. What is a bias-related incident?

Just as our laws protect our community according to our society’s standards, Saint Louis University defines the parameters of its learning enterprise with policies that support and complement those laws. In the criminal and legal system, not all hateful or biased behavior rises to the level of a crime, and not all crimes are hate crimes. A bias-related incident is experienced by its impact, not its intent. Behavior may be defined by community standards to be inappropriate without being a bias-related offense. Therefore, additional definition for the University community is provided in this protocol.

This protocol uses the term “bias-related incidents” to define a form of harassment, a violation of the Community Standards outlined in the Student Handbook and/or the
**Harassment Policy.** Specifically, bias-related incidents refer to any act or failure to act that and is based upon real or perceived consideration of sex, gender, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran’s status, pregnancy, or any other protected classification.

Examples of bias-related incidents include, but are not limited to: epithets, slurs, negative stereotyping, threats, intimidation, or hostile acts of communication in spoken, written, or electronic media that relate to the classifications protected by our laws and policies.

For further illustration, a discussion between two people about Nazi Germany in a historical context might not be a bias-related incident; but a person who calls someone of perceived or real German descent a “Nazi” that elicits or attempts to elicit a harmful experience may have committed a bias-related act.

**III. Adjudication Under University Policy**

Incidents of hate crimes or bias-related incidents, on campus or off campus, will be subject to investigation and procedures according to existing University policy, including the Community Standards outlined in the Student Handbook and the Harassment Policy. If the investigation of a bias-related incident warrants the initiation of charges related to student conduct, the incident will be advanced to a Hearing Officer, which is defined in 2.1.7 of the Community Standards outlined in the Student Handbook.

Absent mitigating circumstances, once a Hearing Officer determines that a student has committed a bias-related incident that violates the University’s community standards, the student may be engaged in an educational process of restoring justice to/in the community or communities that were harmed by the incident, and/or may receive subsequent sanction(s), including but not limited to minimum separation from the University for one semester. Sanctions can be imposed for the creation of a hostile environment when harassment is sufficiently severe, pervasive (or persistent), and objectively discriminates against any protected class information in accordance with the University Harassment Policy and/or adversely impacts the Saint Louis University community --- mission and values.

If the investigation is determined to involve non-student members of the campus community, then the incident will be forwarded to the Office of Institutional Equity & Diversity for follow-up in either its informal or formal processes. Whenever possible, restorative justice solutions to confirmed bias-related incidents will be sought.

A member of the University community accused of committing a bias-related act may be charged both within the scope of University policy and procedures and also in the criminal justice system (if and when the incident meets criminal definitions of a hate crime). Even if criminal justice authorities or the victim(s) choose not to prosecute the matter in the legal system, the University may still pursue disciplinary action through the Community Standards.
outlined in the *Student Handbook* (see Hearing Procedures, 2.8 of the *Community Standards*).

**IV. Response Protocols**

The following outlines the steps that: (i) a student should follow to report an incident; and (ii) the University will follow upon receiving a report of an incident.

**A. Reporting an Incident:** Upon experiencing or learning of a bias-related incident, contact the appropriate party (“Responding Party”) listed below:

1. Department of Public Safety (“DPS”): If the incident involves criminal activity, requires immediate emergency attention, or occurs beyond regular business hours, contact DPS. If a student is a victim of an alleged hate crime, DPS will inform the student of criminal reporting options and assist with contacting the St. Louis Police Department.

2. Housing & Residence Life: If the incident occurs in a University-owned or operated residence hall or apartment, contact the Housing & Residence Life Professional Staff On-Call.

3. Dean of Students: All incidents can be reported to the Dean of Students Office.

4. Office of Institutional Equity & Diversity: All incidents can also be reported to the Office of Institutional Equity & Diversity.

Upon contacting the Responding Party, report all known information. The Responding Party will document the incident (including photographing and/or recording any damage, vandalism, injuries, or other relevant circumstances). Until the incident can be documented appropriately by the Responding Party, the scene should not be disturbed, if at all possible.

**B. Incident Response Process:** The University’s Response Process will be initiated immediately after the Responding Party has received a report and documented the incident.

1. Upon receiving a report, the Responding Party will notify the Office of Institutional Equity & Diversity and report all known information. In the event an incident involves criminal activity or requires immediate emergency attention, DPS will evaluate the incident and notify appropriate authorities.

If personnel of the Office of Institutional Equity & Diversity are not immediately available, or for other reasons cannot be immediately contacted, the Responding Party must take immediate actions to further protect the University community. If
the facts and circumstances of the incident do, or may, constitute an “ongoing threat” to the victim(s) or to the University community in general, the Responding Party must contact DPS immediately to ensure that the University meets its Clery Act obligations to provide the University community with timely warnings about threats to safety. If there is no immediate or ongoing threat to the victim(s) or to the University community, the safety, health, and wellbeing of the victim(s) should be assessed in collaboration and consultation with DPS.

2. The Office of Institutional Equity & Diversity will consult with the Dean of Students Office to make a reasonable determination if a bias-related incident has occurred, and to determine the appropriate investigation and case management strategy. The Office of Institutional Equity & Diversity will coordinate any necessary notifications to the University community (see Section V.).

3. The Dean of Students Office will notify the Vice President for Student Development and report all known information and make a report to the Bias Incident Response Team (BIRT) within 48 hours of receiving a report (see Section IV. C.). The Bias Incident Response Team may be convened, when deemed necessary, to coordinate an appropriate institutional response.

4. The Vice President for Student Development will notify the University’s executive leadership and report all known information.

5. The Office of Institutional Equity & Diversity, or designee, acting on behalf of the University, will initiate contact with the affected individual(s)/community(ies) and confirm that an incident meeting the definitions of a bias-related incident has been reported. This initial outreach will identify campus resources available for assistance and will explain the University’s course of action to adjudicate the matter. Finally, this initial contact will confirm that the University’s bias-related incident log will be updated and available to all members of the University community. E-mail notification will be sent to the University community, in accordance with Clery requirements, and on a periodic basis with information regarding on-campus resources, the Incident Report Log, and guidelines for reporting.

C. Bias-related Incident Response Team (BIRT)

1. BIRT is comprised of a diverse group of individuals from within the SLU community, who will coordinate an appropriate institutional response to any report of a bias-related incident.

2. BIRT is chaired by a designee from the Dean of Students Office.

3. B.I.R.T. is minimally comprised of the following members, or their designee:
- Vice President for Diversity & Social Justice, Student Government Association or designee
- Student Representative, Residence Hall Association (when appropriate/incident occurs/impacts the residential experience)
- Director, Institutional Equity & Diversity
- Director, Campus Ministry
- Director, Housing and Residence Life
- Director, International Services
- Director, Public Safety
- Assistant and/or Associate Dean, Dean of Students Office
- Director, Student Responsibility & Community Standards
- Director, Cross Cultural Center
- Director, University Counseling Center
- Associate Vice President for Undergraduate Education or Associate Vice President for Graduate Education (as warranted by the circumstances of the incident)
- Assistant & Associate Vice Presidents for Student Development

4. The BIRT Chair may appoint additional members or resources as needed, and membership may vary with each individual incident. Possible examples of additional members that could be named may include but are not limited to: Marketing and Communications, Community Relations, and/or partners from the local community such as the YWCA, National Conference for Community & Justice, or the Islamic Center of St. Louis.

D. Assessment and Recommendations: BIRT will assess any threat to parties involved and recommend appropriate actions to protect the safety of the impacted individual(s) or group. Such actions may include relocation or separation of targeted individual(s) or offender(s). BIRT will also assess the need for emergency services (emergency medical or psychological assessment or treatment) follow-up, recommend if (student) conduct charges should be initiated against an individual or group, and recommend a response to specific individuals involved, or to the community(-ies) impacted. BIRT may apply its collective consciousness to make the reasonable determination that any University policy or community standard was violated and that a motivation of bias was included in that violation. Finally, BIRT may provide guidance to the relevant individuals or departments working with the
adjudication process to consider possible restorative justice interventions that can maximize individual and/or community capacity to succeed and thrive.

E. Communication with Other Units: The Dean of Students Office will communicate as necessary with other units impacted to make directors or department chairs aware of the incident.

F. BIRT Advocate: With advisement from BIRT, the Dean of Students Office, the Office of Student Responsibility & Community Standards, and/or Office of Institutional Equity & Diversity will assign a BIRT Advocate to the person(s) who reported or is involved in the incident. The BIRT Advocate will be responsible for maintaining contact with the person(s) throughout the adjudication process, and as long as necessary to address academic, personal, and other needs that may develop as a result of the incident (see Appendix C).

V. University Tracking and Reporting of Hate Crimes and Bias-Related Incidents

If the Office of Institutional Equity & Diversity, in consultation with the Dean of Students Office (or the assembled BIRT), determines a bias-related incident may have occurred, a report of the hate crimes and bias-related incidents involving students will be documented and tracked via an Incident Report Log facilitated by the Office of Institutional Equity & Diversity. The purpose of the Incident Report Log is to inform the campus community of all reports, allegations, investigative findings, or actions taken to address acts of hate, bias, or other acts of intolerance that impact members of our University community. The log will contain relevant information related to each report within the limitations of privacy laws. The reporting language used in the log should be clear and succinct with relevant details to inform the campus, without further causing hurt to individuals or damage to communities. The log will be posted online and available to all members of the University community. E-mail notification will be sent to the University community, in accordance with Clery requirements, and on a periodic basis with information regarding on-campus resources, the Incident Report Log, and guidelines for reporting.

VI. Communication of Hate Crimes

In the event that a reported hate crime poses an ongoing threat to the campus community, the Department of Public Safety (DPS) will issue a timely warning crime alert, as described in the department’s Annual Security and Fire Safety Report.

VII. On-Campus Resources

Saint Louis University provides resources and support to those who are affected by bias-related incidents, including the following:
A. Campus Ministry  
Eckelkamp Center for Campus Ministry  
(314) 977-2425

B. Cross Cultural Center  
Center for Global Citizenship, Suite 134  
(314) 977-2119

C. Dean of Students Office  
Busch Student Center, Suite 313  
(314) 977-9378

D. Office of Institutional Equity & Diversity  
DuBourg Hall, Room 36  
(314) 977-3838

E. Housing and Residence Life  
DuBourg Hall, Room 157  
(314) 977-2811

F. Department of Public Safety  
Wool Center, Room 114  
Emergencies: (314) 977-3000  
General Information: (314) 977-2376

G. Office of Student Responsibility & Community Standards  
Wuller Hall, 2nd Floor  
(314) 977-7326

H. Student Health Center  
Marchetti Towers East  
(314) 977-2323

I. University Counseling Center  
Wuller Hall, 2nd Floor  
(314) 977-8255

J. Office of International Services  
Des Peres Hall, Room 102  
(314) 977-2318
VIII. Relevant University Policies and Other References

A. Saint Louis University Policies
   i. Community Standards outlined in the Student Handbook (refer to Office of Student Responsibility and Community Standards and follow link to current year’s Student Handbook)
   ii. Saint Louis University Harassment Policy (Section 1.8)
   iii. Saint Louis University Sexual Misconduct Policy (Section 1.17)

B. Saint Louis University Department of Public Safety’ Annual Security and Fire Safety Report

C. Missouri Hate Crime Laws

$574.085$ R.S.Mo.
Criminalizes vandalism or damage to places used for religious worship or other religious purpose, schools, community centers, and any personal property contained therein.

$557.035$ R.S.Mo.
Provides enhanced penalties for crimes “the state believes to be knowingly motivated because of race, color, religion, national origin, sex, sexual orientation or disability of the victim or victims.”
Appendix A

A summary of the reporting and adjudication process described in further detail in the Bias-related Incident Team protocol.

Incident occurs that may involve a bias

- Option to report to Public Safety
- Option to report to Housing and Residence Life
- Option to report to Dean of Students Office (DOS)
- Option to report to Institutional Equity & Diversity (OIED)

After consulting with OIED, and confirming that a bias-related incident may have occurred, DOS will convene BIRT

BIRT convened to assess the situation, identify BIRT Advocate(s), and confirm proper adjudication process

- Incident is forwarded to Student Responsibility and Community Standards for investigation, hearing, sanctions, and/or appeal.
- Incident is forwarded to OIED for either an informal or a formal investigation process

Incident is resolved; OIED updates incident log and notifies campus community

Incident is resolved; OIED updates incident log and notifies campus community
Appendix B
The Oath of Inclusion

We, as students, form a diverse and vibrant university community.

We do not enter into this community by proximity, but by virtue of a shared Jesuit vision - to pursue higher truths, obtain greater knowledge and strive for a better world. In this endeavor, we do not succeed by our individual ambitions, but by our discovery of each other.

We find higher truths when we seek to understand the complexity of our neighbors' identities, we obtain greater knowledge when we consider the perspectives of our fellow students and we begin to strive for a better world when we build a stronger community.

As a student and a member of the SLU community, I will live by this oath.

I will embrace people for the diversity of their identities, creating a community inclusive of race, ethnicity, sex, age, ability, faith, orientation, gender, class and ideology.

I will challenge my worldview through education inside and outside the classroom.

I will show that I am proud to be a Billiken by enriching the culture of our University.

I will foster a community that welcomes all by recognizing the inherent dignity of each person.

I will work for social justice in the Saint Louis community and beyond.

This is the SLU I believe in.

This is the community I am building.

This is our SLU.
Appendix C

BIRT Advocate

Role and Assignment of a BIRT Advocate

- The BIRT Advocate assists a student who reports a bias-related incident, or is the reported victim of a bias-related incident, in accessing campus and local support services and resources and intervenes or facilitates in matters related to the student's(s) academic and personal well-being.
- The BIRT Advocate is assigned to the student(s) until the bias-related incident is resolved.
- Based on interactions with the student(s), it may be appropriate to assign a BIRT Advocate who is from the individual's social identity group, if possible.
- The BIRT will assist in identifying appropriate BIRT Advocates from the staff and faculty (employees who are not full-time students) of the university. BIRT members may also be asked to serve as BIRT Advocates.
- In some incidents, it may be appropriate to assign a BIRT Advocate to non-student members of the campus community who reported or have been affected by a bias-related incident. (In such cases, the BIRT Advocate will offer support to the assigned individual(s) through the appropriately designated adjudication process.)

Responsibilities of the BIRT Advocate

- Encourage the student(s) to file a report with Department of Public Safety (DPS); inform student(s) that DPS can explain when and how to utilize the option to make a report with the St. Louis Police Department (and DPS will offer to facilitate such a meeting).
- Encourage the student(s) to consider using any available support services or campus resources (e.g., University Counseling Center, Campus Ministry, Cross Cultural Center), and, when requested by the student(s), accompany the student(s) to appointments or meetings with University officials/departments, when appropriate. If this is not possible, every effort should be made for the BIRT Advocate to identify a member of the University community who can offer additional support to the student(s). (A BIRT Advocate assigned to a non-student campus community member may make referrals to Institutional Equity & Diversity, to Human Resources, or to the Employee Assistance Program of the University.)
- Advise the student(s) regarding University policies, inform the student of the adjudication process for bias-related incidents, and explain the option to confidentially discuss the matter with a staff member in the Office of Student Responsibility & Community Standards.
- Determine if the student has a safe place to go. If not, the BIRT Advocate will offer to call Housing and Residence Life to discuss temporary housing options.
- Consult with BIRT and the Dean of Students Office.
Appendix D

Restorative Justice

Definitions
Restorative Justice (sometimes known as “reparative justice”) is a philosophical approach to justice and a social movement that involves individual victims and offenders (and their involved communities) in a process of correcting offenses committed against people (as opposed to correcting violations of laws, statutes, or policies, which may be perceived as abstract concepts and not real actions). Restorative Justice focuses actions on the individuals and communities involved in situations that have caused hurt or harm. Restorative Justice seeks active understanding of each victim’s and each offender’s personhood. Utilizing a variety of peaceful conflict resolution practices that emphasize relationships between individuals and communities, Restorative Justice allows victims of offenses to be active participants and encourages offenders to take responsibility for their actions and repair the harm they have caused.

Restorative Justice at Saint Louis University
In support of the Mission of the University that identifies the pursuit of truth in the service of humanity in order to apply fully realized human beings to the good work of transforming society for the better, the BIRT proposes that Restorative Justice is an appropriate method for addressing bias-related incidents. Bias-related incidents involve individuals and communities and affect us so deeply because they are incidents that confront our various social identities. When the full expression of our whole-person human selves is harmed, learning and success are consequently impaired. As an institution of higher education, we recognize the need to develop leaders who can honor multiple viewpoints, engage contentious issues, consider divergent perspectives, and be free to live their full identities in ways that generate peace and maximize justice in the world. By applying Restorative Justice to the adjudication of bias-related incidents, the BIRT hopes that leadership skills, moral reasoning, multicultural competency, global citizenship, and the University’s values for discovery, love, and compassion will be made manifest.

Recommended Practices
The BIRT acknowledges that any individual has the capacity to serve as a justice educator and moral mentor. When communities have been harmed by bias-related incidents of misconduct, restorative justice practices place the victims and offenders (and the affected communities) at the center of the reconciliation, re-unification, and healing process. Suggested strategies include, but are not limited to:

- Victim-Offender Dialogue: facilitated mediation of direct conversation between individuals
- Community Conferencing: mediated conversations with communities affiliated with the individuals involved in a bias-related incident (these community groups can include family members, friends, classmates, or social networks)
• Restorative Circles: facilitated dialogues about the bias-related incident that are open to any member of the campus community who feels affected by the actions.

• Reparation: mediated discussions that allow the victim(s) to identify the ramifications and personal costs (not necessarily limited to monetary costs) of the offender’s actions; and that permit the offender to identify options to restore the cost (not necessarily limited to punitive costs or restitution) or provide acceptable compensation.

• Apology: facilitated conversation that focuses on the offender(s) addressing the bias-related incident directly to the victim(s), with a commitment to change future behavior.

• Community Service: practices that allow an offender to make positive contributions directly to an offended community through acts of service (e.g., specified work with SGA Diversity Leadership Cabinet on a special project or upcoming program).

• Public Declaration: reparative statement that shares reflection and commitment to change with the community (e.g., in positive social media or as opinion-editorial articles in the UNews).

• Continued Engagement: active involvement with educational opportunities on campus to further explore dimensions and impact of the incident (e.g., Intergroup Dialogue, Safe Zone ally training, “I AM” discussions, #InSLUsive conversations, history/cultural celebrations, Atlas Week events).

The BIRT recognizes that successfully implementing Restorative Justice practices requires highly skilled mediation and facilitation and therefore encourages active training for all BIRT members to create a campus community network that can be activated to support the BIRT protocol. Periodic updates to the training and development of these individuals will be required, along with periodic review and revision of the BIRT protocol.

Discussion Prompts
The various recommended practices to achieve restorative justice rely upon the learning that can happen in personalized interactions. The work of Saint Louis University to educate leaders who can apply their knowledge and skills to transform and heal the world supports the student learning outcomes to:

• …understand how knowledge is created and shared across forms and contexts
• …understand inquiry as sustained engagement with increasing complex questions
• …understand themselves in solidarity with and for others locally, nationally, and globally
• …understand their relationship(s) with the transcendent

The philosophy of restorative justice depend on dialogue between and among persons and not only with the abstractions of policies or statutes. The following questions are informed by the world’s various wisdom traditions that similarly encourage human connections beyond any single community’s social parameters. These questions are intended to start conversations that may heal and repair damaged communities but any
other discussions that seek to reveal greater truths in complex relationships are also encouraged.

- Hinduisim encourage engagement with the world and with each other in order to attend to realities beyond our own individual lives. Question prompts: Whom do your actions affect? How have your actions engaged you with another human being?
- Sikhism teaches that alleviating human suffering is one way of becoming unified with God. Question prompts: Have your actions contributed to, or alleviated human suffering?
- Jainism advocates non-violence towards all living things, and emphasizes self-awareness and self-control to always minimize harm in the world. Question prompt: What alternate actions could you have chosen that would create less or no harm in the community?
- Buddhism teaches love for self and love for others in kindness, compassion, joy, and freedom. Question prompt: How did your actions affect the capacity of another person to experience kindness, compassion, joy, or freedom?
- Confucianism applies critical intelligence to the unification and order of a society. Question prompts: How did your actions demonstrate human-heartedness, grace towards others, balanced living, respect for elders? What kind of moral example did your actions define? What reparative actions can you engage in that demonstrate the arts of peace?
- Taoism identifies peace as the highest virtue and encourages balancing the self with all others. Question prompts: How have your actions changed the balance of peace in the world? Do your actions effectively communicate the person you are, or the person you want to be, to the world?
- Islam teaches the distribution of wealth, the dignities of men and women, the equality of races, and jurisprudence in force to achieve peace. Islam also requires that individuals must work with society to achieve peace together. Question prompts: How have your actions communicated to others your values for wealth or privilege or prosperity? How have you actions supported the dignity of all women and men? How have your actions supported the equality of all races? What traditions do you honor? How might you contribute to the greater sense of peace in the community?
- Sufism engages in the mystic practices of love, ecstasy, and intuition and requires the development of a consciousness beyond the individual human experience. Question prompts: Who are the people and communities who are connected to you? How do your choices define your relationship to those people and communities? What does your intuition tell you about the incident? How have your choices affected the force of love in your relationships with others?
- Judaism is a religion of practice (in rituals, ceremonies, and observances) and a religion of social protest that teaches love, generosity, and compassion. Question prompts: What communities do you identify with, and how have your choices allowed non-members to feel welcomed, included, and embraced in your community. What actions can you commit to (in service, volunteering, advocacy, teaching, or mentoring) that can recognize and rectify social inequalities?
Christianity teaches love and commitment to the needs of all neighbors, especially the most vulnerable. Question prompts: How have your actions promoted dignity and/or justice for all people? When you consider the privileges you have, which individuals or communities can you identify who are more vulnerable than you; and how have your choices affected them? How will you choose to engage with the world in the future?

Aboriginal religion (in Australia) teaches the importance of aligning our actions with ideal archetypes defined in history. Question prompts: Who are your most important mentors or teachers or guides in life? What would your actions communicate to those people who are significant to you? When you imagine the best kind of person you can be, how might your future actions be more closely aligned with that best possible person?

Primal religions of the world emphasize living in harmony with all other living things. Question prompts: Have your actions contributed to, or taken away from, the harmonic balance of the community, and how do you know that to be true? How can you heal any damaged relationships with other living things? How will you be a bridge or connector to others, instead of a barrier?

Agnosticism teaches that ultimate truths are beyond human understanding, and that we have a responsibility to live in community with others. Question prompts: What challenges you the most about living in community with others? What kinds of skills and capabilities do you possess that can contribute to responsible living in your communities? What limits you from engaging with others, and how can those limits be tested or expanded? How do you define “justice?” How have you contributed or how can you (in the future) contribute to a just community?

Atheism honors moral codes and encourages living lives of meaning without reliance on any specific religious deity or faith tradition. Question prompts: What are your personal passions and values (the principles or ethics or standards that guide you and inform you)? How have your actions upheld the moral code that you claim to adhere to? How can you positively challenge your personal ethics in ways that situate your individual life in a community context?
1.10 Indebtedness
University Students must make satisfactory settlement with the Office of Student Financial Services for any and all debts to the University. Satisfactory payment arrangements must be made before future registration will be allowed. No degree will be conferred on, nor any diploma, certificate or transcript or a record issued to, a Student who has an outstanding debt to the University. Federal aid cannot be posted toward a prior balance larger than $200 for any previous academic year.

1.11 Insurance
Saint Louis University does not endorse or affiliate itself with any insurance company for the purpose of life or property insurance for its Students. Therefore, no insurance salesman, agent or broker has prior authority to sell insurance anywhere on the campus of the University. In view of the above, you are requested to inform the Student Involvement Center of any situation contrary to the above statements so that necessary corrective action may be taken.

Accident and hospitalization insurance is required for every Student enrolled at the University. All Students automatically will be enrolled and assessed a fee for coverage in the University's accident and hospitalization insurance program unless they submit proof of insurance and request not to be enrolled in the University's plan in a timely manner, according to published/mailed dates and deadlines.

1.12 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally known as the "Campus Security Act"), 20 USC Section 1092, was enacted by the United States Congress and signed into law by President George H.W. Bush in 1990. This law, which applies to all institutions of higher education that participate in any federal Student aid programs, requires schools, among other things, to publicly disclose 3 years of campus crime statistics, and to publicly describe security policies.

In accordance with the Clery Act, the University annually publishes its Campus Safety Report. It can be accessed on-line at the DPS webpage: securityreport.slu.edu. Copies of the report and other information required under the Act can also be obtained during normal business hours from the Department of Public Safety (DPS), Wool Center, Room 114.
1.13 Missing Students

I. Purpose

In accordance with the Higher Education Opportunity Act of 2008, 20 U.S.C. § 1092(j), this policy establishes procedure and protocol by which the Saint Louis University community will respond to a report of a missing Residential Student. All current faculty, staff, and students ("University Community Members") share the responsibility of immediately reporting, in accordance with the below-described protocol, a belief that a student is missing. This policy also establishes a framework for cooperation among University Community Members aimed at locating and assisting Residential Students who are reported missing.

II. Scope

This policy addresses missing Residential Students. However, all reports of missing Students may be directed to the Dean of Students Office or to the Department of Public Safety (DPS). Parents and legal guardians may also report to the Dean of Students Office or DPS when they believe their student may be missing.

III. Dissemination

All Residential Students will be informed of this policy and its procedures during mandatory floor meetings, or, for apartment style housing, mandatory building meetings.

IV. Definitions

For purposes of this policy, the following definitions pertain:

"Missing Person Contact" and “General Emergency Contact”

*Missing Person Contact* consists of one or more persons designated by the student as those to be notified in the event the student is determined to be missing. This contact information is registered confidentially. It will be used only in the event the student is determined to be missing, and will be accessed only by authorized University officials. It may not be disclosed except to law enforcement personnel conducting a missing person investigation.

In contrast, a *General Emergency Contact* will be used for communications regarding any form of emergency situation.

*Missing Person Contact* information is therefore separate and distinct from *General Emergency Contact* information. So, each student must make two discreet designations, even if specifying the same contact(s) for both.

"Determined Missing"- Among University Community Members, only DPS is authorized, upon investigation, to determine that a Student is missing.
"Residential Student"- A Residential Student is a Student who resides in on-campus housing pursuant the terms of a housing contract and is currently enrolled at Saint Louis University.

"Student"- A Student is any individual who is currently enrolled at Saint Louis University.

"University Community Member"- University community members include current faculty, staff, and students.

V. Designating Missing Person Contact(s)

All Students must provide Missing Person Contact information, as defined in Section IV, when completing the electronic Application for Student Housing.

The Residential Student is responsible for ensuring that the contact information is up-to-date and accurately maintained. To change this information, the Student will contact the Department of Housing and Residence Life at 314-977-2811 or reslife@slu.edu). The Department of Housing and Residence Life (HRL) will assure the indicated updates are made.

VI. Reporting and Notification Procedures

Any University Community Member who receives a report that a Student may be missing, or has independent information that a Student may be missing, must immediately report the information or evidence to one of the following:

Dean of Students Office: 314-977-9378; deanofstudents@slu.edu; Busch Student Center 313

Department of Public Safety: 314-977-3000

DPS can be reached 24 hours a day, seven days a week, at 314-977-3000, or in person at the Wool Center, 3545 Lindell, Room 129.

If the Dean of Students Office receives the report, that official will promptly notify DPS. If DPS receives the report, that department will promptly assure that the Dean of Students Office is aware.

DPS will begin an investigation of the report. If the Student thought to be missing is a Residential Student, DPS will conduct an investigation in concert with HRL.

If investigation fails to locate the Student, and the Student’s whereabouts has been unknown for 24-hours, DPS will declare the student “Determined Missing.” Prior to reaching this 24-hour threshold, if it becomes evident to DPS that the Student is actually missing, DPS may make the declaration any time prior to the threshold.
Within a 24-hour period following this “Determined Missing” declaration, the University will complete the following notifications:

1. Any Missing Person Contact(s) designated by the Student.
2. The local law enforcement agency that has area jurisdiction, unless the missing person report originated with that agency.
3. If the Student is under 18 years of age, and is not emancipated, the Student’s custodial parent or guardian.

The notification to the local law enforcement agency will be made by DPS. The Dean of Students Office will make the other notifications.

VII. Investigative Role of HRL

1. A Department of Housing and Residential Life staff member (“Staff Member”) will attempt to contact the Residential Student via his or her listed personal cell phone and University e-mail account. If the Residential Student cannot be reached by telephone, two (2) Staff Members will visit the room of the Residential Student in question to verify his or her whereabouts and/or conduct a health and safety inspection.

2. If the Residential Student is located, the Staff Members will ask the Residential Student to contact the parent, family member, or other individual who initiated the report.

3. If the Residential Student is not in the room, but it is occupied, the Staff Members will attempt to gain information on the Residential Student’s whereabouts and/or health and safety from questioning the occupants.

4. If there is no response when the Staff Members knock on the door of the room, the Staff Members will enter into the room in question, by key if necessary, to perform a health and safety inspection. The Staff Members will take note of the condition of the room and look for visible personal property (wallet, keys, cell phone, clothing, etc.) which might provide clues as to whether the subject Student has taken an extended trip or leave from the residence hall or apartment.

5. If (3) or (4) occur, the Staff Members will attempt to gain information on the Student’s whereabouts from roommates, other members of the residential community, or other friends. The Staff Members will also attempt to acquire additional phone numbers for the subject Student (if not already on file) and use them to initiate contact.

6. At any step in the process, Staff Members will immediately report any suspicious findings to DPS.

7. If all of these steps do not provide Staff Members with an opportunity to speak with the Residential Student or to learn his or her whereabouts, the Department of Housing and Residential Life will: (a) contact DPS to investigate further and (b) notify the Dean of Students Office.
8. If these steps provide Staff Members with an opportunity to speak with the Residential Student, they will attempt to verify the Residential Student’s state of health and intention of returning to campus. If needed, the Residential Student will be referred to the University Counseling Center.

VIII. References

- Saint Louis University’s Parental Notification Policy, Section 2.16

1.14 Parking
Rules and regulations for the operation of motor vehicles (cars, trucks and motorcycles) are essential to safeguard the rights of pedestrians and drivers, and to permit parking as equitably as possible. Students who park or drive on campus must register their vehicle with Parking and Card Services, Room 33, DuBourg Hall. A Parking Policies and Procedures brochure is issued with each permit. Failure to comply with these regulations may result in the imposition of parking fines, a denial of parking privileges, or other disciplinary or appropriate action. Unidentified (no permit) vehicles are subject to ticket and tow regulations. Unpaid fines will be considered a debt to the University. Parking Policies and Procedures are available in Parking and Card Services, DuBourg Room 33.

1.15 Recording of Name and Address Changes
Any changes in a Student’s name or address must be timely recorded with the Office of the University Registrar. All official notices will be sent to local addresses, and failure to receive notices, through neglect in changing address, will not be accepted as an excuse.

1.16 Responsible Action Protocol

I. Scope

As a Jesuit, Catholic university, Saint Louis University (SLU) strives to create an atmosphere that supports the holistic development of its Students. For the University and its Students to thrive, we all must share the responsibility to create a community that protects both individuals and property from harm.

The University recognizes that, at times, it can be a challenge for Students to make decisions that demonstrate responsibility as it pertains to living in community with others. At times, Students may find themselves facing an ethical dilemma. Sometimes, a series of poor choices leads to a situation that results in alcohol intoxication, drug overdose, sexual misconduct, or physical assault, and a Student is in serious need of medical treatment or professional assistance. A companion of the "Endangered Student" or a witness may be afraid to seek help for fear of disciplinary repercussions. The purpose of this protocol is to
provide guidance and encouragement for an "Assisting Student" to act in ways that help and care for the "Endangered Student."

In situations where Students seek appropriate help, Saint Louis University considers such actions, first and foremost, as responsible health and safety interventions. The University has accepted the following Responsible Action Protocol, which it hopes will help alleviate Students' concerns about seeking help for Endangered Students and therefore promote responsible action on the part of all Students.

II. Definition of Terms

For the purposes of this protocol, the following definitions apply:

**Endangered Student:** any Student whose physical or mental safety is impaired and is in need of emergency medical assessment and possibly treatment or other professional support and assistance. The sources of impairment may be, but are not limited to, alcohol poisoning, drug overdose, sexual assault, or physical assault.

**Assisting Student:** any Student trying to assist an "Endangered Student" by seeking help.

III. Purpose

The Responsible Action Protocol (RAP) is intended to encourage Students to act as concerned citizens of the campus community by helping Endangered Students seek the assistance they may need. In situations where a Student may need help due to a possible alcohol or drug overdose, this protocol encourages responsible Students to assist Students whose lives may be Endangered. Because Students sometimes have concerns about calling for immediate emergency assistance due to a fear of "getting in trouble", the RAP establishes a protocol that may eliminate altogether, or at least lessen, a disciplinary response for Students involved in an Endangered Student situation.

IV. Protocol

In situations whereby Students seek help for Endangered Students, the University will consider the positive impact of the Assisting Student's actions when determining any corresponding disciplinary actions. The University will strive to balance the Assisting Student's actions against the series of choices that led to the emergency situation. In many cases, the Assisting Student will not be assigned any Community Standard sanctions. In other cases, when the Assisting Student's actions prior to seeking help negatively contributed to the Endangered Student's situation, some educational requirements (i.e., drug/alcohol assessment, reflection paper, counseling, etc.), may be imposed.

Without question, when a Student acts responsibly to assist an Endangered Student, such actions will be viewed positively by the University when determining whether any conduct action, including parental notification, is required. For more information about parental notification, refer to the University's policy in the Student Handbook. It is important to note
that all incidents reported on campus are documented and that educational, community, and health interventions may be required for Students that are a part of an incident involving an Endangered Student. In cases where more serious or egregious incidents have occurred (particularly those involving severe injury, assaults, and damage, etc.), Students may still be subject to formal Community Standards action, but the University will consider an Assisting Students' efforts to summon aid as a mitigating factor when assessing possible sanctions.

Helping an Endangered Student does not provide the Assisting Student with blanket amnesty. Students who demonstrate consistent and repeated patterns of engaging in at-risk behaviors or who have contributed to an Endangered Student's condition may be subject to disciplinary action, medical review and/or treatment. Failure to complete requirements or sanctions may be treated as a conduct matter by the Office of Student Responsibility and Community Standards. The RAP does not preclude or prevent action by police or other legal authorities. Students may be held accountable for misconduct and/or damages accompanying the use and/or abuse of alcohol or other substances.

Students who fail to take responsible actions in emergency situations void all protections under the RAP and may be held responsible for contributing aggravating factors in a Community Standards proceeding. Failure to act responsibly may lead to serious consequences when such failure to act results in a violation of University rules, regulations, or policies.

In a situation involving imminent threat or danger to the health or safety of any individual(s), Students are generally expected to:

1. **Call** emergency officials (DPS) at 314-977-3000 and/or to report the incident to the a Housing and Residence Life staff member (if the situation is located in or around a residence hall),

2. **Stay** with the individual(s) needing emergency response so long as it is safe to do so, and cooperate with emergency officials,

3. **Cooperate** with appropriate University officials after the incident by meeting with them to provide identification and eyewitness testimony, debrief the incident, and assist with any University investigation after the incident.

Remember: **Call. Stay. Cooperate.**

V. Frequently Asked Questions about RAP

A. What is the purpose of the Responsible Action Protocol (RAP)?

The Responsible Action Protocol (RAP) is designed to encourage Students to help other Students. In situations where an Endangered Student may need medical attention or professional intervention due to a possible alcohol or drug overdose, this protocol recognizes and supports responsible Students who seek help on behalf of other Students. It is the
University's hope that this protocol will reduce an Assisting Student's concerns about calling for immediate emergency assistance by eliminating or lessening the University's disciplinary response for Students involved in the situation.

**B. How does the Responsible Action Protocol (RAP) work?**

In an emergency situation, particularly where an alcohol or drug overdose is suspected or where other medical attention may be warranted, responsible Students are asked to take the following steps:

- **Call** DPS at 977-3000 and/or contact a Housing and Residence Life staff member immediately,
- **Stay** with the individual needing assistance (unless it is unsafe to do so).
- **Cooperate** fully with emergency officials at the scene and with University officials after the fact.

In other words: **Call. Stay. Cooperate.** Students who follow these steps may receive no (or lessened) conduct action from the University.

**C. If Students follow the RAP, does that mean that no conduct action is taken?**

In many cases, the answer is yes; however Students may be then required to meet with University official(s) and complete educational or developmental exercises. For example, Students may be asked to complete an alcohol/drug assessment or write a reflection paper.

In cases where more serious or egregious incidents have occurred (particularly those involving severe injury, assaults, damage, etc.), Students may still be subject to formal conduct action, but the University will consider the Students' efforts to summon aid as a mitigating factor when assessing possible sanctions.

**D. Does this protocol protect the Endangered Student from sanctions?**

The RAP seeks to reduce an Assisting Student's concerns about calling for immediate emergency assistance by eliminating or lessening the University's conduct actions for Students involved in the situation. In situations where help is sought, a Student's decision to seek help will be considered favorably and will be considered in any decision to pursue possible conduct action.

**E. What records are kept regarding incidents involving the Responsible Action Protocol?**

The Office of Student Responsibility and Community Standards (SRCS) maintain Student disciplinary records. In accordance with the federal Family Educational Rights and Privacy Act (FERPA) and University policy, in most circumstances, information from a Student's disciplinary record may only be shared with others when the Student has given consent to do so. If you act in accordance with the RAP and no conduct action is taken by the SRCS, information about the incident in question will not be part of your Student disciplinary record.
If you are a witness and your name is in the incident report involving another Student, your name will be redacted from that record prior to the record being shared unless the request is made via a subpoena.

F. Is there a limit to the number of times the Responsible Action Protocol can be used?

Students are always encouraged to look after and care for their friends and peers and are expected to take responsible actions at all times. The SRCS will inquire further if it appears a Student is abusing the RAP in order to avoid being held accountable for actions that are in violation of the Community Standards. In addition, a Student who demonstrates consistent and repeated patterns of such behavior may require further assessment and/or intervention. Failure to complete such referrals will be treated as a conduct matter.

G. Will my parents find out?

Possibly, but not necessarily. The University reserves the right, consistent with the Family Educational Rights and Privacy Act (FERPA), to contact parents or guardians when Students under the age of 21 have violated University policies regarding alcohol or drugs or where there is a health or safety emergency. As stated previously, the goal of the RAP is to help reduce Students' apprehensions about seeking help for an Endangered Student because of their concerns about possible conduct action being taken by the University as a result of their actions. It is the University's hope that the RAP will reinforce to Students that they should always take responsible action to assist an Endangered Student and that by doing so, the University is less likely to take any punitive action against them or notify their parents.

H. Does the Responsible Action Protocol protect Students from the police or legal action?

No. The Responsible Action Protocol only applies to University conduct action; it does not prevent or preclude police or other legal actions.

I. Does the Responsible Action Protocol cover Student clubs/organizations, fraternities, and sororities?

Yes, in certain situations. Student clubs/organizations, including fraternities and sororities (herein referred to as "Student groups"), are held to a high standard, and following the RAP should not be construed as a way for a Student group to avoid conduct actions altogether. That being said, responsible behavior does help the cause of the Student group and is a factor in determining sanctions.

Student groups are expected to incorporate the RAP into their risk management plans, and thus always comply with the Responsible Action Protocol. The University will therefore deem the failure of a Student group to comply with the RAP as an egregious factor when determining conduct actions or sanctions.
J. What is alcohol poisoning?

Alcohol poisoning is another term for an alcohol overdose, when individuals consume so much alcohol that their bodies can no longer process it quickly enough. Alcohol poisoning and overdoses are potentially lethal; the human body simply cannot tolerate or process excessive amounts of alcohol.

K. What are the signs or symptoms of alcohol poisoning or overdose?

The signs of alcohol poisoning and overdose include (not all of these need to be present in any affected individual):

- Confusion or stupor
- Vomiting
- Seizures
- Slow, irregular or abnormal breathing
- Cold, clammy, pale or bluish skin
- Loss of consciousness: Inability to rouse a person with shouts or shaking (unconscious) or inability of a person to remain awake for more than a few minutes or to carry on a coherent conversation when awake (semi-conscious) A person who has lost consciousness and cannot be roused is in danger of dying. Help is needed immediately.

L. How do I aid a friend who might be experiencing alcohol poisoning or overdose?

First, call 314-977-3000. If you are in a residence hall, also call or send someone else to notify your RA or the RA on duty, but don’t leave the person alone.

Second, stay with the person needing assistance until emergency help arrives. During this time, here are some additional pieces of advice:

- **DO**: Turn the person on his/her side to prevent choking if the person vomits.
- **DO**: Be prepared to tell emergency personnel as much information as possible, such as the amount and type of alcohol or substances consumed and how much time has elapsed since the Endangered Student began exhibiting symptoms.
- **DO NOT**: Leave the person alone.
- **DO NOT**: Leave the person on his/her back.
- **DO NOT**: Try to make the person vomit.
- **DO NOT**: Try to get the person to eat or drink anything, even water. (In cases of alcohol poisoning, the stomach is already severely irritated and cannot handle anything else.)
- **DO NOT**: Put the person in a cold shower. (This will not lower a person's blood alcohol content and could cause shock.)

Third, after the help arrives, be prepared to meet with University officials to discuss the events that led to this situation.
1.17 Sexual Misconduct Policy

I. Scope

This policy applies to all forms of sexual and gender-based harassment and violence, intimate partner violence, stalking and retaliation by or against University community members of any gender, gender identity, gender expression or sexual orientation (collectively referred to as Prohibited Conduct).

This Policy provides information related to:

- Saint Louis University Statement of Values;
- Effective Consent;
- Prohibited Conduct;
- Reporting Options, Resources and Accommodations;
- Privacy and Confidentiality;
- Investigation, Hearing, and Appeal Procedures; and
- Programming and Training for Students, Faculty and Staff.

The definitions, reporting options, resources and statements of institutional values contained in this Policy apply to all members of the Saint Louis University community, including Students (as defined in Section 2.1 of the Community Standards), Employees (faculty and staff) and Third Parties (visitors, guests, contractors, vendors or other third parties).

This Policy applies to all acts where the conduct:

- Occurs on campus;
- Occurs in the context of a University program or activity; or
- Occurs off campus and has continuing adverse effects on campus or in the context of a University program or activity.

The University will respond to reports of Prohibited Conduct to eliminate the conduct, take steps to prevent its recurrence and address any effects of the conduct on the Reporting Party or the University community.

Where the Accused Party is a Student, the procedures outlined in the Investigation, Hearing, and Appeal Procedures section of this Policy apply.

Where the Accused Party is an Employee, the investigative procedures outlined in the University Harassment Policy will apply and the disciplinary action(s) and processes outlined in other University policy and/or The Faculty Manual will apply as appropriate.
Where the Accused Party is a Third Party or other non-University affiliated party, the University will take appropriate corrective action and determine the appropriate manner of response consistent with the goals of this Policy, which may include reporting the conduct to law enforcement as appropriate.

II. Purpose

This Policy, the Harassment Policy and the applicable procedures outlined in each are designed to achieve the following goals:

- Provide prompt and compassionate support services.
- Provide a comprehensive framework in which the needs and decisions of all parties concerned are central in determining further administrative response and assistance.
- Create a campus environment that both facilitates and expedites the prompt reporting of Prohibited Conduct.
- Cultivate a climate of community empowerment and education in which behaviors that contribute to Prohibited Conduct are not tolerated.
- Ensure that appropriate steps are followed when Prohibited Conduct is reported.
- Protect the rights of the Reporting Party, the Accused Party, and other parties involved in or affected by Prohibited Conduct.

III. Statement of Values

As a Catholic, Jesuit educational institution, Saint Louis University is committed to fostering a safe and supportive environment conducive to the academic pursuit and healthy personal development of all persons. It is committed to the preservation of personal dignity and the safety of its community members. The University views the forms of Prohibited Conduct identified in this Policy as offenses that can affect individuals of all identities – race, ethnicity, sex, age, ability, faith, sexual orientation, gender, gender identity, gender expression, class, and ideology. All members of the University community share responsibility for fostering this environment by adhering to standards of conduct. Any form of Prohibited Conduct is a serious violation of these standards and will not be tolerated. Any individual found in violation of this Policy may face sanctions up to and including, suspension, expulsion or termination.

The University seeks to create a supportive climate that will encourage individuals to report incidents. While this Policy sets out various courses of action, reporting incidents involving Prohibited Conduct is the only mechanism by which those who are responsible can be officially sanctioned by the University, thereby reducing the risk of repeat occurrences. Reporting is essential for the University to acquire an accurate account of the campus environment. Reporting provides the opportunity for the University to provide compassionate,
effective intervention, support and remediation, and most importantly, to help prevent such incidents from occurring.

Members of the Saint Louis University community should seek to understand and appreciate the University values and mission, including respect for the dignity of all persons, individual safety, and civil engagement within the community. Those same community ideals apply to contributions through social media tools and forums in order to foster meaningful and global connections. Use of any social media or other technology to engage in uncivil or harmful conduct that is abusive, threatening, harassing, retaliatory or hateful will not be tolerated.

IV. Notice of Non-Discrimination Under Title IX

Saint Louis University prohibits discrimination based on race, color, sex, national origin, religion, age, disability, or veteran status. In addition, based on our Catholic values and tradition we are committed to protecting the dignity of each person and therefore extend our non-discrimination policy to include sexual orientation, gender identity, and gender expression. All University policies, practices, and procedures are administered in a manner consistent with our Catholic Jesuit identity.

This policy addresses all forms of sexual discrimination, sexual and gender-based harassment and violence, intimate partner violence, stalking and retaliation. Saint Louis University does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual and gender-based harassment are also prohibited under Title VII of the Civil Rights Act of 1964, the Missouri Human Rights Act, and other applicable statutes. The University’s response to sexual assault, intimate partner violence and stalking are also governed by the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA).

Title IX Coordinator: The University has designated a Title IX Coordinator to oversee all reports of Prohibited Conduct at the University and to facilitate the University’s compliance with Title IX and related authority. The Title IX Coordinator is also responsible for:

- Conducting an annual report and review of all reports to identify and address any patterns or systemic problems within the University community;
- Overseeing the prompt and equitable investigation and determination of responsibility for all reports of Prohibited Conduct involving all members of the University community;
• Evaluating the need for, and imposing, reasonably available remedial and protective measures;

• Assuring that sanctions and remedies are reasonably designed to eliminate Prohibited Conduct, prevent its recurrence and address its effects on the Reporting Party and the University community;

• Knowing and training the University community in policies and procedures and relevant state and federal laws;

• Advising any individual, including the Reporting Party, Accused Party, or a third party, about the courses of action available at the University and in the community;

• Evaluating a Reporting Party’s request for anonymity or that no investigation or disciplinary action be taken;

• Providing assistance to any University employee regarding how to respond appropriately to a report of Prohibited Conduct;

• Monitoring compliance with all procedural requirements and time frames outlined in this policy; and

• Training, prevention, and education efforts and periodic review of climate and culture.

The Title IX Coordinator may delegate certain responsibilities to the Title IX Deputy Coordinators, as appropriate. Contact information for the Title IX Deputy Coordinators is available through the Office of Institutional Equity and Diversity and at www.slu.edu/here4you.

Questions about the applicability of this Policy or the University’s compliance with Title IX can be directed to the University’s Title IX Coordinator or the Office for Civil Rights:

Anna Kratky
Title IX Coordinator
DuBourg Hall, Room 36
(314) 977-3886
Email: akratky@slu.edu

Office for Civil Rights
Kansas City Office
US Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
V. Consent

What is Effective Consent:

- Effective Consent is an affirmative, knowing and voluntary decision – clearly communicated through mutually understandable words (e.g., saying “yes”) and/or actions – to willingly engage in mutually acceptable sexual activity (e.g., to do the same thing, at the same time, in the same way, with another individual(s)).

- Effective Consent must be given freely, willingly, consciously and knowingly by each participant to any desired sexual contact.

- Consent may be withdrawn by either party at any time during the sexual activity. Withdrawal of consent must be demonstrated by words and/or actions that indicate a desire to end sexual activity. Once an individual has communicated withdrawal of consent, all sexual activity must end.

What is NOT Effective Consent:

- Conduct will be considered “without consent” if no clear consent, verbal or nonverbal, is given.

- Effective Consent cannot be given by someone who is Incapacitated.

- Effective Consent cannot be gained through force, threat, intimidation or coercion.

- A current or previous dating or sexual relationship, by itself, does not constitute Effective Consent. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.

- Effective Consent cannot be inferred from silence, passivity or lack of resistance. Without outward communication or action, Effective Consent does not exist.

- Effective Consent cannot be inferred from an individual’s attire or physical appearance.

- Effective Consent cannot be inferred from an individual’s offer, acceptance, or participation in any form of non-physical sexual activity (e.g. social media forums, date/activity, consumption of alcohol, or invitation to a dorm room or private area).

- A verbal “no,” even if perceived to be indecisive constitutes a lack of consent.

The expectations of our community regarding Consent include, but are not limited to, the following:
• It is the responsibility of the person initiating the sexual activity to obtain the other party’s Effective Consent. It is not the responsibility of the intended recipient of such sexual contact to affirmatively deny such consent.

• Both parties must have Effective Consent throughout the duration of the sexual activity.

• Effective Consent can be given by words and/or actions. Relying solely upon non-verbal communication, however, can lead to misunderstanding and as a result a potential violation of this Policy.

• Effective Consent to one form of sexual activity is not, by itself consent to other forms of sexual activity.

**Incapacitation, Alcohol and/or Drugs, Force and Coercion:**

**Incapacitation:** A person violates this Policy if they have sexual contact with someone they know, or should know, to be mentally incapacitated or to have reached the degree of intoxication that results in incapacitation.

An individual who is incapacitated cannot communicate Effective Consent to sexual activity. Incapacitation is the inability, temporarily or permanently, to give consent or communicate unwillingness, because an individual is mentally and/or physically helpless, unconscious, asleep or unaware that the sexual activity is occurring.

Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual’s: decision-making ability; awareness of consequences; ability to make informed judgments; capacity to appreciate the nature and the quality of the act; or level of consciousness.

A person is considered incapacitated, or unable to give consent, if they cannot understand the when, where, why, how or who of the sexual encounter. Where alcohol or other drugs are involved, incapacitation may result from rapid or excessive consumption (voluntarily or involuntarily). The impact of alcohol and other drugs varies from person to person. Warning signs that a person may be so impaired by alcohol and/or drugs that they no longer have the capacity to give Effective Consent may include, but is not limited to:

• Difficulty walking, stumbling or falling down;
• Being unable to stand or walk without assistance;
• Slurred speech or an inability to communicate clearly;
• Inability to focus or confusion about what is happening;
• Urinating, defecating or vomiting; or
• Combativeness, emotional volatility or other marked change in demeanor.

The test of whether an individual should know about another's incapacitation is whether a reasonable, sober person in the same position would know or should have been aware of the
Reporting Party’s incapacitation. An Accused Party cannot rebut a charge of Prohibited Conduct merely by asserting that they were drunk or otherwise impaired and, as a result did not know that the other person was incapacitated. Alcohol, drugs or other intoxicants do not negate or diminish the responsibility of an individual to obtain Effective Consent.

**Force/Coercion:** In some situations, an individual’s ability to freely, willingly, and knowingly give Effective Consent is taken away by another person or circumstance. Examples include, but are not limited to:

- When an individual is physically forced to participate. Force is the use or threat of physical violence and/or imposing on someone physically in order to gain sexual access. There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. Any sexual activity that is forced is by definition without Effective Consent.

- When an individual is intimidated, threatened – even a perceived threat – isolated, or confined.

- When an individual is coerced or unreasonably pressured to participate in sexual activity. When someone makes clear that they do not want to engage in sexual activity, that they want something to stop, or that they do not want to go past a certain point of sexual interaction – continued pressure past that point can be coercive behavior. When evaluating coercive behavior, factors such as the frequency, duration, location (isolation of recipient of unwanted contact), and intensity of coercive behaviors will be considered. A person’s words or conduct are sufficient to constitute coercion if they wrongfully impair another individual’s freedom of will and ability to choose whether or not to engage in sexual activity.

**VI. Privacy and Confidentiality**

The University seeks to respect the privacy of all parties. The University will treat information that it receives in a manner that respects both the Reporting Party and the Accused Party. Recognizing that Prohibited Conduct can include criminal acts that violate the security of the entire campus community, there may be instances where the University has a responsibility to investigate or disclose information regarding the circumstances related to a specific incident. Individual and community safety considerations will be balanced with the privacy interests of all involved, as well as the applicable legal requirements, when making decisions regarding such investigations and disclosures. Further information about how the University evaluates a Reporting Party’s request that their name or other identifying information not be disclosed to the Accused Party, or that no investigation or disciplinary action be taken is provided in Section 11.0., below.

The terms privacy and confidentiality have two distinct meanings under this Policy.

- **Privacy:** Privacy generally means that information related to a report made under this Policy will only be shared with a limited number of individuals who “need to know” in order to assist in the active review, investigation and determination of responsibility concerning the report.
While not bound by confidentiality, these individuals are trained to be discreet and respect the privacy of all individuals involved in the process.

- **Confidentiality:** Confidentiality means that information shared by an individual with certain campus or community professionals *cannot* be revealed to any other individual without express permission of that individual, unless there is an imminent threat of harm to self or others, or the conduct involves suspected abuse of a minor (which requires notifying child protective services and/or local law enforcement). These campus and community professionals include: clergy, physicians, and mental health providers, all of whom have privileged confidentiality that has been recognized by the law.

- **Employee Reporting Responsibilities:** All employees who are aware of Prohibited Conduct are required to report the information to the Title IX Coordinator unless otherwise designated as a Confidential Resource.

All University proceedings are conducted in compliance with the requirements of Title IX, the Clery Act, VAWA, FERPA, state and local law, and University policy. No information shall be released from proceedings under this policy except as required or permitted by law and University policy.

- **Release of Information:** The Clery Act requires the University to maintain anonymous statistical information in the University’s daily crime log and Annual Security Report regarding reports of Clery-identified crimes. The information contained in the Clery report tracks the number of Clery reportable offenses occurring at campus locations and does not include the

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2 Missouri state law mandates reporting “When any physician, medical examiner, coroner, dentist, chiropractor, optometrist, podiatrist, resident, intern, nurse, hospital or clinic personnel that are engaged in the examination, care, treatment or research of persons, and any other health practitioner, psychologist, mental health professional, social worker, day care center worker or other child-care worker, juvenile officer, probation or parole officer, jail or detention center personnel, teacher, principal or other school official, minister as provided by section 352.400, peace officer or law enforcement official, or other person with responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report to the division in accordance with the provisions of sections 210.109 to 210.183. No internal investigation shall be initiated until such a report has been made. As used in this section, the term ‘abuse’ is not limited to abuse inflicted by a person responsible for the child's care, custody and control as specified in section 210.110, but shall also include abuse inflicted by any other person.” See R.S.Mo. 210.115.1

3 Missouri state law acknowledges the confidential nature of these communications for:

“Any person practicing as a minister of the gospel, priest, rabbi or other person serving in a similar capacity for any organized religion, concerning a communication made to him or her in his or her professional capacity as a spiritual advisor, confessor, counselor or comforter; and

A physician licensed pursuant to chapter 334, a chiropractor licensed pursuant to chapter 331, a licensed psychologist or a dentist licensed pursuant to chapter 332, concerning any information which he or she may have acquired from any patient while attending the patient in a professional character, and which information was necessary to enable him or her to prescribe and provide treatment for such patient as a physician, chiropractor, psychologist or dentist.” See R.S.Mo. 491.060.
names or any other identifying information about the persons involved in the incident. The University may also share non-identifying information about reports received in aggregate form, including data about outcomes and sanctions. In addition, if a report of Prohibited Conduct discloses a serious and continuing threat to the campus community as defined in the Clery Act, the University will issue a timely notification to the community to protect the health or safety of the community. At no time will the University release the name of the Reporting Party to the general public without the express consent of the Reporting Party or as otherwise permitted or required by law.

VII. Prohibited Conduct

Saint Louis University prohibits all forms of sexual and gender-based harassment and violence, intimate partner violence, stalking and retaliation. The following definitions and examples focus on conduct that is prohibited by the University’s Sexual Misconduct Policy, Sexual Harassment Policy, and Community Standards.

“Sexual or Gender-Based Harassment” refers to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature if:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education, living environment, employment, or participation in a University-related activity or University program;

2. submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual’s education, living environment, employment, or participation in a University-related activity; or

3. such conduct has the purpose or effect of unreasonably interfering with an individual’s educational performance, i.e. it is sufficiently serious, persistent or pervasive that it creates an intimidating, hostile, offensive, or abusive environment for that individual’s education, living environment, employment, or participation in a University-related activity under both an objective and subjective standard.

Sexual harassment also includes harassment based on gender, gender identity, gender expression or sexual orientation, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex/gender or sex/gender-stereotyping, even if the acts do not involve conduct of a sexual nature.

Conduct reported as sexual or gender-based harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the conduct at issue. Although repeated incidents generally create a stronger claim, a single incident, if sufficiently severe, may create a hostile environment. Sexual and gender-based harassment:

- May be committed by or against anyone, regardless of sex, gender, sexual orientation, gender expression/gender identity;
- May occur between people of the same sex or different sexes;
- Does not have to be “directed at” a specific person or persons to constitute harassment;
- May include both intentional conduct and conduct that results in negative effects, even if those negative effects were unintended;
- Often includes a power differential between the parties based on differences in age or educational, employment, or social status;
- May be committed by a stranger, an acquaintance, or someone with whom the Reporting Party has a current or previous relationship, including a romantic or sexual relationship;
- May occur in the classroom, in the workplace, in residential settings, or in any other setting; and
- May be committed in the presence of others, when the parties are alone together, or through remote communications, including email, text messages, or social media.

“Sexual Assault” refers to engaging in any form of sexual contact or sexual intercourse with another without Effective Consent and/or by force.

Sexual Contact is:
- any intentional contact with the breasts, buttocks, groin, or genitals with any object or body part;
- making another touch you or themselves with or on any of these body parts; or
- any other intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Sexual Intercourse is:
- vaginal penetration, however slight, by a penis, object, tongue or finger;
- anal penetration, however slight, by a penis, object, tongue, or finger; or
- oral copulation (mouth to genital contact or genital to mouth contact).

“Sexual Exploitation” occurs when an individual takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute any other form of Prohibited Conduct. Examples of Sexual Exploitation include, but are not limited to:
- invasion of sexual privacy, including observing or allowing another individual to observe another’s nudity or sexual activity without the Effective Consent of all individuals’ involved;
- prostituting another person;
• non-consensual video or audio-taping of sexual activity;
• engaging in voyeurism;
• knowingly exposing another individuals to a sexually transmitted infection or virus without that individuals’ knowledge of the exposure;
• exposing or inducing another to expose their genitals without consent; or
• inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

“Stalking” is when a person engages in a course of conduct or repeatedly commits acts toward another individual under circumstances that would cause a reasonable person to fear for their or others’ safety, or to suffer substantial emotional distress.

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

Examples of stalking may include:

• Unwelcome and repeated visual or physical proximity to a person;
• Repeated oral or written threats;
• Unwelcome/unsolicited written communication, including letters, cards, emails, instant messages, and messages on on-line bulletin boards;
• Unwelcome/unsolicited communications about a person, their family, friends, or co-workers; or
• Sending/posting unwelcome and/or unsolicited messages with another’s username; or
• Implicitly threatening physical conduct or any combination of these behaviors directed toward an individual person.

“Intimate Partner Violence” includes any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a romantic, sexual, dating, spousal, domestic, or other intimate relationship. Whether a dating relationship exists will depend on the length, type, and frequency of interaction. A domestic relationship also includes a current or former cohabitant, a person with whom a victim shares a child in common, a person similarly situated to a spouse under domestic or family violence law, or anyone else protected under domestic or family violence law. Intimate Partner Violence may include any form of Prohibited Conduct under this policy, including Sexual Assault, Stalking, and Abusive Behavior (as defined in the Community Standards).

“Abusive Behavior” is any act, including verbal or written communications that intimidates, coerces, threatens, or significantly disrupts the health, safety or well-being of any person. Abusive
Behavior will be addressed under this policy if it involves Sexual or Gender-Based Harassment, Intimate Partner Violence, is part of a course of conduct of Stalking, or is an act of Retaliation.

“Aiding or Facilitating” is when any individual or group of individuals aids, facilitates, promotes, colludes or encourages another to commit a violation under this policy. Aiding or facilitating may also include failing to take action to prevent an imminent act when it is reasonably prudent and safe to do so. Aiding or facilitating includes gaining academic or personal advantage or privilege with negative impact on others or the community through violation of the policy or any other community standards.

“Retaliation” refers to any adverse action or attempts including harassment, threats, intimidation, or coercion that would discourage a reasonable person from reporting Prohibited Conduct or participating in the investigation or hearing process. Retaliation also refers to any acts, threats, or attempts to seek retribution against a Reporting Party, the Accused Party, or any individual or group of individuals involved in the investigation, and/or determination of responsibility for Prohibited Conduct under this Policy. Retaliation can be committed by any individual or group of individuals, not just a Reporting Party or Accused Party.

VIII. Resources

Any individual who has experienced Prohibited Conduct is strongly encouraged to seek immediate emergency assistance from law enforcement, medical professionals or crisis counseling resources. The University recognizes that deciding whether to report Prohibited Conduct and choosing how to proceed can be difficult decisions that evolve over time. The University encourages any individual who has questions or concerns to seek the support of campus and community resources. These professionals can provide information about available resources and procedural options and assistance to either party in the event that a report and/or investigation under this policy are pursued. Individuals are encouraged to use all available resources, regardless of when or where the incident occurred.

The University is committed to treating all members of the community with dignity, care, and respect. Any individual affected by Prohibited Conduct, whether as a Reporting Party, Accused Party, witness, or a third party, will have equal access to support consistent with their needs and available University resources. This section provides contact information for University resources, resources in the Greater St. Louis community, and national resources.

Prompt intervention can do much to mitigate trauma associated with acts of Prohibited Conduct and enhance recovery. Reporting Parties are encouraged to utilize appropriate resources whether or not they report the Prohibited Conduct to law enforcement or the University. Any campus community member in need of resources or assistance relating to any of the matters covered by this Policy is encouraged to contact one of the on-campus or off-campus resources or Reporting Contacts listed this Policy.
A. Emergency Resources

The priority response to any report of Prohibited Conduct is to address the safety of the Reporting Party. The University will help the Reporting Party get to a safe place and assist them in contacting law enforcement, seeking immediate medical treatment, accessing crisis counseling resources and assisting them in taking steps to preserve evidence. For emergency assistance, Reporting Parties are strongly encouraged to contact the Department of Public Safety (DPS), the local police department, University emergency medical or counseling services.

**EMERGENCY ASSISTANCE AND MEDICAL CARE**

Saint Louis Metropolitan Police Department - 911

Department of Public Safety (DPS)
Wool Center, Rm. 114, (314) 977-3000

Saint Louis University Hospital Emergency Department
3635 Vista at Grand Boulevard, St. Louis, MO 63110

Student Health Center
Marchetti Towers East, (314) 977-2323 (24-hour line)

University Counseling Center
3711 West Pine Mall, Wuller Hall, 2nd Floor, (314) 977-8255 (24-hour line)

The University also maintains a 24-hour toll free hotline available at (877) 525-5669 or (877) 525-KNOW. Reports or information related to Prohibited Conduct can be submitted anonymously through the hotline. Information submitted through the University hotline will be shared with the Title IX Coordinator.

University Hotline
(877) 525-5669 or (877) 525-KNOW (24-hour toll free line)

B. The only University resources that afford complete confidentiality (assuming no other conditions require mandatory disclosure, i.e., suspected child abuse or neglect or imminent risk of harm to self or others) are:

- Disclosure to a licensed counselor in the University Counseling Center;
- Disclosure to a medical professional in the context of the physician-patient relationship; and
- Disclosure to a member of the clergy when the communication is made in their professional capacity of giving religious or spiritual advice.
Speaking confidentially with a licensed counselor in the University Counseling Center does not require a report to Department of Public Safety, Title IX Coordinator, or any other reporting body, without the consent of the Reporting Party.

**University Counseling Center**

3711 West Pine Mall  
Wuller Hall, 2nd Floor  
Saint Louis, Missouri 63108  
(314) 977-8255  
The University Counseling Center provides a broad range of services for all Students, including full-time, part-time and graduate students, including individual and couples counseling, educational and therapy groups, psychiatry, outreach and programming, and consultation to groups, departments, and organizations. Mental health information and records are not available to anyone outside or within the University without the client’s express permission.

For mental health emergencies, a trained and licensed staff therapist is on call 24 hours per day, 7 days per week, 365 days per year and can be available by contacting 314-977-TALK (8255).

**Student Health Services**

Marchetti Towers East  
3518 Laclede Avenue  
Saint Louis, Missouri 63103  
(314) 977-2323 (24 hours)  
Student Health Services provides medical treatment, outpatient services, and a variety of educational programs for all Students, including full-time, part-time and graduate students. The staff of Student Health include: nurses, physicians of various specialties, medical assistants, patient care coordinators, and many support staff.

**Medical Services in the Greater St. Louis Community**

Medical professionals in designated hospitals can provide a forensic medical examination. A forensic exam obtained from a hospital has two goals: first, to diagnose and treat the full extent of any injury or physical effect (sexually transmitted infection or possibility of pregnancy) and, second, to properly collect and preserve evidence. The exam may include testing and prophylactic treatment for HIV/AIDS, STIs, and pregnancy, a vaginal/anal examination, collecting fingernail scrapings and/or clippings, examining for injuries, and a blood draw. There is a limited window of time (typically 72 to 96 hours) following an incident of sexual assault to preserve physical and other forms of evidence. Taking the step to gather evidence immediately does not commit an individual to any course of action. The decision to seek medical attention and gather evidence will preserve the full range of options through the University’s processes or criminal action.
St. Louis area hospitals that have the capacity to conduct forensic exams include:

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Louis University Hospital</td>
<td>(314) 577-8777</td>
</tr>
<tr>
<td>St. Mary’s Health Center</td>
<td>(314) 768-8360</td>
</tr>
<tr>
<td>Barnes/Jewish Hospital</td>
<td>(314) 362-9123</td>
</tr>
<tr>
<td>Missouri Baptist Hospital</td>
<td>(314) 996-5225</td>
</tr>
<tr>
<td>Mercy Hospital St. Louis</td>
<td>(314) 569-6090</td>
</tr>
</tbody>
</table>

**Campus Ministry**

Eckelkamp Center for Campus Ministry  
Wuller Hall  
3711 West Pine Mall  
St. Louis, MO 63108  
(314) 922-2425  

With a spirit of *cura personalis*, or care for the whole person, the Department of Campus Ministry offers opportunities for cultivating an informed faith, a commitment to social justice, and an integrated way of life. Guided by the Catholic Church and the Society of Jesus, we welcome and serve students of all religious backgrounds and traditions.

**Employee Resources**

Saint Louis University is concerned with the well-being of its staff members and their families and is aware that personal problems can influence job performance. Staff members, their family members, or any member of the staff member's household are encouraged to contact the Employee Assistance Program (EAP). The EAP provides employees and their families’ access to professional licensed counselors on a confidential and cost-free basis.

Confidential professional counseling is provided through ComPsych at no personal cost for staff and their families who are coping with a personal or family crisis.

Call 1-800-859-9319 to make an appointment or visit [www.guidanceresources.com](http://www.guidanceresources.com) for more information.
## Additional Confidential Resources in the St. Louis Area

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Louis Regional Sexual Assault Center</td>
<td>314-531-7273 (24 hour access)</td>
</tr>
<tr>
<td>Alternatives to Living in Violent Environments</td>
<td>314-993-2777 (24 hour access)</td>
</tr>
<tr>
<td>Crime Victims Advocacy Center</td>
<td>314-652-3623 (24 hour access)</td>
</tr>
<tr>
<td>Legal Advocates for Abused Women</td>
<td>314-664-6699</td>
</tr>
<tr>
<td>LGBT Center of St. Louis</td>
<td>1-888-350-4477 (volunteers available daily from 12:00 – 9:00 pm) <a href="http://www.lgbtcenterstl.org/">http://www.lgbtcenterstl.org/</a></td>
</tr>
<tr>
<td>Life Crisis</td>
<td>314-647-4357</td>
</tr>
<tr>
<td>Women’s Resource Center: Sexual Assault Response Team</td>
<td>314-531-7273 (24 hour access)</td>
</tr>
</tbody>
</table>
| Safe Connections | (314) 646-7500  
Tty: 314-646-0505  
Hotline: (314) 531-2003  
Website: [http://www.safeconnections.org](http://www.safeconnections.org) |
| Bridgeway Sexual Assault Center Hotline | (877) 946-6854  
[http://bridgewaybh.com](http://bridgewaybh.com) |
| Provident Life Crisis Hotline | 314-647-HELP (4357)  
1-800-273-TALK (8255) |

### C. Campus Resources (Private, but not Confidential)

The following campus departments can provide resources, guidance and assistance to Students. These departments are required to share all reports of Prohibited Conduct with the Title IX Coordinator.

**Office of the Dean of Students**
Busch Student Center, Suite 350  
20 N Grand Blvd  
St. Louis, MO  63103
The Office of the Dean of Students provides an increased level of support to the University community through various educational efforts, programmatic opportunities and mechanisms of coordinated care and community commitment.

Student Responsibility and Community Standards
Wuller Hall, 2nd Floor North
3711 West Pine Mall
St. Louis, MO 63108-3306
(314) 977-7326
conduct@slu.edu
The Office of Student Responsibility and Community Standards is committed to working with students and the University community to foster values that reflect the mission of the University.

Department of Housing and Residence Life
DuBourg Hall, Room 157
St. Louis, MO 63108
(314) 977-2811
Professional Staff On-Call: 314-486-4947 (24 hours)
reslife@slu.edu
The Department of Housing and Residence Life at Saint Louis University is dedicated to providing a secure and inclusive educational environment that facilitates student learning and holistic development through intentional experiences and engagement in community.

Office of Institutional Equity and Diversity
221 North Grand Blvd.
DuBourg Hall 36
St. Louis, MO 63103
(314) 977-3838
The mission of the Office of Institutional Equity and Diversity is to promote a deep understanding and appreciation among the diverse members of the University community, to promote justice and equality in educational and employment opportunities, as well as to lead efforts to create an inclusive academic and work environment.
The Department of Public Safety will assist students in contacting appropriate law enforcement authorities, enforcing no contact or civil protective orders, providing safety escorts or emergency transportation to law enforcement or medical professionals.

D. National Resources

The following chart outlines national resources available online. These resources may help identify available resources in other communities outside of St. Louis or Missouri.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Alone.gov</td>
<td><a href="https://www.notalone.gov/">https://www.notalone.gov/</a></td>
</tr>
<tr>
<td>Locate services, resources and supports in an area</td>
<td><a href="https://www.notalone.gov/resources/">https://www.notalone.gov/resources/</a></td>
</tr>
<tr>
<td>National Domestic Violence Hotline</td>
<td>1.800.799.SAFE (24 hour)</td>
</tr>
<tr>
<td>National Sexual Assault Online Hotline</td>
<td><a href="http://www.thehotline.org">http://www.thehotline.org</a></td>
</tr>
<tr>
<td>Domestic Abuse Helpline for Men and Women</td>
<td>1.888.743.5754</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.dahmw.org/">http://www.dahmw.org/</a></td>
</tr>
<tr>
<td>Stalking Resource Center</td>
<td><a href="http://www.victimsofcrime.org/our-programs/stalking-resource-center">http://www.victimsofcrime.org/our-programs/stalking-resource-center</a></td>
</tr>
<tr>
<td>Rape, Abuse, and Incest National Network (RAINN)</td>
<td><a href="http://www.rainn.org">http://www.rainn.org</a></td>
</tr>
<tr>
<td></td>
<td>1-800-656- HOPE (4673) (24 hour hotline)</td>
</tr>
</tbody>
</table>

IX. Reporting Contacts and Options

The University has a strong interest in supporting individuals impacted by Prohibited Conduct and promoting accountability for conduct in violation of this Policy. The University encourages all community members to promptly report all incidents of Prohibited Conduct as soon as possible in order to maximize the University’s ability to respond promptly and effectively. The University does not, however, limit the time frame for reporting. If the Accused Party is not a member of the
University community at the time of the report, the University will not be able to take disciplinary action against the Accused Party. The University will, however, still seek to meet its Title IX obligations by providing reasonably available support for the Reporting Party, identifying any information relevant to pattern or climate, and assisting a Reporting Party in identifying external reporting options.

A Reporting Party may choose to make a report to the University to pursue an investigation and determination under this Policy and may choose to make a report to law enforcement. When making a report, a Reporting Party may pursue either or both of these options at the same time. When making a report, a Reporting Party need not know whether they wish to request any particular course of action, nor how to label what happened. Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. Upon receipt of a report of Prohibited Conduct, the University will provide the Reporting Party a written notice describing the options listed below. Before or during this decision-making process, a Reporting Party and other reporting persons are encouraged to seek support and information from the University Counseling Center or Employee Assistance Program.

A. University Reporting Contacts

While an individual is encouraged to report an incident to a person of their choice, the University has designated the following Reporting Contacts to receive reports of Prohibited Conduct. The designated Reporting Contacts have been trained to share available reporting options and resources with a Reporting Party.

Although certain individuals or entities are designated Reporting Contacts, all employees who are aware of Prohibited Conduct, are required to report the information to the Title IX Coordinator unless otherwise designated as a Confidential Resource.

The designated Reporting Contacts are:

**Title IX Coordinator:**
DuBourg Hall, Room 36
(314) 977-3886
Email:akratky@slu.edu

**Department of Public Safety**
Wool Center, Rm. 114
3545 Lindell Blvd.
St. Louis, MO 63103
(314) 977-3000

**Dean of Students**
Busch Student Center, Suite 313
A report may be filed with any of the Reporting Contacts described above. All of these Reporting Contacts will share the report with the University’s Title IX Coordinator. When a report is received, the University will respond to and evaluate the report of Prohibited Conduct pursuant to Section 10.0 and 11.0, below.

B. Law Enforcement Reporting Options

A criminal report may be filed with the St. Louis Metropolitan Police Department or appropriate jurisdiction. A Reporting Party over the age of 18 has the right to notify or decline to notify law enforcement. The Department of Public Safety is also available to provide assistance with contacting the St. Louis Metropolitan Police Department, or other appropriate jurisdiction.

The Title IX Coordinator or Reporting Contact can assist in setting up an initial meeting with law enforcement and can accompany a Reporting Party to that meeting. Filing a report with law
enforcement does not obligate a Reporting Party to participate in any subsequent criminal proceedings.

**St. Louis Metropolitan Police Department**

911 – *emergency*

(314) 231-1212 – *non emergency*

(314) 444-5385 – *domestic abuse division*

(314) 444-5385 – *sex crimes division*

The University’s policy, definitions and burden of proof may differ from Missouri criminal law. The parties involved may seek recourse under this policy and/or pursue their rights under Missouri law. Neither law enforcement’s determination whether or not to prosecute an Accused Party, nor the outcome of any criminal prosecution, are determinative of whether a violation of this policy has occurred. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

At the request of law enforcement, the University may agree to defer its Title IX fact gathering until after the initial stages of a criminal investigation. The University will nevertheless communicate with the Reporting Party regarding Title IX rights, procedural options and the implementation of remedial and protective measures to assure safety and well-being. The University will promptly resume its Title IX fact gathering as soon as it is informed that law enforcement has completed its initial investigation.

**C. Bystanders**

The University encourages all members of the University community to take reasonable and prudent steps to prevent or stop incidents of Prohibited Conduct. Taking action may include direct intervention when safe to do so, enlisting the help of friends, contacting the Department of Public Safety or local law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive, moral obligation will be supported by the University and protected from Retaliation. More information regarding bystander action can be found in the Responsible Action Protocol in Section 1.16 of the University’s Community Standards.

**D. Amnesty**

To encourage reporting, individuals who in good faith report Prohibited Conduct, either as a Reporting Party, witness or bystander, will not be subject to disciplinary action by the University for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.
E. Statement Against Retaliation

The University will not tolerate Retaliation against any Student, Employee or Third Party who makes a report of Prohibited Conduct, participates in an investigation related to a report of Prohibited Conduct, or participates in a hearing or appeal process related to a report of Prohibited Conduct. Any incidents of Retaliation should be reported to the Title IX Coordinator or a designated Reporting Contact and may be subject to the same investigation, hearing, and appeal process as set forth in Section 13.0, below. The University will take prompt and corrective action against all acts of Retaliation.

X. Response Protocol

The University will respond to all reports of Prohibited Conduct in a timely and effective manner consistent with this Policy.

1. All University Employees who are aware of Prohibited Conduct, through first-hand knowledge, receipt of a disclosure, or other indirect means, are required to immediately report all known information, including the names of the individuals involved, the date and location of the alleged incident, the nature of the report and any supporting evidence and/or documentation, to the Title IX Coordinator unless otherwise designated as a confidential resource.

2. All Reporting Contacts who receive a report of Prohibited Conduct will immediately share all known information with the Title IX Coordinator.

3. The Reporting Contact will assist the Reporting Party in getting to a safe place if necessary. In doing so, the Reporting Contact will coordinate with DPS as needed.

4. The Reporting Contact will encourage the Reporting Party to seek immediate medical attention for treatment of injuries and preservation of evidence, discuss the reasons why prompt medical treatment is important, and arrange for transportation to the hospital if the Reporting Party agrees to such medical treatment.

5. The Title IX Coordinator will inform DPS of all reports of Prohibited Conduct consistent with the University’s Clery obligations.

6. The Reporting Party will have the option to file a criminal report with the St. Louis Metropolitan Police Department, or appropriate jurisdiction. Declining to notify the St. Louis Metropolitan Police Department, or other appropriate jurisdiction, at the time of the initial report does not preclude the Reporting Party from filing a criminal report at a later date provided the conduct is within Missouri’s applicable statute of limitations.

7. The Reporting Contact will coordinate with the on-call sexual assault counselor from the University Counseling Center and a victim's advocate from the St. Louis Regional Sexual Assault Center if the Reporting Party so wishes. The on-call sexual assault counselor and/or victim's advocate are available to accompany the Reporting Party at each stage of the reporting, investigation, or hearing process, if requested by the Reporting Party.
8. The Reporting Contact will provide to the Reporting Party information describing available resources, remedial and protective measures and reporting options, including, but not limited to, pastoral care, academic assistance, alternative housing, or a “no contact” order from the University. The information will be discussed at the time of the initial report and provided in writing by the Title IX Coordinator (or designee) to the Reporting Party.

9. If the Reporting Party wishes to pursue a report through University processes, the Reporting Contact will arrange for the appropriate office (Office of Student Responsibility & Community Standards for reports against Students) to contact the Reporting Party within one (1) business day of receiving the report.

10. If the Reporting Party does not wish to pursue a report through University processes, the Title IX Coordinator will evaluate that request in light of its broader obligations to campus safety, as set forth in Section 11.0, below.

11. The Reporting Contact and on-call sexual assault counselor will arrange for follow-up counseling, if requested by the Reporting Party.

12. The Reporting Contact will make notifications to appropriate University officials, including the Title IX Coordinator, and, where possible, limit the information provided to such officials by taking the Reporting Party’s preferences into consideration (consistent with the section on Privacy and Confidentiality).

13. The Reporting Contact will also assist, at the request of the Reporting Party, in coordinating follow-up services, including referrals to appropriate resources listed in Section 8.0, above.

14. The Title IX Coordinator will initiate and maintain ongoing contact to communicate information about the resources, supports, Policy and applicable procedures.

XI. Evaluating a Reporting Party’s Request for Anonymity, or That No Investigation or Disciplinary Action Be Pursued

Recognizing that Prohibited Conduct can include criminal acts that violate the security of the entire campus community, there may be instances where the University has a responsibility to investigate or disclose information regarding the circumstances related to a specific incident despite a Reporting Party’s request to the contrary. The University will balance individual and community safety considerations with the privacy interests and agency/autonomy of a Reporting Party, as well as the applicable legal requirements, when making decisions regarding such investigations and disclosures.

The University’s ability to act to protect the interests of the Reporting Party and other Students is limited by the information provided to it. For example, the University’s ability to respond to a report of Prohibited Conduct may be limited if the Reporting Party requests that their name, or other identifiable information not be disclosed to the Accused Party, that no investigation occur, or that no disciplinary action be taken. Additionally, while the Reporting Party is under no obligation to reveal the identity of the Accused Party, the Reporting Party will be encouraged to do so in the interest of
Where a Reporting Party chooses not to participate in University processes or pursue the report as a criminal matter, the University will nevertheless assess whether to pursue University disciplinary action for the safety of the Reporting Party and the University community. In assessing the appropriate University action(s), the University will consider the Reporting Party’s express preference(s) in light of the following factors:

- The seriousness, persistence, or pervasiveness of the Prohibited Conduct;
- The respective ages and roles of the Reporting Party and Accused Party;
- Whether there have been other reports of Prohibited Conduct against the Accused Party;
- The right of the Accused Party to receive notice and relevant information before disciplinary action is sought;
- Whether the circumstances suggest there is an increased risk of the Accused Party committing additional acts of Prohibited Conduct;
- Whether the Accused Party has a history of arrests or prior conduct violations (at the University or elsewhere) indicating a history of violence;
- Whether the Accused Party threatened further acts of Prohibited Conduct or other violence against the Reporting Party or others;
- Whether the Prohibited Conduct was committed by multiple individuals;
- Whether the circumstances suggest there is an increased risk of future acts of Prohibited Conduct under similar circumstances;
- Whether the Prohibited Conduct was perpetrated with a weapon, by force, or through the use of predatory behavior, including the use of incapacitating substances;
- Whether the University possesses other means to obtain relevant information (e.g., security cameras or personnel, physical evidence);
- The Accused Party’s right to receive information if such information is maintained in an “education record” under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 C.F.R. Part 99; and,
- The University’s obligation to provide a safe and non-discriminatory environment.

The University will evaluate a request for anonymity in the context of its responsibility to provide a safe and non-discriminatory environment for the campus community. The University will take reasonable steps to investigate and respond to the report consistent with the Reporting Party’s request to maintain anonymity or to not pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Reporting Party. Where the University determines that
action should be taken that is inconsistent with the request of the Reporting Party, the Title IX Coordinator will inform the Reporting Party about the chosen course of action, which may include the University initiating disciplinary action against an Accused Party. Where the University determines that University disciplinary action is appropriate, the University will not require the Reporting Party’s participation in any investigation or determination of responsibility if the Reporting Party does not wish to participate in any such action. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve disciplinary action against an Accused Party or disclosing the identity of the Reporting Party.

XII. Remedial and Protective Measures

Following a report of Prohibited Conduct, the University will offer reasonable and appropriate measures to protect a Reporting Party and facilitate the Reporting Party’s continued access to University employment or education programs and activities. The University offers a wide range of remedial and protective measures for Students and Employees, whether as Reporting Parties or Accused Parties, to provide support and guidance throughout the University’s response to a report of Prohibited Conduct. These measures may be both remedial (designed to address a Reporting Party’s safety and well-being and continued access to educational opportunities) or protective (involving action against an Accused Party). Remedial and protective measures may be imposed on an interim basis, or may be extended permanently.

The University offers the following range of remedial and protective measures:

- Imposition of an on-campus, no-contact directive;
- Rescheduling of exams and assignments;
- Providing alternative course completion options;
- Change in class schedule, including the ability to transfer course sections or withdrawal from a course without penalty;
- Change in an Employee’s work schedule or job assignment;
- Change in a Student’s University-sponsored or controlled housing;
- Assistance from University support staff in completing housing relocation;
- Limit of an individual’s or organization’s access to certain University facilities or activities pending the outcome of the matter;
- Voluntary leave of absence;
- Providing an escort to ensure safe movement between classes and activities;
- Providing access to medical services;
- Providing academic support services, such as tutoring;
University-imposed administrative leave or separation;
Interim suspension or leave;
Assistance in obtaining a civil protection order; and/or
Any other remedy which can be tailored to the involved individuals to achieve the goals of this policy.

Remedial measures are available regardless of whether a Reporting Party pursues a complaint or investigation under this policy. The University will maintain the privacy of any remedial and protective measures provided under this policy to the extent practicable and will promptly address any violation of the protective measures. The Title IX Coordinator has the discretion to impose and/or modify any remedial or protective measure based on all available information, and is available to meet with a Reporting Party or Accused Party to address any concerns about the provision, scope, or application of remedial and protective measures.

The University will provide reasonable remedial and protective measures to Third Parties as appropriate and available, taking into account the role of the Third Party and the nature of any contractual relationship with the University.

A civil Order of Protection may also be available from the St. Louis City Circuit Court located in the Civil Court Building, 10 N. Tucker 9th Floor, Adult Abuse Office, or other appropriate jurisdiction. The Title IX Coordinator or Department of Public Safety is available to assist with this process.

XIII. Overview of Investigation, Determination of Responsibility, Sanctions and Appeal Procedures for Complaints Against Students

Saint Louis University’s process for resolving reports of Prohibited Conduct against Students will be prompt and equitable and conducted with the oversight of the Title IX Coordinator. In every report under this policy, the University will make an immediate assessment of any risk of harm to the Reporting Party or to the broader campus community and will take steps necessary to address those risks. These steps will include remedial and/or protective measures to provide for the safety of the parties and the campus community. The initial assessment will consider the nature of the report, the Reporting Party’s expressed preference whether to proceed with an investigation, and the appropriate course of action. The appropriate course of action may include remedial and/or protective measures that do not involve disciplinary action against an Accused Party or a formal investigation and determination as to whether there has been a policy violation, and if so, whether sanctions are warranted. In determining whether this Policy has been violated, the University will apply the preponderance of the evidence standard (more likely than not). All University employees involved in investigating or responding to a report of Prohibited Conduct will receive appropriate training in support of their role, and will be impartial and free from actual conflict of interest or bias.

A. Right to an Advisor

Throughout the process, a Reporting Party or Accused Party may have an advisor provided by the University or an advisor of their choice present at any meeting related to the investigation or
disciplinary proceeding. An advisor of choice may include an attorney retained by a Party at their own expense. An advisor provided by the University will be trained in regard to University policies, procedures, and resources.

Any person who serves as an advisor should plan to make themselves available for meetings throughout the process. Advisors may participate in University processes in an advisory capacity, but they may not take part directly in the investigation, meeting with the Hearing Officer, or appeal. If a party wishes to speak privately with their advisor during the investigation, meeting with the Hearing Officer, or appeal, they may request a brief recess from the meeting or proceeding. The University has the right at all times to determine what constitutes appropriate behavior on the part of an advisor. The advisor may not be a fact witness or otherwise have any conflicting role in the process.

B. Timeframe for Investigation, Determinations and Appeal

Except for good cause, the University will conclude its investigation, hearing, and appeal process within sixty (60) calendar days following receipt of a report. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness, fairness, and impartiality. The University may extend this time frame for good cause and will communicate any delay in the process in writing to the parties, including an updated timeframe for completion and the reason(s) for any delay. Good cause may exist for a variety of factors, including the complexity of the circumstances of each allegation, the integrity and completeness of the investigation, to comply with a request by external law enforcement, to accommodate the availability of witnesses, to account for University breaks or vacations, or to address other legitimate reasons.

C. Investigation

Where a decision has been made to pursue an Investigation, the Title IX Coordinator, or designee, will assign a trained investigator to conduct a prompt, thorough and impartial investigation of reports of Prohibited Conduct. All parties and witnesses are expected to provide truthful information. Knowingly providing false or misleading information is a violation of University policy and can subject a Student or Employee to disciplinary action. The investigator or designee will provide timely updates, as appropriate or requested, about the timing and status of the investigation.

It is the responsibility of the University, not the parties, to gather relevant evidence, to the extent reasonably possible. The investigator will conduct a fair and reliable fact-gathering in light of the circumstances of the report. The investigator will be responsible for interviewing the Reporting Party and Accused Party; interviewing potential witnesses; collecting relevant documentation and physical evidence, including documents, communications between the parties, and other electronic records as appropriate; creating a timeline; and preparing a written report documenting the complete investigation.

The Reporting Party and Accused Party will have an equal opportunity to be heard, to submit information, and to identify witnesses who may have relevant information. Witnesses must have observed the acts in question or have information relevant to the incident and cannot be participating solely to speak about an individual’s character.
The investigator will determine the relevance of any proffered information, and will not consider statements of personal opinion, rather than direct observations or reasonable inferences from the facts, or statements as to any party’s general reputation for any character trait, including honesty.

Medical and counseling records of a Reporting Party or Accused Party are privileged confidential records that individuals are not required to disclose. However, these records may contain relevant and material information and a party may voluntarily chose to share such records with the investigator. Any records provided by a party become part of the file and are available to review by the opposing party.

A Reporting Party’s prior sexual history will never be used as evidence of character or reputation, and will only be considered during an investigation under limited circumstances. For example, where there is a current or ongoing relationship between the Reporting Party and the Accused Party, and the Accused Party asserts that the conduct was consensual, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties. The mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Any prior sexual history of the Reporting Party with other individuals is typically not relevant and will only be permitted if it is probative of a material fact, for example, to explain an injury or physical finding.

In gathering information, the investigator may also consider other reports of, or findings of responsibility for, similar conduct by the Accused Party to the extent such information is relevant and available. Such information may be relevant to prove motive, intent, absence of mistake, pattern or another material fact.

Where a sufficient informational foundation exists, the investigator, in consultation with the Title IX Coordinator, will assess the relevance, form, and reliability of the information and determine if it is appropriate for inclusion in the written investigation report for consideration by the Hearing Officer in its determination of responsibility and/or any assigning of a sanction.

The investigator and Title IX Coordinator have the discretion to consolidate multiple reports against an Accused Party into one investigation if the evidence related to each incident would be relevant and probative in reaching a determination on the other incident.

At the conclusion of the investigation, the investigator will prepare a written report that summarizes the report, details the information gathered, identifies the potential policy violations and synthesizes the areas of agreement and disagreement between the parties and any supporting information or accounts. In preparing the report, the investigator will review all facts gathered to determine whether the information is relevant and material to the determination of responsibility given the nature of the allegation. Before the report is finalized, the Reporting Party and Accused Party will be given the opportunity to review a preliminary investigative report that contains all information to be relied upon in reaching a determination. The Reporting Party and Accused Party may submit any additional comment or information to the investigator within five (5) business days of the opportunity to review the report.
Upon receipt of any additional information by the Reporting Party or Accused Party, or after the five (5) day comment period has lapsed without comment, the investigator will finalize the report. This finalized report will include a written recommendation at the conclusion of the report detailing whether there is or is not sufficient information alleged to support a finding that Prohibited Conduct occurred using a preponderance of the evidence standard. This finalized report, including the written recommendation, will be given to the Hearing Officer. This recommendation is non-binding on the Hearing Officer, who bears the ultimate responsibility of determining whether the Accused Party is responsible for committing Prohibited Conduct in violation of this policy.

The investigator will seek to complete the investigation and make a recommendation to the Hearing Officer within twenty-five (25) business days of receiving the complaint, but this time frame may be extended depending on the complexity of the circumstances of each case.

D. Determination of Responsibility and Sanctions

The Hearing Officer is an administrator designated by the University to determine responsibility and impose, as appropriate, any sanctions. The Hearing Officer will provide both the Reporting Party and Accused Party an opportunity to review the final investigative report and meet with the Hearing Officer separately to discuss the recommended findings and underlying facts. Alternatively, the parties may submit written comments in lieu of an in-person meeting with the Hearing Officer. At the conclusion of the individual meetings, or upon receipt of additional written comment, the Hearing Officer will make a determination as to whether, based on the preponderance of the evidence standard, the Accused Party committed an act or acts of Prohibited Conduct in violation of this policy.

If the Hearing Officer determines that the Accused Party is responsible for one or more forms of Prohibited Conduct, the Hearing Officer will determine the appropriate sanctions. A determination of sanctions will be based on the facts and circumstances of each case and will be designed to eliminate the Prohibited Conduct and prevent any reoccurrence of such Prohibited Conduct. Any determination for sanctions will be rooted in the University’s educational mission, institutional values, and Title IX obligations. Sanctions for Employees and University Contractors are found in the University’s Harassment Policy and Faculty Manual.

Sanctions for Students for a violation of this policy may include: expulsion; suspension; disciplinary probation; mandated counseling assessment which may include anger management course(s), alcohol and/or drug education program(s), and other requirements based upon the counseling assessment; restrictions on campus privileges including restrictions on campus housing or participation in student activities; community service; and/or other education sanctions.

In determining the appropriate sanction, the Hearing Officer may consider the following factors:

- the nature and violence of the conduct at issue;
- the impact of the conduct on the Reporting Party;
- the impact of the conduct on the University community;
• prior misconduct by the Accused Party, including the Accused Party's relevant prior discipline history, both at the University or elsewhere, and any criminal convictions;

• how the University has previously sanctioned similar conduct;

• whether the Accused Party has accepted responsibility for the conduct;

• maintenance of a safe and respectful learning, living and working environment;

• protection of the University community; and

• any other mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate outcome in each case.

Both the Reporting Party and Accused Party will simultaneously receive a written notice of the outcome of the Hearing Officer's findings, any sanctions, the rationale for each and the right to appeal.

E. Appeals

Either party may appeal the decision of the Hearing Officer. All appeals are due, in writing, to the Title IX Coordinator in the Office of Institutional Equity and Diversity, or her designee, within three (3) University business days following receipt of the Notice of Outcome. If a request is not received within three (3) business days, the Hearing Officer's determination is final. The appeal shall consist of a plain, concise and complete written statement outlining the basis for appeal and all relevant information to substantiate the grounds. The appeal will be decided by a panel of three members of the University community that receive, at a minimum, annual training.

The grounds for appeal may only be one or more of the following:

• There was a material deviation from the procedures set forth in this Policy or applicable provisions of the Student Handbook that would significantly impact the outcome of the case or may have resulted in a different finding;

• New or relevant information, not available at the time of the investigation or determination of responsibility, has arisen that would significantly impact the outcome of the case.

Dissatisfaction with the outcome of the investigation, and failure of a party or witness to attend or participate in the investigation or hearing process, are not grounds for appeal.

The other party will have an opportunity to review the appeal and may submit a written response to the appeal to the Title IX Coordinator in the Office of Institutional Equity and Diversity, or designee, within three (3) University business days following a Party's review of the appeal.

Appeals are not intended to be a full rehearing of the report (de novo). In most cases, appeals are limited to a review of the written documentation and pertinent documentation regarding the grounds for appeal. Absent extraordinary circumstances the appeal panel will not meet with either party. The decision of the appeal panel is a final determination.
Except in extraordinary circumstances, appeals will be resolved within ten (10) University business days following receipt of the request for appeal. All parties will receive written notification following the final determination of any appeal.

XIV. Programming and Training

In accordance with the University’s philosophy and mission, as well as Federal guidelines, programming and training about the Policy regarding the expectations of our community regarding Prohibited Conduct, reporting options, resources, and prevention are required for all Students and Employees.

Students who wish to be involved in the University’s efforts regarding peer-led prevention and awareness campaigns should contact Anna Kratky, Title IX Coordinator, Kim Sahr, Sexual Misconduct Investigator, and Arathi Srikanta, Wellness Program Director.

XV. Review and Approval

Changes to this policy may be necessary from time to time. At a minimum, this Policy shall be subject to annual review for compliance with applicable law, available guidance, and assessment of best practices. This Policy has been reviewed and approved by the Vice President, Student Affairs, Vice President and General Counsel, and the University’s Title IX Coordinator. This Policy has been approved by the Senior Executive Staff. Policy documentation, including a record of all changes to the charter, will be maintained by the Title IX Coordinator and available for inspection in the Office of Institutional Equity and Diversity, DuBourg Hall, Room 36.
1.18 Student Grievance (Non-academic)

I. Introduction

The following grievance procedure is available to students if a student believes he or she has not received fair treatment with respect to services provided by the University, outside of the classroom.

II. Purpose

In support of Saint Louis University’s commitment to *cura personalis* or “care for the whole person,” the Office of the Ombuds is committed to serve as a fair and impartial intermediary to connect undergraduate and graduate students to resources, explore solutions, and provide appropriate conflict resolution to address non-academic student grievances. Located within the Dean of Students Office, the Office of the Ombuds is a safe environment for students to share their concerns. The role of the Ombuds is to listen to concerns, help identify options for navigating through difficult matters, provide information on university policies and procedures, make appropriate referrals, and work to facilitate a fair resolution of issues.

In alignment with Saint Louis University’s Standards of Conduct, the Office of the Ombuds is committed to serving undergraduate and graduate students by demonstrating the University’s shared values:

- **Competence:** The Ombuds researches and presents all possible options to a student with a grievance.
- **Conscience:** The Ombuds strives to help a student with a grievance reach a state of resolution or lesser conflict within ten (10) University business days.
- **Compassion:** The Ombuds is transparent with a student about the role of the Ombuds and what can be done, and clearly states that the Ombuds role is that of a guide and not someone who finds a solution for the student.
- **Commitment:** The Ombuds helps facilitate positive change for a student with a grievance normally within ten (10) University business days after initial contact. Upon the completion of the ten (10) business days, the Ombuds will check in with the student and they will collectively determine whether there is need to continue to work together.
- **Community:** The Ombuds will work to promote fairness and justice for all students.

III. Definitions

For purposes of this policy, the following terms are defined as follows:

1. The term “Conflict Coaching” refers to the conflict resolution process whereby Students get advice or “coaching” from the Ombuds to guide them in engaging in resolving the grievance more effectively.
2. The term “Facilitated Dialogue” refers to the conflict resolution process whereby the Ombuds facilitates a conversation between the student and a representative from the department involved in the grievance in order for the parties to gain an understanding of the others point of view. In this conflict resolution process, parties maintain ownership of the outcome.

3. The term “Grievance” refers to situations where a student believes he or she has not received fair treatment with respect to services or programs provided by the University, outside of the classroom. For purposes of this policy, the Ombuds only has authority to engage with a Student regarding a non-academic Grievance.

4. The term “Mediation” refers to a voluntary, semi-structured process where the Ombuds assists the student and a representative from the department involved in the grievance in identifying, and hopefully satisfying, their individual and mutual interests relative to the dispute. The Ombuds or his/her designee serves as the mediator in the process and provides a written outcome to which both parties agree.

5. The term “Non-Academic” refers to concerns not related to academic processes, academic departments, Colleges or Schools. Examples of non-academic concerns include but are not limited to services (e.g. financial services, housing services, etc.) and resources for students provided by the University.

6. The terms “Ombuds” and “Ombudsperson” refers to a representative committed to serve in a fair and impartial manner to help undergraduate and graduate students connect with appropriate resources, explore solutions, and facilitate mediation of grievances.

7. The term “Student” refers to any and all persons enrolled at or taking courses through the University in any capacity.

8. The term “University” refers to Saint Louis University and all of its affiliated schools, divisions, departments and related entities, campuses and controlled properties.

IV. Overview and Application of Policy
This policy applies to all undergraduate and graduate students enrolled at Saint Louis University. The role of the Ombuds is limited to non-academic grievances. Academic grievances should be addressed with the academic College or School in which the student is enrolled. The Office of the Ombuds will help guide a student to appropriate resources and support that are outside the scope of this policy, if necessary.

V. Procedures
The objective of the Ombuds is to facilitate resolution to the student grievance within ten (10) University business days after initial contact. Upon the completion of the ten (10) University business days, the Ombuds will follow-up with the student to mutually determine if further communication is needed.
Grievance Report Process:

1. A Student who believes that he/she has a grievance may complete an Incident Report form available at: grievance.slu.edu
   Other forms of communication will be accepted upon request.

2. The Student will receive an e-mail confirmation that the report was submitted and routed to the Ombuds for review.

3. The Ombuds will contact the Student via e-mail within five (5) University business days of receipt of the Incident Report to schedule a meeting.

4. The Ombuds will then conduct an initial review to confirm the grievance is non-academic and that the student has tried to resolve the grievance within the appropriate department where the services are provided. The Ombuds will then investigate the grievance by interviewing all related parties and reviewing available and relevant information.

5. Upon completion of the investigation and full review, the Ombuds will contact the Student to discuss the investigation findings.

6. The Ombuds will make a recommendation for a proposed resolution of the grievance to the Student and appropriate parties. Recommendations may require the student and a representative from the involved department to participate in a conflict resolution process which may include (1) Conflict Coaching, (2) Facilitated Dialogue, and/or (3) Mediation.

7. If the matter has not been resolved within ten (10) University business days, the Ombuds will communicate to the Student an appropriate revised timeframe for resolution.

8. If the Student is not satisfied with the recommended resolution, the Student may complete the Grievance Appeal Form. It must be submitted within two (2) University business days after the recommended resolution has been provided. The appeal will be reviewed by the Dean of Students.

9. The Dean of Students will have five (5) University business days to respond in writing to the appeal.

10. If the student is not satisfied with the Dean of Students’ determination, the student may submit an appeal to the Vice President who oversees the department in which
the grievance is directed. It must be submitted within two (2) University business days after the Dean of Students determination.

11. The Vice President or designee will notify the Student of the final decision within ten (10) University business days of receipt of the appeal.

VI. Responsibilities of the Office of the Ombuds

The Office of the Ombuds shall:

- Facilitate a reasonable, fair and equitable process for all parties.
- Uphold University policies and guidelines.
- Work diligently to respond to Student Grievances within ten (10) University business days.
- Be knowledgeable of University governance structures.
- Be knowledgeable of mediation and emergency response protocols.

The Office of the Ombuds shall not:

- Advocate for any individual point(s) of view.
- Make University policies and guidelines.
- Respond to an academic grievance or directly engage in the academic grievance appeal processes.
- Address parental and family grievances.
- Respond to any Title IX reporting regarding sexual discrimination, sexual harassment, or sexual assault.
- Respond to complaints regarding harassment or bias incidents.

VII. Contact information

Office Location: Busch Student Center, Suite 313
Email: cura@slu.edu
Incident Report: grievance.slu.edu

VIII. Relevant University Policies and Other References

Saint Louis University Policies - Code of Student Responsibility and Community Standards

1.19 Student Identification

All registered Students are expected to carry their University Identification Card (SLU ID card) at all times for identification purposes. Lost, stolen or damaged cards must be replaced by Parking and Card Services immediately, at the Student's expense. SLU ID's are the property of Saint Louis University and must be shown to any University official, or his or her designated agent, upon request.

1.20 Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S. C. § 1232g, as amended,
is a federal law giving certain rights to parents or students regarding education records at schools of every level receiving funding from the U.S. Department of Education. At the postsecondary school level, the rights afforded by FERPA belong, in general, to the student rather than the parent. These rights, as summarized in the Department of Education regulations, 34 C.F.R § 99.7, are as follows:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
3. The right to consent to disclose personally identifiable information contained in the student's education records, except to the extent that FERPA and the regulations authorize disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the institution to comply with the requirements of FERPA and the regulations.

1.21 University Events

1.21.1 Outdoor events and gatherings on campus at which alcohol will be sold or consumed must be registered with Event Services and approved by the Student Involvement Center, (314) 977-2805, BSC 319. Alcoholic beverages may be dispensed ONLY WITH SPECIAL LICENSE from the state and/or city, obtained by DineSLU, at least 14 days planning time is required.

1.21.2 Alcoholic beverages in outdoor locations are permitted ONLY at registered/approved events. For safety reasons, no glass bottles are permitted.

1.21.3 Procedures for Planning Student Events (A step-by-step checklist for planners of social activities at which alcoholic beverages will be served or sold):

1.21.3.1 Decide on a Date. You may wish to consult the activities calendar online to avoid duplication or over-booking.

1.21.3.2 Register the Activity. Obtain a Program Planning Form, found online from the Student Involvement Center and follow the policies outlined in the Program, Presentation, and Speaker Policy set forth in section 3.3 of the Student Organization Policies. Complete the form and submit it to the Student Involvement Center in Busch Student Center, room 319 at least twenty (20) business days before the event.

1.21.3.3 Select the Location. After you receive approval for your event from the Student Involvement Center, reserve any space on campus by contacting Event Services at 977-6338. For off-campus locations, call the hotel, banquet or other facility of your choice and obtain information and a letter of intent or sample contract. No contracts on behalf of the University may be signed by any
unauthorized individual. Contracts may only be signed by authorized University officials. Personal liability for the event may result for the individual signing contracts on behalf of the University without authorization. Consult the Student Involvement Center at (314) 977-2805 for details.

1.21.3.4 Arrange for Food and Beverage Service. On campus, all food and beverage service must be provided by DineSLU. Discuss your needs with the catering manager at (314) 977-1559.

1.21.3.5 Confirm the Location. If the event will be held in a location on campus not reservable through Event Services (such as Simon Recreation Center), take the approved copy of the Program Planning Form with the contract, to the appropriate office. Pay any applicable deposit or fee. Keep your copy of the form for reference. If the event is at an off-campus location, complete your arrangements with the facility.
2.0 Community Standards

Preamble
Saint Louis University is committed to the preservation of personal dignity and the safety of its community members. All members of the University community share responsibility for fostering this environment by adhering to standards of conduct. Those standards of conduct are provided in the University’s Community Standards which help create an educational climate of excellence that is rooted in the Jesuit, Catholic tradition. Saint Louis University Students are expected to strive for excellence, to develop their talents through discovery and reflection, and to be concerned for the care of each individual (cura personalis). Students are expected to contribute to the development and sustainability of their campus community through word and action. The Saint Louis University community is characterized by respect for the dignity of others and the pursuit of truth. In order to demonstrate respect for the dignity of others, it is essential that Students assume responsibility for their behavior and that of their guests. When Students and/or their guests negatively infringe on the rights of others, the University may intervene and take disciplinary action when necessary. Processes initiated in accordance with the Community Standards and other University policies are integral to the educational mission of the University and are administered in a manner consistent with our “Catholic Jesuit Identity”. Disciplinary actions taken under the Community Standards are not intended to imitate or to serve as a substitute for civil or criminal proceedings, but rather have been created to maintain and preserve the educational nature of the University and ensure an inclusive community.

Statement of Rights and Responsibilities
In joining the SLU community, Students are afforded certain rights and assume certain responsibilities that are necessary for the safety and success of everyone in the community. These rights include:

- The right to learn, which includes the right of access to ideas, the right of access to facts and opinions, the right to express ideas, and the right to discuss those ideas with others.
- The right of peaceful coexistence, which includes the right to be free from violence, force, threats, and abuse, and the right to move about freely.
- The right to be free of any action that unduly interferes with a student's rights and/or learning environment.
- The right to express opinion, which includes the right to state agreement or disagreement with the opinions of others and the right to an appropriate forum for the expression of opinion.
- The right of privacy, which includes the right to be free of unauthorized search of personal property.

Notice of Non-Discrimination
All Saint Louis University programs and activities are open to all Students without regard to sex,
race, color, religion, national origin, ancestry, ability, age, sexual orientation, marital status, military status, veteran's status, pregnancy or any other characteristic protected by law.

2.1 Definitions
2.1.1 The term "University" refers to Saint Louis University and all of its affiliated schools, divisions, departments and related entities, campuses and controlled properties.

2.1.2 The "Student" refers to any and all persons enrolled at or taking courses through the University in any capacity. Persons who withdraw after allegedly violating the University Community Standards, those persons not officially enrolled at the University but who maintain a continuing relationship with the University, those persons who have been notified of their admitted status to the University, individuals living in University owned/operated residential facilities, and those persons suspended from the University are also deemed "Students" under the Community Standards.

2.1.3 The term "Community Standards" refers to University policies and standards of conduct provided to create an educational climate of excellence that is rooted in the Jesuit, Catholic tradition.

2.1.4 The term "Complaint" refers to a written statement by the Complaining Party, identifying the Accused and setting forth information relative to the alleged Community Standards violation, which may include the dates, times, witnesses and a brief description of the alleged misconduct.

2.1.5 The term "Complaining Party" refers to any person or entity who submits a Complaint alleging that a Student violated the Community Standards.

2.1.6 The term "Accused" refers to the Student, group of Students, or University affiliated organization alleged to have committed a violation of the University's Community Standards.

2.1.7 The term “Hearing Officer” refers to an individual authorized by the University to determine whether a student or organization has violated the University’s Community Standards and the appropriate sanction(s).

2.1.8 The term "Appeal Body " refers to any University official or group authorized by the University to hear appeals of decisions implemented by a Hearing Officer. (See UAB and SAB below).

2.1.9 The term "Campus" includes all land, buildings, facilities and other property in the possession of, owned, used or controlled by the University including adjacent streets and sidewalks.

2.1.10 The term "Student Organization" refers to any number of persons who have complied with the formal requirements for University recognition or registration.
2.1.11 The term "University Activity" refers to any on-campus or off-campus event or function conducted, approved, sponsored or funded, in whole or in part, by the University or any Student Organization.

2.1.12 The term "University Appeal Board" (UAB) refers to the panel authorized by the University to hear appeals of decisions made by a Hearing Officer. Each UAB consists of a three member panel selected from a larger trained pool of individuals comprised of faculty, staff, and student representatives. Every effort will be made to have student representation on each UAB, however, certain periods of the year make ensuring such representation difficult. UAB appeal members receive annual training on the Community Standards process.

2.1.13 The term "Student Appeal Board" (SAB) refers to the panel authorized by the University to hear appeals of decisions made by a Hearing Officer. Each SAB consists of a three member student panel selected from a larger trained pool of students. The SAB reviews appeals of non-suspendable violations. SAB appeal members receive annual training on the Community Standards process.

2.1.14 The term "Director of Student Responsibility and Community Standards, or designee" (Director) refers to the University official authorized to administer, enforce and facilitate the rules and procedures set forth in the Community Standards and other University policies, procedures, rules and regulations. The Director, or designee, is authorized to serve as a Hearing Officer or on the UAB and may impose any and all sanctions in all cases.

2.2 Policy Overview and Applicability
The Community Standards apply to misconduct that occurs On-Campus, at University sponsored events, and to Off-Campus misconduct, including Study Abroad, that may adversely affect the University community or the pursuit of the University's objectives. Each Student is responsible for their conduct from the time of application for admission through the actual awarding of a degree. The Community Standards apply to a Student's misconduct even if the Student withdraws from the University while a disciplinary matter is pending. The Vice President for Student Development, or designee has the right to amend or modify the procedural requirements of the Community Standards as appropriate in his/her sole discretion.

The University reserves the right to initiate action and seek appropriate outcomes for misconduct which is not specifically identified in the Community Standards or in other University policies, rules and regulations whenever in the judgment of the Vice President for Student Development or his or her designee, it is determined to be in the best interest of the University. This includes misconduct that occurs Off-Campus, regardless of whether it is named in the University Community Standards.
2.3 Professional Standards
All undergraduate, graduate and professional program Students at the University are both members of a particular school and college, as well as general Members of the University Community. Because social behavior, professional behavior and discipline in certain professional groups may be closely related to professional suitability, the dean of a particular school or other similarly situated person will have and may assume full authority and responsibility to handle incidents involving professional suitability. Standards of professional behavior and policies and procedures for handling such matters observed by the individual academic units may take precedence over the policies set forth in the Community Standards at the discretion of the Vice President for Student Development, or designee. A Student may be accused of and sanctioned for violating the Community Standards and for violating academic unit policies arising under the same facts, circumstances and actions.

2.4 Violation of Law and the University Community Standards
Community Standard proceedings may be instituted against a Student charged with misconduct that potentially violates both the criminal law and the University's Community Standards, without regard to cases that may also be pending criminal litigation. Proceedings under the Community Standards may be carried out prior to, simultaneously with, or following civil or criminal proceedings off Campus at the discretion of the Vice President for Student Development or designee. Outcomes of criminal charges will have no bearing on the determination made or sanctions imposed under the Community Standards. When a Student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a Student. If the alleged offense is also being processed under the University's Community Standards, the University may advise off-Campus authorities of the existence of the Community Standards matter and how such matters are typically handled within the University community. The University will cooperate with law enforcement authorities and other agencies in the enforcement of criminal laws on Campus and in the conditions imposed by criminal or civil courts for the rehabilitation of Student violators (provided the conditions do not conflict with University rules or outcomes).

2.5 Conduct Occurring Off-Campus
The Director of Student Responsibility and Community Standards, or designee, or the Vice President for Student Development has ultimate discretion in determining whether or not off-Campus incidents will be addressed under the Community Standards. Factors that are considered in determining whether or not an off-Campus incident will be addressed under the Community Standards include but are not limited to:

- The extent to which the behavior significantly impairs, obstructs, or interferes with the mission, processes or functions of the University.
- The impact of the behavior upon other members of the University.
- The potential positive impact that a resolution of the matter under the Community Standards would have on the University community and the Student.
2.6 Residence Hall/Apartment Rules and Regulations
Students and guests in the residence halls/apartments are subject to the rules and policies appearing in the Residence Life Guide, Residence Hall/Apartment Contract, and the Community Standards. Individual floors and halls/apartments also have authority to formulate standards of behavior for the residents in addition to those contained herein, subject to the approval of the Director of Housing and Residence Life and are incorporated herein. These policies will be established using the processes and criteria published by the Department of Housing and Residence Life. Floor and hall/apartment policy changes must be posted in designated areas or distributed to the affected individual Students at least 72 hours before they become effective. In the event of a conflict between any floor or hall policy and those policies contained in the Community Standards or elsewhere, the more stringent policy will take precedence.

2.7 Community Standards Violations

2.7.1 Abusive Behavior
Any act, including verbal or written communications that intimidates, coerces, or threatens, or significantly disrupts the health, safety or well-being of any person. Abusive Behavior will be addressed under the University’s Sexual Misconduct policy if it involves Sexual or Gender-Based Harassment, Intimate Partner Violence, is part of a course of conduct of Stalking, or is an act of Retaliation.

2.7.2 Aiding or Facilitating
The act by an individual or group to aid, facilitate, promote, collude, or encourage another to commit a violation under this policy. Aiding or facilitating may also include failing to take action to prevent an imminent act when it is reasonably prudent and safe to do so. Aiding or facilitating includes gaining academic or personal advantage or privilege with negative impact on others or the community through violation of the policy or any other community standards. Aiding or facilitating may also include bringing any guest onto Campus or to a University sponsored/related activity who the student should reasonably know to be restricted from Campus access.

2.7.3 Alcohol - Underage Drinking
Any unlawful use, possession, manufacture, distribution, or sale of alcoholic beverages.

2.7.4 Alcohol - Public Intoxication
Under the influence of alcohol to the degree that they are a danger to themselves or another person in public or is causing a significant disruption in the community.

2.7.5 Alcohol - Fake ID
Using, possessing, or providing a driver's license or other identification with information inconsistent with information maintained by the University for the purpose of purchasing alcohol or entering an establishment that requires patrons to be 21.
2.7.6 Alcohol - Open Containers
Open containers of alcohol are not allowed in any area of Campus unless otherwise designated. Alcohol is not permitted to be removed from areas designated for alcohol consumption in public areas. Specific to residential living, no person is allowed to have open or unopened containers of alcohol in a common area (including, but not limited to, hallways, lounges, kitchens, bathrooms, elevators, or game rooms) or in outdoor public areas. No alcohol is permitted on a balcony/patio at any time.

2.7.7 Alcohol - Purchasing or Providing Alcohol to Minors
Buying alcohol for or providing alcohol to anyone under the age of 21.

2.7.8 Assault
Committing physical harm against any person or endangering the health, safety, or well-being of any person.

2.7.9 Complicity
a. Complicity with or failure of any student to take action to prevent or appropriately address known or obvious violations of any University policy or the University Community Standards.
b. Complicity with or failure of any organized group or student organization to take action to prevent or appropriately address known or obvious violations of any University policy or the University Community Standards.

2.7.10 Destruction of Property
Attempted or actual damage to University property or services, property belonging to a member of the University community, or other personal or public property, on or off Campus.

2.7.11 Dishonesty
Acts of dishonesty, including the following:
a. Providing false and/or misleading information to a University official, Faculty, an authorized University agent, or other member of the University community;
b. Inappropriately manufacturing, altering, possessing in violation of University policy, or otherwise misusing any University or legal document(s), record, or instrument of identification.
c. Providing false emergency contact information (emergency telephone numbers, addresses, contact names, e-mails, etc.) to or in the Banner Information System, Office of the Registrar, or other University agent; and,
d. Academic Dishonesty which includes but is not limited to:
   i. Falsification;
   ii. Plagiarism or intentional representation of someone else's thoughts or words as if they were one's own or plagiarism;
iii. Academic Cheating or the use of unauthorized assistance to gain an academic advantage over other students through unauthorized assistance of technical aids, resources not approved by the instructor;
iv. Sabotage; and,
v. Collusion and Concealment.

Academic Dishonesty violations will be adjudicated under the University’s Academic Integrity Policy, see

2.7.12 Disorderly Conduct
Breach of peace; leading or inciting others to disrupt scheduled or normal activities within any Campus building or area or near any Campus building or area.

2.7.13 Disruptive Behavior
Behavior that disrupts, interferes with, obstructs, sabotages or prevents classroom activities, studying/learning in residential housing, teaching, research, advising or other University learning or scholarly activities and functions or undermines the academic success of others.

2.7.14 Drugs
Use, possession, manufacturing, sale or distribution of illicit drugs, controlled substances, or drug paraphernalia except as expressly permitted by law. Factors such as odor, student's physical appearance, and conditions within the room will be taken into considering whether a drug violation has occurred. (See University Policy 1.6) Possession of marijuana under a valid medical marijuana card is not permitted on Campus. Marijuana is illegal in the State of Missouri and classified as a Schedule I drug according to the Controlled Substances Act. Thus, the use, possession, cultivation, or sale of marijuana violates federal policy.

2.7.15 Failure to Comply
Failure to comply with a University agreement, written or verbal instructions, a reasonable request of a University staff member while acting within the appropriate performance of their duties, authorized University agent, or law enforcement official and/or failure to properly identify oneself to these persons when requested to do so.

2.7.16 Failure to Evacuate
Failure to evacuate a University-owned or controlled building during an emergency, drill, or when advised to do so by a University Official.

2.7.17 Fraud
Wrongfully deceiving a University official, authorized agent, or member of the University Community for the purpose of academic, financial, or personal gain.
2.7.18 Harassment
Any unwelcome, unsolicited, and offensive conduct that injures, degrades, shows hostility, or disrupts from the formation of an inclusive environment directed toward a person or group of people because of sex, race, color, religion, national origin, ancestry, ability, age, sexual orientation, marital status, military status, veteran status, pregnancy or any other characteristic protected by law. (See the University Harassment Policy, 1.8).

2.7.19 Hazardous Materials
Acquiring, creating, possessing, distributing, or using a hazardous or potentially hazardous material or substance.

2.7.20 Hazing
Any act which has the ability to endanger the mental or physical health or safety of a Student, or fosters an environment for such acts, or which has the potential to humiliate a Student, for the purpose of initiation, admission, affiliation, or as a condition for continued membership in a group or organization. Participation by the student being initiated is not a defense for the Accused. Apathy or acquiescence in the presence of hazing are not neutral acts and may be considered violations of this policy. (See Missouri Revised Statute 578.360).

2.7.21 Inappropriate Conduct
Behavior that fails to uphold the University's mission, values, objectives and responsibilities; behavior that fails to model good citizenship.

2.7.22 Indecent Conduct
Sexually explicit, graphic, abusive, degrading, intimidating, or offensive jokes, comments, remarks, or gestures.

2.7.23 Intimate Partner Violence
Any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a romantic, sexual, dating, spousal, domestic, or other intimate relationship. Whether a dating relationship exists will depend on the length, type, and frequency of interaction. A domestic relationship also includes a current or former cohabitant, a person with whom a victim shares a child in common, a person similarly situated to a spouse under domestic or family violence law, or anyone else protected under domestic or family violence law. Intimate Partner Violence may include any form of Prohibited Conduct under the University's Sexual Misconduct Policy, 1.17, including Sexual Assault, Stalking, and Abusive Behavior.

2.7.24 Retaliation
Any adverse action or attempts including harassment, threats, intimidation, or coercion, that would discourage a reasonable person from reporting a violation of University Policy or the Community Standards or from participating in the investigation or hearing process. Retaliation also refers to any
acts, threats, or attempts to seek retribution against a Reporting Party, an Accused Party, or any individual or group of individuals involved in an investigation, and/or resolution of a report of misconduct. Retaliation can be committed by any individual or group of individuals, not just a Reporting Party or Accused Party.

2.7.25 Safety Violation
   a. Intentionally or recklessly starting a fire.
   b. Misusing fire safety equipment or elevators.
   c. Intentionally or recklessly endangering the welfare of any individual.
   d. Intentionally or recklessly obstructing fire, police, or emergency services.
   e. Using, possessing, or storing dangerous chemical, fireworks, or explosives on University property, or illegally possessing dangerous chemicals, fireworks or explosives on an off-Campus property.
   f. Using, possessing, or storing of any object classified as a weapon by the State of Missouri on University property or illegally possessing weapons on an off-Campus property. Law enforcement officials who are authorized by law to carry firearms are excluded from this definition.
   g. Utilizing any instrument in a manner that endangers or tends to endanger any person.
   h. Obstructing the free flow of pedestrian or vehicular traffic on or adjacent to University premises or at University events.
   i. Failing to comply with the reasonable and lawful directions of University officials and University police.
   j. Failure to evacuate a building in an emergency, drill, or when directed to do so by a University Official.

2.7.26 Sexual or Gender-Based Harassment
Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature if:
   a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, living environment, employment, or participation in a University-related activity or University Program;

   b. submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual's education, living environment, employment, or participation in a University-related activity; or

   c. such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance, i.e. it is sufficiently serious, persistent or pervasive that it creates an intimidating, hostile, offensive, or abusive environment for that individual's education, living environment, employment, or participation in a University-related activity under both an objective and subjective standard.
Sexual harassment also includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex/gender or sex/gender-stereotyping, even if the acts do not involve conduct of a sexual nature.

Conduct reported as sexual or gender-based harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the conduct at issue. Although repeated incidents generally create a stronger claim, a single incident, if sufficiently severe, may create a hostile environment. Sexual and gender-based harassment:

- May be committed by or against anyone, regardless of sex, gender, sexual orientation, gender expression/gender identity;
- May occur between people of the same sex or different sexes;
- Does not have to be “directed at” a specific person or persons to constitute harassment;
- May include both intentional conduct and conduct that results in negative effects, even if those negative effects were unintended;
- Often includes a power differential between the parties based on differences in age or educational, employment, or social status;
- May be committed by a stranger, an acquaintance, or someone with whom the Reporting Party has a current or previous relationship, including a romantic or sexual relationship;
- May occur in the classroom, in the workplace, in residential settings, or in any other setting; and
- May be committed in the presence of others, when the parties are alone together, or through remote communications, including email, text messages, or social media.

2.7.27 Sexual Assault
Engaging in any form of sexual contact or sexual intercourse with another without Effective Consent and/or by Force.

a. Sexual Contact is:
- any intentional contact with the breasts, buttocks, groin, or genitals with any object or body part;
making another touch you or themselves with or on any of these body parts; or
any other intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

b. Sexual Intercourse is:
- vaginal penetration, however slight, by a penis, object, tongue or finger;
- anal penetration, however slight, by a penis, object, tongue, or finger; or
- oral copulation (mouth to genital contact or genital to mouth contact).

2.7.28 Sexual Exploitation
Non-consensual or abusive sexual advantage taken by an individual of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
- invasion of sexual privacy, including observing or allowing another individual to observe another's nudity or sexual activity without the Effective Consent of all individuals' involved;
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- engaging in voyeurism;
- knowingly exposing another individuals to a sexually transmitted infection or virus without that individuals' knowledge of the exposure;
- exposing or inducing another to expose their genitals without Effective Consent; and
- inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

2.7.29 Stalking
Engaging in a course of conduct or repeatedly committing acts toward another individual under circumstances that would cause a reasonable person to fear for their or others' safety, or to suffer substantial emotional distress.
Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.
Examples of stalking may include:
- Unwelcome and repeated visual or physical proximity to a person;
- Repeated oral or written threats;
- Unwelcome/unsolicited written communication, including letters, cards, emails, instant messages, and messages on on-line bulletin boards;
- Unwelcome/unsolicited communications about a person, their family, friends, or co-workers; or
- Sending/posting unwelcome and/or unsolicited messages with another's username;
• Implicitly threatening physical conduct or any combination of these behaviors directed toward an individual person.

2.7.30 Smoking
Smoking is not permitted inside any University building including residence halls, apartments and houses. Smoking is not permitted within 25 feet of the entrance of any University building. Smoking is not permitted on the porches and balconies of University owned/leased apartments. Smoking areas have been established outside each building. Students who choose to smoke in approved areas are responsible for ensuring that the cigarette is safely handled and extinguished when finished.

2.7.31 Theft
Attempted or actual removal of University property (including residence halls and apartment communities), property belonging to a member of the University community, other personal or public property, on or off Campus, or possession of stolen property on or off Campus.

2.7.32 Threatening Behaviors
Written or verbal conduct that causes a reasonable expectation of injury to the health and/or safety of any person. Intimidation is defined as implied threats or acts that cause a reasonable fear of harm in another.

2.7.33 Trespassing
Unauthorized entry into any room, building, structure, facility, or area on or off Campus.

2.7.34 Unauthorized Access
Unauthorized possession, duplication or use of keys or unauthorized access to any University building or area on Campus.

2.7.35 Unauthorized Use of Electronic Devices
Unauthorized use of electronic or other devices to make an audio or video record of any person without their prior knowledge, or without their effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another and includes the reproduction of pictures. (The University reserves the right to use video recording on Campus to maintain safety and security).

2.7.36 Unauthorized Use of Computers
Theft, unlawful use of or other abuse of computer facilities, files, software and resources, including but not limited to:
   a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
   b. Unauthorized transfer of a file;
c. Use of another individual's identification and/or password;
d. Use of computing facilities and resources to interfere with the work of another Student, faculty member or University Official;
e. Use of computing facilities and resources to send obscene or abusive messages;
f. Use of computing facilities and resources to interfere with normal operation of the University computing system;
g. Use of computing facilities and resources in violation of copyright laws;
h. Any violation of the University's Appropriate Use Policy, Student Handbook, 1.3.

2.7.37 Violation of University Policy
Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website. This includes, but is not limited to, the violation of University and Residence Life Policies.

2.7.38 Weapons
Possessing, use or keeping of a firearm, weapon, explosive or incendiary device, dangerous chemicals, and fireworks on Campus (including residence halls/university owned apartment buildings) or at a University Activity or using any such item in a manner that harms, threatens, or causes fear to others. All students residing within University Housing are prohibited from keeping the aforementioned items in university housing.

2.8 Hearing Procedures
2.8.1 The Director of Student Responsibility and Community Standards, or his or her designee, will serve as the coordinator for all Complaints arising under the policies contained in the Community Standards.

2.8.2 Any Member of the University Community may file a Complaint against any Student or Student Organization for misconduct or a violation of the Community Standards or any other University policy. All Complaints should be submitted as soon as possible after the date of the alleged violation, preferably within one (1) year and filed with the Office of Student Responsibility and Community Standards by completing an Incident Report Form.

2.8.3 Hearing Procedures
   a. Non-Suspendable Violations: The following outlines the process for a student that has allegedly committed a non-suspendable offense.

      1. The Assistant Director or Director of the Office of Student Responsibility and Community Standards (Director) will review the violation.

      2. Cases will be assigned to Housing and Residence Life or the Office of Student
Responsibility and Community Standards for further action taking into consideration such things as whether the incident occurred in a residence hall and/or whether the student(s) involved resides in a residence hall.

3. A Hearing Officer will be assigned to meet with the student.

4. A charge letter will be sent by the Hearing Officer to the Accused Student outlining the alleged violation(s). This letter will also contain directions for the Accused Student to arrange a meeting to discuss the matter with the Hearing Officer.

5. The Hearing Officer will meet with the Accused Student to discuss their rights as a student, the incident, and review the alleged violations. A student may take responsibility, be found responsible, or be found not responsible for violating the Community Standards.

6. If a student takes responsibility or is found responsible, the Hearing Officer will assign appropriate sanctions. In determining whether a student is responsible, a Hearing Officer will apply the preponderance of the evidence standard (more likely than not).

7. With the exception of suspension and expulsion, the Hearing Officer may impose any sanctions deemed appropriate under the circumstances and consistent with University Policy. In determining the appropriate sanction(s), the Hearing Officer may consider the following factors:
   - the nature and violence of the conduct at issue;
   - the impact of the conduct on the Reporting Party;
   - the impact or implications of the conduct on the community or the University;
   - prior misconduct by the Accused Party, including the Accused Party’s relevant prior discipline history, both at the University or elsewhere, and any criminal convictions;
   - whether the Accused Party has accepted responsibility for the conduct;
   - maintenance of a safe and respectful environment conducive to learning;
   - protection of the University community; and,
   - any other mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.

8. Barring extenuating circumstances, Students will be notified of the outcome of the hearing via email within two (2) business days. The outcome letter will include:
   
   i. the finding(s) (responsible/not-responsible)
   ii. sanctions, if appropriate
   iii. the appeal process
9. The grounds for appeal may only be based upon the following:
   i. There was a material deviation from the procedures set forth in the
      Community Standards that would significantly impact the outcome of the case
      or may have resulted in a different finding;
   ii. New or relevant information, not available at the time of the hearing, has
       arisen that would significantly impact the outcome of the case.

10. As a general rule, neither the sanctions resulting from a disciplinary decision nor any
    change in the status of a Student will be enforced until the appeal has been fully
    considered. However, each matter will be considered on a case-by-case basis, taking
    into account, among other things, the health and safety of individual community
    members and/or the community as a whole.

11. All appeals must be submitted within three (3) business days from the date on the
    outcome letter using the Community Standards Appeal form online at
    http://conduct.slu.edu. If an appeal is not received within three (3) business days, the
    Hearing Officer’s determination is final.

12. A Complaining Party may appeal under the same terms and conditions as an
    Accused.

13. Appeals for violations considered to be “non-suspendable” will be heard by a Student
    Appeal Board (see Section 2.10). The Student Appeal Board may uphold the findings
    and sanctions, change the findings, add or change the charges, and/or increase or
    decrease the sanctions.

b. **Suspendable Violations**: The following outlines the process for a student that has allegedly
   committed a suspendable offense.

   1. The Assistant Director or Director of the Office of Student Responsibility and
      Community Standards (Director) will review the violation.

   2. The Assistant Director or Director will be assigned as the Hearing Officer for the case.

   3. Throughout the process, a Reporting Party or Accused Party may have an advisor
      provided by the University or an advisor of their choice present at any meeting related to
      the investigation or disciplinary proceeding. An advisor of choice may include an
      attorney of their choosing at the Party’s own expense. An advisor provided by the
      University will be trained in regard to University policies, procedures, and resources. Any
      person who serves as an advisor should plan to make themselves available for meetings
      throughout the process. Advisors can participate in the resolution process in an advisory
capacity, but they may not take part directly in the hearing itself. If a party wishes to speak privately with their advisor during the hearing, they may request a brief recess from the meeting or proceeding. The University has the right at all times to determine what constitutes appropriate behavior on the part of an advisor. The advisor may not be a fact witness or otherwise have any conflicting role in the process.

4. An investigation into the incident will occur.

5. A charge letter will be sent by the Hearing Officer to the Accused Student outlining the alleged violation(s). This letter will also contain directions for the Accused Student to arrange a meeting to discuss the matter with the Hearing Officer.

6. The Hearing Officer will meet with the student to discuss their rights as a student, the incident, and review the violations/charges. A student may take responsibility, be found responsible, or be found not responsible for violating the Community Standards.

7. If a student takes responsibility or is found responsible, the Hearing Officer will assign appropriate sanctions and outline the Appeal Process. In determining whether a student is responsible, a Hearing Officer will apply the preponderance of the evidence standard (more likely than not).

8. The Hearing Officer may impose any sanctions deemed appropriate under the circumstances and consistent with University Policy. In determining the appropriate sanction(s), the Hearing Officer may consider the following factors:
   - the nature and violence of the conduct at issue;
   - the impact of the conduct on the Reporting Party;
   - the impact or implications of the conduct on the community or the University;
   - prior misconduct by the Accused Party, including the Accused Party’s relevant prior discipline history, both at the University or elsewhere, and any criminal convictions;
   - whether the Accused Party has accepted responsibility for the conduct;
   - maintenance of a safe and respectful environment conducive to learning;
   - protection of the University community; and,
   - any other mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.

9. Barring extenuating circumstances, students will be notified of the outcome of the hearing via email within two (2) business days. The outcome letter will include:

   i. the finding(s) (responsible/not-responsible),
   ii. sanctions, if appropriate, and
iii. the appeal process.

10. The grounds for appeal may only be based upon the following:
   i. There was a material deviation from the procedures set forth in the Community Standards that would significantly impact the outcome of the case or may have resulted in a different finding;
   ii. New or relevant information, not available at the time of the hearing, has arisen that would significantly impact the outcome of the case.

11. As a general rule, neither the sanctions resulting from a disciplinary decision nor any change in the status of a Student will be enforced until the appeal has been fully considered. However, each matter will be considered on a case-by-case basis, taking into account, among other things, the health and safety of individual community members and/or the community as a whole.

12. All appeals must be submitted within three (3) business days from the date on the outcome letter using the Community Standards Appeal form online at http://conduct.slu.edu. If an appeal is not received within three (3) business days, the Hearing Officer's determination is final.

13. A Complaining Party may appeal under the same terms and conditions as an Accused.

14. Suspendable Violation Appeals will be heard by a University Appeal Board (see Section 2.10). The University Appeal Board may uphold the findings and sanctions, change the findings, add or change the charges, and/or increase or decrease the sanctions.

2.8.4 Hearing Procedures for Sexual Misconduct Cases
Saint Louis University’s process for resolving reports of alleged violations of the University’s Sexual Misconduct Policy by Students will be prompt and equitable and conducted with the oversight of the Title IX Coordinator. The Sexual Misconduct Policy, which can be found in its entirety in Section 1.17 of the Student Handbook, applies to all forms of sexual and gender-based harassment and violence, intimate partner violence, stalking and retaliation by or against University community members of any gender, gender identity, gender expression or sexual orientation (collectively referred to as Prohibited Conduct). The following outlines the Hearing Procedures the University will utilize for Formal Resolutions of alleged Prohibited Conduct. A Formal Resolution involves an Investigation to determine if there has been a policy violation, and if so, whether sanctions are warranted. In determining whether there has been a violation, the University will apply the preponderance of the evidence standard (more likely than not).
a. Except for good cause, the University will conclude its investigation, hearing, and appeal process within sixty (60) calendar days following receipt of a report. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness. The University may extend this time frame for good cause and will communicate any delay in the process in writing to the parties, including an updated timeframe for completion and the reason(s) for any delay. Good cause may exist for a variety of factors, including the complexity of the circumstances of each allegation, the integrity and completeness of the investigation, to comply with a request by external law enforcement, to accommodate the availability of witnesses, to account for University breaks or vacations, or to address other legitimate reasons.

b. Throughout the process, a Reporting Party or Accused Party may have an advisor provided by the University or an advisor of their choice present at any meeting related to the investigation or disciplinary proceeding. An advisor of choice may include an attorney of their choosing at the Party’s own expense. paramount in understanding.

c. The Title IX Coordinator, or designee, will assign a trained investigator to conduct a prompt, thorough and impartial investigation of reports of Prohibited Conduct. The investigator will conduct a thorough and fair investigation resulting in a written report that summarizes the report, details the information gathered, identifies the potential policy violations and synthesizes the areas of agreement and disagreement between the parties and any supporting information or accounts. The Reporting Party and Accused Party will be given the opportunity to review a preliminary investigative report that contains all information relied upon in reaching a determination and submit any additional comment or evidence to the investigator. The investigator will then finalize the report. This finalized report will include a written recommendation at the conclusion of the report detailing whether there is or is not sufficient information alleged to suggest Prohibited Conduct occurred. This finalized report, including the written recommendation, will be given to the Hearing Officer. The investigator will seek to complete the investigation and make a recommendation to the Hearing Officer within twenty-five (25) business days of receiving the complaint, but this time frame may be extended depending on the complexity of the circumstances of each case.

d. The Hearing Officer will provide notice to both parties that a Finalized Report has been received and the violations alleged in the report. The Hearing Officer will provide an opportunity for the Reporting Party and Accused Party to meet with him/her to discuss the allegations. The Hearing Officer will then make a determination as to whether, based on the preponderance of the evidence standard, an act or acts of Prohibited Conduct occurred.

e. If the Hearing Officer determines that Prohibited Conduct occurred, the Hearing Officer will determine the appropriate sanctions. A determination of sanctions will be based on the facts and circumstances of each case and will be designed to eliminate the Prohibited Conduct and prevent any reoccurrence of such Prohibited Conduct. The Hearing Officer may impose any sanctions
deemed appropriate under the circumstances and consistent with University Policy. In determining the appropriate sanction(s), the Hearing Officer may consider the following factors:

- the nature and violence of the conduct at issue;
- the impact of the conduct on the Reporting Party;
- the impact or implications of the conduct on the community or the University;
- prior misconduct by the Accused Party, including the Accused Party’s relevant prior discipline history, both at the University or elsewhere, and any criminal convictions;
- whether the Accused Party has accepted responsibility for the conduct;
- maintenance of a safe and respectful environment conducive to learning;
- protection of the University community; and,
- any other mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.

f. Both the Reporting Party and Accused Party will simultaneously receive a written Notice of Outcome. The outcome letter will include the following:
   i. the Hearing Officer’s finding(s) (responsible/not-responsible),
   ii. sanctions, if appropriate,
   iii. rationale for the findings and sanctions, and
   iv. the appeal process.

g. Either party may appeal the decision of the Hearing Officer. All appeals are due, in writing, to the Title IX Coordinator in the Office of Institutional Equity and Diversity, or her designee, within three (3) University business days following receipt of the Notice of Outcome. If a request is not received within three (3) business days, the Hearing Officer’s determination is final. The grounds for appeal may only be based upon the following:
   i. There was a material deviation from the procedures set forth in this Policy or the Student Handbook that would significantly impact the outcome of the case or may have resulted in a different finding;
   ii. New or relevant information, not available at the time of the hearing, has arisen that would significantly impact the outcome of the case.

Except in extraordinary circumstances, appeals will be resolved within ten (10) University business days following receipt of the request for appeal. All parties will receive written notification following the final determination of any appeal.

2.8.5 Retaliation
Retaliation against any Student, faculty member, or staff member as a result of reporting a violation of the Community Standards, participating in an investigation related to such a report, or participating in any hearing or appeal process related to a report is prohibited. Examples of retaliation include, but are not limited to, stalking, intimidation, threats, coercion, or discrimination because of a person's complaint or participation in an investigation, hearing, or appeal. Any allegations of retaliation or abuse of the conduct system should be reported to the Office of Student
Responsibility and Community Standards and will be investigated to determine whether a violation of the Community Standards occurred.

2.8.6 **Interim Suspension**
In certain circumstances, a Student may be suspended for an interim period pending a hearing. The Vice President for Student Development or his or her designee may impose an interim suspension from the University whenever such action is necessary to protect the safety and well-being of the University Community, protect the Accused Student's own physical or emotional safety and well-being, or if the Accused Student poses a potential or significant threat of disruption or potential interference with the orderly functioning of the University. The interim suspension does not replace the regular hearing process.

2.8.7 **Student Organizations**
All hearing procedures applicable to Accused Parties are also applicable to Student Organizations.

2.9 **Sanctions**
The following sanctions may be imposed individually or in combination upon a Student or Student Organization found to have violated the Community Standards or any other University policy. Other sanctions not listed may be imposed upon recommendation by the Hearing Officer or Appeal Body.

2.9.1 **Disciplinary Warning.** A disciplinary warning is an official written notification that the Student's or Organizations behavior is objectionable and violates the Community Standards; that the action or behavior must cease. Disciplinary warnings are put in place for one year. Students found responsible for further misconduct within the same year, may be placed on Disciplinary Probation. A Disciplinary Warning is maintained in the student's disciplinary file for one year and would serve as a basis for further sanctioning should subsequent violations occur. If there are no further violations within that one-year period, the warning will be removed from the permanent record.

2.9.2 **University Censure.** A censure may be issued to any Student or organization whose conduct violates University rules. Censure provides notice that any further violation(s) will result in more serious disciplinary action. A censure will remain in the student's active disciplinary file until graduation from the issuance of the sanction and would be used as a basis for future sanctioning should further violation(s) of the University's Community Standards occur. A University Censure is maintained in the student's disciplinary file until the student graduates and serves as a basis for further sanctioning should subsequent violations occur.

2.9.3 **Disciplinary Probation.** Disciplinary probation is a formal notice, affecting the non-academic status of the Student, that the Student's behavior is unacceptable within the University community. Any Student or organization placed on probation will be notified in writing of the terms and length of
the probation. Probation may include restrictions upon extracurricular activities, or any other appropriate special condition(s). Continued enrollment of a student or recognition of a student organization on probation may be conditioned upon adherence to these policies. Any conduct that constitutes further violation of these policies while on probation status or the failure to comply with the terms of the probation may result in the imposition of further disciplinary action including suspension. Probationary status may impact a student’s scholarship, study abroad opportunities, student organization leadership opportunities, on-campus employment, and other opportunities provided at the University.

2.9.4. Loss of scholarship.
2.9.5 Discretionary Sanctions. Include, but are not limited to, service to the University or community; letters of apology; completion of educational programs; assessment and counseling; evaluation or treatment by an appropriate health care or other professional; random drug testing; disqualification from representing the University in official University activities such as intercollegiate athletic contests, holding or seeking an officer position in a University organization and/or participation in intramural athletic events or other discretionary assignment deemed appropriate by the Hearing Officer.

2.9.6 Restitution. Monetary compensation for loss, damage or injury as determined by the Hearing Officer.

2.9.7 Fees/Fines. The imposition of a monetary fee/fine appropriate under the circumstances. Fees are used to compensate for programs/classes used as educational sanctions. Based on the severity of the violation, fines are imposed to deter repeat behavior. The below information provides a list of violations and standard corresponding fines - this list does not include the fee amounts for programs/classes. A fine may be included as a sanction for any violation although it may not be listed below.

Alcohol
1st offense: $50
2nd offense: $100
3rd offense: $200

Fake ID
$100 (per ID)

Drugs
1st offense: $100
2nd offense: $200
3rd offense: $300
Smoking in any University Building or Residence Hall
$100

Tampering with Fire/Life Safety Systems
$300

2.9.8 Loss of Privileges. Denial of privileges to University services and facilities and/or attendance or participation in activities, events or programs.

2.9.9 Restricted Access. Restriction or termination of a Student's access to a residence hall/apartment or designated portion of a residence hall/apartment as a guest, or other University facilities or a portion thereof.

2.9.10 Housing Suspension. Separation of the Student from a floor, apartment or residence hall for a definite period of time. Conditions for reinstatement may be imposed.

2.9.11 Housing Contract Review. The Director of Housing and Residence Life will review the student's Community Standards violation(s). Based upon the review, the student's housing contract may not be impacted, the student may receive a housing reassignment, or they may receive a contract termination.

2.9.12 Degree and/or Transcript Withholding. The University may withhold awarding of a degree otherwise earned or an official University transcript until the completion of the process set forth in the Community Standards, including without limitation, the completion of all sanctions imposed.

2.9.13 Suspension. Separation of the Student from the University for a defined period of time, usually not to exceed 2 years, after which the Student is eligible to return. Conditions of readmission may be specified. Students who are suspended from the University may forfeit all tuition and other fees paid or required to be paid for the academic year. Students who are suspended from the University may not visit the University or attend University activities and or functions during their period of suspension. Violations of the Community Standards while suspended, will go before the UCSB and may result in increased suspension or possible expulsion. Failure to comply with the requirements stated in the Student's formal hearing outcome letter may result in an extension of a suspension.

2.9.14 Expulsion. Permanent separation of the Student from the University. Any Student who has been expelled from the University under the Community Standards may be readmitted only with written approval of the Vice President for Student Development. Students who are expelled from the University may forfeit all tuition and other fees paid or required to be paid for the academic year. Students who are expelled from the University may not visit the university or attend university activities and or functions.
2.9.15 Revocation of Admission and/or Degree. Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of standards in obtaining the degree, or for serious violations committed by a Student prior to graduation.

2.9.16 Termination (Student Organizations). Permanent separation of a Student Organization from the University and the forfeiture of any organizational funds in the possession of the University.

2.10 Disciplinary Records
In accordance with the Family Educational Rights and Privacy Act (FERPA), disciplinary records are considered a part of a Student's education record. A Student's disciplinary record consists of those incidents in which a Student was alleged to have violated a University Policy and/or the University Community Standards and either took responsibility or were found responsible for the violation(s).

Any charge for which a Student is found not responsible does not become part of a Student's disciplinary record. In situations involving both a Accused (or a Student Organization) and a Student claiming to be the victim of another Student's actions, the records of the process and of the sanctions imposed, if any, will be considered to be the education records of both the Accused(s) and the Student(s) issuing the complaint because the educational career and chances of success in the academic community of each may be impacted.

To receive information in a Student's file, the Student must submit a signed request in-person or if in writing, along with a copy of a picture ID, to the Office of Student Responsibility and Community Standards. The request should describe specifically what should be released and to whom. Students requesting a copy of their file for their own personal records may come to the Office of Student Responsibility and Community Standards to review their disciplinary record. Students requesting a release of information to a third party (graduate school, employer, etc.) will only receive information from the file on incidents where the Student either accepted responsibility or was found responsible in a hearing/appeal process. Disciplinary records are maintained for seven years from the time a Student graduates or withdraws from the University with the exception of a Student who was suspended or expelled which are maintained indefinitely.

2.11 Parental Notification
The purpose of Saint Louis University's parental and guardian (from hereafter referred to as parental or parents) notification policy is to foster a healthy and safe campus community while promoting the educational and professional success of Students. Consideration to notify parents demonstrates Saint Louis University's commitment to "cura personalis" or a deep "care of the person" and our goal "to work toward the common good."

While the University's primary relationship is with its Students, the University also understands that parents and/or guardians maintain an interest in their Students' behavior while at college, and can
play a positive role in the learning experience. Therefore, the University strives to foster a partnership with both Students and their parents in which each has a unique responsibility to promote a healthy and productive learning experience. As part of our mission, the University expects Students to assume personal responsibility and accountability for their actions as they learn to function interdependently. The University also recognizes that the process of establishing appropriate levels of personal autonomy requires support and, at times, assistance or intervention. In the appropriate circumstances, notification of parents or legal guardians can be a means of support in that transition.

Parental notification is intended as a means to inform and encourage communication between a Student and his or her parents without compromising our primary relationship with the Student and his or her ability to assume responsibility for his or her actions. Parents are encouraged to use this information to assist their Student in fulfilling his or her educational goals through the use of open dialogue. After parental notification has occurred, the University will continue to correspond and otherwise conduct business directly with the Student, and not through parents, guardians, or any other third party.

2.11.1 Policy
a. In accordance with the Family Educational Rights and Privacy Act Policy, the University has established the following guidelines for notifying parents when there is:
   i. concern for the welfare of a Student; or
   ii. the Student's behavior may jeopardize the welfare of others; or
   iii. the Student is involved in violations of federal, state, or local law or University policies related to the possession, use, or distribution of alcohol or a controlled substance (drugs) and is under the age of 21.

b. Specifically, the University grants to the Vice President for Student Development or designee the authority to appoint who may notify parents or guardians, as well as to determine when and by what means they may do so.

c. The Vice President for Student Development or designee-whenever possible-will involve the Student in a discussion about the decision to notify his or her parents or legal guardian and will inform the Student when notification has occurred. However, Saint Louis University may disclose information to parents, without written consent from the Students, when notification is determined to be necessary to protect the health or safety of the Student or others. Nothing in these proposed guidelines will prevent University officials from notifying parents or legal guardians of health or safety emergencies, regardless of the Student's conduct status.

2.11.2 Circumstances for Notification: In general, notification of parents or legal guardians for a violation of federal, state, or local law or University policy may happen given the following circumstances:
a. The Student receives treatment at a medical facility for a serious or life-threatening injury.

b. The Student has threatened or caused harm to self or others.

c. The Student has been found responsible or accepted responsibility for a conduct violation in which FERPA allows parental notification, or the sanctions imposed impinge on an aspect of a Student's education record for which a FERPA release has been signed, e.g. housing reassignment that impacts a housing contract.

d. The University is notified by police that a Student was arrested or taken into custody.

e. The information regarding the Student is needed in connection with an emergency to protect the health or safety of the Student or other individuals.

f. The Student and/or a Student's guest is 17 years of age or younger and alleged to have violated any federal, state or local law, or any rule or policy of the University.

The University retains the right in its discretion to notify parents of any conduct or behavioral matter.

2.12 Interpretation and Revision
2.12.1 Any questions of interpretation or application of the Community Standards will be referred to the Vice President for Student Development or his or her designee for final determination.

2.12.2 The Community Standards will be reviewed every year under the direction of the Director of Student Responsibility and Community Standards, or designee.
2015-2016 Student Organization Policies

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3.1 General Standards For Student Organizations

Saint Louis University firmly believes that learning takes place in a wide variety of settings and under a wide variety of circumstances. Involvement and participation in a Student Organization provides limitless opportunities for developing leadership skills, and enhances campus life at SLU. In recognition of the potentially important role of Student Organizations in Student formation and the significant contribution they can provide to the comprehensive mission of the University, Saint Louis University continues to support their growth. Learning leadership skills and learning in the area of interpersonal relationships are of great importance. Many ethical and moral decisions are encountered while running a Student Organization, planning an event or carrying out plans for activities. Often, the decisions made, and/or the accomplishments faced foster the skills vital for personal development and self-realization. This knowledge is of equal importance with the skills and information gained in the more typical "academic" setting.

Each organization's purposes and activities are to be consistent with the mission. Any Saint Louis University Student Organization shall retain its status on campus according to the following guidelines:

**A. Definition.** A Student Organization shall be defined as a group of Saint Louis University Students joined together in the pursuit of a common purpose that is not inconsistent with the University's institutional mission and/or Catholic teaching. Student Organizations are open to all Students without regard to sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, pregnancy, or any other characteristic protected by law. Fraternities and sororities may retain gender specific membership (see Section 3.1.(G)).

**B. Chartered.** Every chartered Student Organization must submit a copy of its constitution (local and national), and bylaws or other satisfactory information governing its operation, to the Student Involvement Center by the end of the 2nd week of the semester. The University will accept in good faith the provisions of such constitutions and bylaws, indicating that the local organization is free to
select members upon the basis of individual merit, and the membership in the local organization is not governed by restrictive clauses that deal with sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, pregnancy, or any other characteristic protected by law.

1. In addition to submitting a copy of a constitution and bylaws, all chartered Student Organizations must provide the Student Involvement Center with an accurate and up-to-date list of executive-level officers who are responsible for organization operations as well as the name of their advisor. At minimum, the name, email address, and phone number of a President/Chair, Treasurer, and advisor must be submitted.

2. Provided the chartered Student Organization submits the aforementioned items, the organization will be entitled to the following:

   • The use of Saint Louis University facilities;
   • The use of Student bulletin board space;
   • Publicity of events and activities open to all Students on all University calendars;
   • Help, advice and assistance from the Student Involvement Center personnel;
   • Establish an online presence through the university;
   • Apply for SGA funding;
   • Have a mailbox in the Student Organization Suite or in the BSC.

C. Membership. The Saint Louis University student membership must outnumber the non-student membership in Student Organizations, and all offices or positions, except the advisor, must be held by students. Should a Student Organization be found in conflict with University policy in the selection of its members, the group will be asked to submit evidence that action has been or is being taken to remove such restrictive membership provisions, such as a request for a waiver of the restriction from the national organization. A reasonable period of time as determined by the Student Involvement Center in consultation with the Student Government Association President may be granted to remove the restrictive provisions. Continued restriction of membership by constitutional requirements or other binding enactment contrary to University policy will result in withdrawal of the charter of the Student Organization.

D. Advisor. Faculty and staff members are available to advise Student Organizations. Each Student Organization is required to have at least one advisor who is a full-time member of the faculty or administrative staff, whose purpose is to be a resource for the organization, to provide an educational experience for its individual members, and at the same time serve the entire University community by functioning as a University representative. Student Organizations and the University administration share the goal to select advisors who will serve Student Organizations well.

E. Good standing. Chartered Student Organizations are expected to be respectful of the University Community Standards that help constitute a Catholic, Jesuit community. The Community Standards must be followed at all times. Chartered Student Organizations must also adhere to all policies and procedures outlined for chartered Student Organizations. Only chartered Student Organizations in
good standing with Saint Louis University will be authorized to use University facilities or services, or be permitted to identify themselves directly or indirectly with the University name.

F. Hazing. Hazing in all forms is prohibited. Missouri state law defines hazing as a crime (RSMO Section 578.360). Any Student attending Saint Louis University, any Chartered Student Organization, or sorority or fraternity is prohibited from conspiring to or engaging in hazing (including any act that injures, frightens, degrades or disgraces another Student). Violation of this policy must be reported to the Office of Student Responsibility and Community Standards for review and possible disciplinary action against the Students and/or Student Organization allegedly involved.

G. Interfraternity and Panhellenic Councils. Through a joint sponsorship of the University and the various national and international Greek-letter organizations, a number of chapters have been established on the campus of Saint Louis University. The recruitment and selection of members, as well as each Greek-letter organization's ritual and tradition, make these organizations somewhat different from other Chartered Student Organizations. In recognition of the extent to which the concerns and objectives of these Greek-letter organizations are reflective of the University mission, self-regulation of the recognized chapters, acting independently or through the Interfraternity and/or Panhellenic Council, will be encouraged and supported at all times. The University is committed to assisting each member chapter(s) of the Interfraternity and Panhellenic Councils to develop and pursue a positive intellectual, social, and spiritual atmosphere, and to meet both University standards and the standards of their national and international organization.

H. Multicultural Greek Council. The Multicultural Greek Council (MGC) supports The National Pan-Hellenic Council (NPHC), as well as several other minority affiliated Greek Letter organizations. The MGC serves as the liaison between these chapters and the Saint Louis University. The National Pan-Hellenic Council (NPHC) is comprised of nine historically black fraternities and sororities. The majority of NPHC chapters recognized by Saint Louis University are city-wide chapters which is defined as a collegiate chapter of two or more participating colleges or universities. Each city-wide chapter operates under a constitution and bylaws. They elect officers, holds initiation, and are recognized by their national headquarters.

I. Dry Recruitment Policy. In accordance with fraternities' and sororities' inter/national bylaws that are members of the Interfraternity and/or Panhellenic Council, the presence of alcohol at any event at which potential new members are present, beginning with the first day of Fall Welcome until fall recruitment is completed, is prohibited as well as spring recruitment. The consumption of alcohol by a member of a Greek organization and a potential new member in a private residence during the same period of time is also prohibited.

J. Online presence. All chartered Student Organizations in good standing are entitled to an online presence provided by the University. An online presence will be defined by the Student Involvement Center and may include an Internet web page and/or use of a Google site. The University will not provide Student Organizations with access to University server space for their development of organizational web sites, unless an exception is granted by the Student Involvement Center. Web sites are defined as an online presence greater than one page and/or beyond the scope of a Google
site. Student Organizations that wish to establish an online presence beyond what is provided by the university may not use Student fee or university funds to do so. Further, the Student Involvement Center may, at its discretion, determine the appropriate use of "@slu.edu" email address, "slu.edu" URL aliases, and usage of SLU email lists for Student Organizations.

K. Failure to comply. Failure to comply with these guidelines should be immediately reported to the Student Involvement Center, Student Government Association and the Office of Student Responsibility and Community Standards for an investigation, charter review, and resolution with the Student members and/or the chartered Student Organization. The President of the University reserves the right to determine whether any organization proposed for charter does or does not conform to the ideals and goals of the University.

3.2 Chartering Procedures for Student Organizations

Students shall have the right to establish and elect a democratic Student government. The Student Government Association (SGA), including designated organizations that fall within its structure, will represent the Student body in the formulation and application of policy affecting academic and Student affairs.

A. Application for Charter

1. To apply for charter as a recognized Student Organization, the organization seeking charter will submit a copy of its constitution, as well as the constitution of any organization that may be extramurally affiliated, and a list of its current officers and organization's advisor to both the Student Involvement Center and the SGA Vice President for Student Organizations.

2. Upon receipt of an application for charter, the SGA Vice President for Student Organizations will inform all members of SGA that an application for charter has been made and the organization will receive probationary status. The SGA Vice President for Student Organizations will distribute a copy of the organization's constitution to requesting members.

B. Approval of Charter

1. Following the application for charter, provided that a period of 4 months has elapsed between the time of the application and the meeting at which the SGA Vice President for Student Organizations will present the constitution and current list of officers and the organization's advisor to the general assembly. An officer representing the proposed organization will be present to answer any and all questions. If one such officer is not present, the application will be automatically tabled until the following meeting of the General Assembly. Upon a second absence of such an officer, the charter will be automatically denied.

2. Approval or disapproval of an organization’s application for Charter will be by a majority vote of the General Assembly.
3. After an organization has been approved by SGA, the Student Involvement Center, as represented by the Director shall have 48 hours in which to file an "objection to charter." This objection must be filed with both the SGA and the organization applying for charter. If no objection is raised during this period, the organization will be immediately chartered and recognized.

4. In the event that both the SGA and the Student Involvement Center, as represented by the Director, "object to charter," the organization’s application for charter will be denied without recourse to appeal.

5. Appeals Board. In the event that the SGA and the Student Involvement Center do not concur regarding the granting or revocation of a charter, the question will be referred for resolution to an appeals board composed of one faculty member and one administrator and three Students chosen by the President of the University, or designee. This appeals board will meet and rule within a 10-day period after request for appeal has been made, and its decision will be final.

C. Review of Charter. If it is believed that a Chartered Student Organization has changed its purpose or method of operation, altering the essential nature of the organization as it was originally chartered, or has a purpose which has fallen outside the Jesuit, Catholic mission of the University, the Student Involvement Center, or the SGA, by majority vote, may request a "review of charter." The SGA Senate will conduct the charter review. Should the SGA find that the organization in question has essentially departed from the terms under which it was chartered, it may vote to "suspend charter," and the organization will have to reapply for recognition and charter.

D. Continuation of the Charter. To remain an "active" Student Organization on the campus, with all rights and privileges outlined, each organization must provide the Student Involvement Center with an accurate and up-to-date list of executive-level officers who are responsible for organization operations as well as the name of their advisor by the end of the 2nd week of the fall semester. At minimum, the name, email address, and phone number of a President/Chair, Treasurer, and advisor must be submitted. Each organization must also register its officers with the Student Government Association each September and whenever an election is held during the academic year. Failure to comply automatically suspends the charter indefinitely until such time the organization registers its group. Student Organizations should submit any changes to their constitution or bylaws and its Executive Board membership to the SGA Vice President for Student Organizations within two weeks of the change.

3.3 Registration of Programs and Events

The following policies and procedures cover the registration of programs and events of Student Organizations by the University. These policies and procedures supplement the general standards of good taste and etiquette that govern responsible social and educational events. Students are expected to maintain consideration for both personal and University interests in planning all activities. Those events that are registered and are thus sanctioned by the University are expected
to comply with University policies and guidelines. Private behavior at functions of chartered Student Organizations held off-campus without the financial support or sanction of the University are the sole responsibility of the organization and its members. Events occurring on campus may be subject to metal detector "wanding" and persons may have their personal effects searched for illegal weapons.

A. University-Sanctioned and Registered Student Events. Student groups are required to register/schedule all events through Event Services. Registration of Student-sponsored programs and events provides for coordination of the use of University facilities and provides the opportunity for publicity for sanctioned University events on the All University Activities Calendar. The following are included as University facilities that are required to be registered for: Busch Student Center, academic classrooms and auditoriums, Allied Health Multipurpose Room, DuBourg Hall Sinquefield Room, IL Monastero and Boileau Hall as well as all mall/quad areas of.

1. Programs approved by the Student Involvement Center must be registered with Event Services and include:
   a. Any event advertised and open to the campus and/or the general public.
   b. Any event sponsored by a chartered Student Organization to which a guest speaker has been invited and which is open to the campus and/or the public.
   c. Any event using University funds or facilities at which alcoholic beverages are to be served or sold.
   d. Any event of unconfined public or traveling nature.
   e. Any event held on University mall/quad/outside areas by Student Organizations.

2. Procedures for registration of Student Organizational meetings include:
   a. To use University premises and facilities: When details of the event have been determined, check the availability of the space desired by calling 314-977-MEET (6338).
   b. Request a Student Organizational Meeting Request form from Event Services, Busch Center 356 or at www.slu.edu/events. Complete the form and submit it to Event Services. If all requirements are fulfilled for the Student Organizational Meeting Request form, the Student Organization will receive a copy for its files.

3.4 Performance, Presentation and Speaker (Program) Policy

A. Introduction

Saint Louis University understands that the exchange of ideas and the opportunity to critically analyze and express different viewpoints is essential to the University's mission, which emphasizes the pursuit of truth for the greater glory of God and for the service of humanity. However, speech and expression are not absolute rights at a private institution and must be examined in light of both particular circumstances and the broader values and aspirations of Saint Louis University as a
Catholic, Jesuit institution. While restrictions on expression must be reluctant and limited, in some situations they may be deemed appropriate.

**B. Purpose**

1. This policy provides guidance for Students and recognized Student Organizations who seek to sponsor a performance, presentation or speaker (hereafter, referred to as "program") at Saint Louis University, such that: (a) the freedom to pursue truth may flourish; (b) the teachings of the Catholic Church will always be respected even when examined; and, (c) the opportunity to exchange ideas will not conflict with the rights or safety of others in the Saint Louis University community, or interfere with the University's mission, traditions, responsibilities, and objectives as a Catholic, Jesuit institution of higher education.

2. In providing guidance, this policy integrates concepts of inquiry, expression, dialogue and the exchange of ideas with an expectation of social responsibility. Saint Louis University acknowledges the distinct roles that activities "outside of the classroom" have on the University campus. To effectively accomplish the integration of these concepts, this policy and appendices outline a way of proceeding that focuses Students on both the pursuit of truth and how that pursuit is expressed.

**C. Individuals Affected**

1. **Target audience**: Students and recognized Student Organizations by Saint Louis University seeking to sponsor a campus performance, presentation or speaker. This policy excludes Student and Student Organizations affiliated with the Law school, which has their own policy.

2. **Department oversight**: The Student Involvement Center, under supervision of the Assistant Vice Presidents of Student Development, oversees this policy on behalf of Saint Louis University.

3. **Other departments affected**: Academic Affairs, General Counsel, Marketing and Communication, Mission and Ministry and Public Safety may be involved in the review of some program proposals. Depending on the nature of the program proposal, the review may not be limited to these areas.

**D. Definitions**

1. **Program**: A campus performance, presentation or speaker, sponsored by Students and/or recognized Student Organizations.

2. **Sponsorship**: The approved hosting of a program does not imply approval or endorsement, by the sponsoring group or by Saint Louis University, of the views expressed by speakers, presenters, or others who participate.

3. **Appeals**: Requests to appeal decisions by the Student Involvement Center may be sent to the Vice President for Student Development (See Section 3.4.(H)).
E. Policy

1. While Saint Louis University acknowledges a Student's individual right to express and explain his or her own beliefs, by virtue of its Catholic, Jesuit character, the time, place and manner of exercising speech on campus for events planned by Students and recognized Student Organizations is subject to policies and procedures adopted by the University. As such, the University reserves the right to review programs proposed by Students and recognized Student Organizations, including those which are funded in full or in part by University sources (e.g., Student activity fee). It also reserves the right to reject or alter programs that the University deems to be inconsistent with its values and mission. This means that a balanced program, one that would include opportunities for opposing viewpoints to be presented, may be necessary in order for controversial societal, political, moral and/or ecclesiastical topics to be addressed in a way that provides a more complete educational experience and understanding of the subject matter.

2. Examples of programs that the University would not approve would include those deemed to encourage, celebrate or glorify hatred, violence, abusive behavior, religious intolerance, irresponsible or illicit drug and alcohol use, and the objectification of human beings. Furthermore, the University will not approve any campus program which it determines cannot be held in a safe, orderly way, in adherence to its policies and procedures, and without significant interference to other University events or normal functions.

3. While acknowledging there may be approved programs which include critiques of Catholic teaching and/or of Saint Louis University, the University does not knowingly make available its facilities to individuals, organizations or businesses, whose activities will deride, mock or ridicule the Roman Catholic Church or the University's mission and values.

F. Procedures

1. Students and recognized Student Organizations of the University who seek to sponsor a campus program may apply to do so according to the procedures outlined below.

2. Students must complete the Program Planning Form, available online through the Student Involvement Center. Completing a Program Planning Form does not guarantee approval.

3. Completed Program Planning Forms must be submitted to the Student Involvement Center at least twenty (20) business days prior to the proposed program. Completed forms will include the review and signature of the recognized Student Organization's advisor, when applicable.

4. The submitted Program Planning Form will be forwarded to the Director for the Student Involvement Center or designee to initiate the program review process.
5. The Director for the Student Involvement Center or designee will provide a written notification of any procedural questions or concerns about the program within five (5) business days of submission.

6. Procedural questions or concerns may include, but are not limited to, clarification of issues related to Sections E and F.

7. After receiving program approval from the Student Involvement Center, Students may reserve a campus venue for the program through the Department of Event Services, located in Busch Student Center 356.

8. Students must complete the Student Event Registration Form.

9. Completed Student Event Registration Forms must be submitted to the Office of Event Services at least two (2) weeks prior to the anticipated program date.

10. Event Services will provide a written notification of which University space is available for the event within three (3) business days of submission. Any notification of space availability does not guarantee approval of the Program Planning Form.

G. Additional Guidelines and Process

1. Additional program planning guidelines and program review guidelines for the process is provided in Appendices A and B of the official Performance, Presentation, and Speaker Policy, which can be found online at the Student Involvement Center website.

2. The guidelines are included with the Program Planning Form.

H. Appeals

1. Students or recognized Student Organizations of the University who seek to sponsor a campus program, may appeal a decision by the Student Involvement Center to the Vice President for Student Development. The appeal process for program proposals is as follows:

2. A written appeal addressed to the Vice President for Student Development should include, in detail, an explanation of how the Student or recognized Student Organization believes they followed the program planning guidelines or, how the program review guidelines were not followed by the Student Involvement Center.

3. The Vice President for Student Development shall contact the Student or recognized Student Organization within five (5) business days of submission of the written appeal to arrange a meeting time. During the appeals meeting, the Vice President for Student Development shall gather all necessary information regarding the process.

4. After meeting with the Student or recognized Student Organization, the Vice President for Student Development shall gather all other pertinent information at his/her discretion from any other parties involved in the process.
5. The Vice President for Student Development shall provide a written notification of his/her decision within ten (10) business days of the initial meeting with the Student or recognized Student Organization.

3.5 Student Organization Alcohol Policy

A. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, during an organizational event, in any situation sponsored or endorsed by the organization, or at any event an observer would associate with the Student Organization, must be in compliance with any and all applicable laws of the state, province, county, and/or city and must comply with University Third Party Vendor Guidelines, which can be found on the Student Involvement Center website. This policy covers any and all activities conducted by recognized student organizations whether alone or in conjunction with a third party, regardless of the activities’ location. In addition, fraternities and sororities must also follow these and any additional guidelines set forth by their respective governing councils.

B. No alcoholic beverages may be purchased through or with organizational funds or by any members or guests in the name of or on behalf of the Student Organization. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

C. OPEN PARTIES, meaning those with unrestricted access by non-members of the Student Organization, without specific invitation, where alcohol is present, are prohibited.

D. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the age of 21.

E. No organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as any establishment for which the sale or distribution of alcoholic beverages is a specific focus of their business) at which alcohol is provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a Student Organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. As an exception to the policy, student organizations (whose charter allows them to do so) may host events in the Billiken Club (in adherence with other relevant guidelines), including during hours of operation when alcohol is served.

F. No Student Organization may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.

G. All recruitment or rush activities associated with any Student Organization will be non-alcoholic. No recruitment or rush activities associated with any Student Organization may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

H. Student Organizations that violate the University's Student Organization Policies pertaining to alcohol or the University’s Alcohol Policy and Guidelines will be subject to a maximum sanction
allowed by the Community Standards, including suspension or expulsion from the University. Repeated violations will constitute sufficient grounds for the suspension or permanent dismissal of the organization from the University. To the extent that the University serves society by developing and sustaining an environment free of alcohol and drug abuse, the University reserves the right to take disciplinary action against Students involved in violations of the Standards and Alcohol Policy Guidelines occurring off-campus. Disciplinary measures will be administered consistent with local, state and federal laws.

I. University departments and Student Organizations also may impose additional, more stringent restrictions on the use and distribution of alcohol by their members. The University also reserves the right to restrict Student Organizations from holding off-campus events at certain third party vendors or taverns.

3.6 Space Reservation

Chartered Student Organizations are encouraged to take advantage of the available facilities for meetings and activities. When adequate or appropriate space or campus facilities are not available, community facilities may be sought.

The following procedure covers the use of all University facilities, such as, but not limited to, Busch Student Center, academic facilities, etc., by chartered Student Organizations for business meetings and/or all other activities. Use of community or off-campus facilities is the responsibility of the Students involved. While no listing of approved facilities is maintained, assistance in locating facilities may be available in the Student Involvement Center.

A. Residence hall common areas are available to Student Organizations with prior approval from appropriate personnel in the Department of Housing and Residence Life.

B. When rental fees are applicable, payment must be made by interdepartmental order (IDO) or a check made payable to Saint Louis University. This payment must accompany the reservation and will be returned if the reservation is canceled.

C. After satisfactory registration and reservation of space, requests for food and beverages must be made with a representative of DineSLU, Busch Student Center, 977-1559.

D. Particular policies governing the cancellation of facility reservations are at the discretion of the chief administrator of the particular facility and will be explained at the time the reservation is made.

3.7 Publicity

Publicity for Student-sponsored events, activities or elections is the responsibility of the sponsoring organization or Student candidate. Bulletin boards are conveniently placed for the use of Students, faculty and staff. Departmental bulletin boards also are conveniently located and clearly marked for departmental use only. Posters, displays or other forms of publicity must comply with the following regulations. Additional information may be obtained from the Student Involvement Center, located in BSC 319.
A. Posters and Displays

1. All postings including but not limited to fliers, posters, handbills, sheet signs and banners must have the approval stamp of the Student Involvement Center three (3) business days prior to posting or distribution. The permission of department personnel, when applicable, must be received before posting any material on their bulletin boards.

2. All fliers and posters may be displayed for two weeks and must be marked with the date on which they will be removed.

3. No group or chartered Student Organization may have more than one poster at a time on a bulletin board unless the posters publicize separate events.

4. The maximum size of any poster will be 60" in perimeter and the name of the sponsoring group must be clearly identified on the poster.

5. In residence halls, posters and other publicity are subject to the rules and regulations of the Department of Housing and Residence Life.

6. In order to maintain the beauty of the campus and to preserve the quality of the buildings, trees, and shrubs, there will be no posting of notices on trees, buildings, telephone poles on the campus or sidewalks. By special authorization of the Student Involvement Center and Facilities Services, posters may be displayed on the campus trash receptacles cans or by stake sign. Student Organizations requesting approval to post flyers on the outdoor trash receptacles for a limited period of time (48 hours) must complete an Outdoor Posting Authorization form signed by representatives of the Student Involvement Center and Facilities Services according to the Stake Sign Guidelines available on the Student Involvement Center website.

7. St. Louis City Code states that it is unlawful to stick, paint, brand, attach, hang or suspend upon any house, building, fence or wall, without the consent of the owner thereof, or upon any pole used for the purpose of carrying electrical conductors or upon any street or sidewalk, pavement or other public place, any printed, written, painted or other advertisement, bill, notice, sign or poster.

8. Scotch/duct tape may not be used to post materials.

9. Posting is not permitted on woodwork, doors or bulletin board frames.

10. Municipal, state or national campaign posters are not permitted on the campus.

11. Decorations are permitted, on special occasions, in the windows of the Student residences with the permission of the Department of Housing and Residence Life.

12. In accordance with the state fire marshal's regulations, all postings within 30 inches of any light fixture must be of fireproof material.
13. Special provisions can be made to display posters during Student Government elections or other all-campus referenda, through the Student Involvement Center and the Student Government Association.

14. Courtesy and respect for the freedom of expression by others dictates that posters should not be marked on, destroyed or removed. Anyone discovered defacing posters will be subject to disciplinary action through designated disciplinary channels.

15. Violations of the above poster regulations may be referred to the Director of Student Responsibility and Community Standards.

B. Fliers and Handbills

1. The University reserves the right to regulate locations on campus where fliers and handbills may be distributed. Fliers and handbills must be approved by the Student Involvement Center three (3) business days prior to posting or distribution. In general, handbills, fliers or posters may not be distributed:
   - Outside buildings where normal flow may be impeded;
   - Inside buildings and offices, except from reserved distribution tables.

2. Fliers and handbills may not be placed on car windshields.

3. Sponsoring Student Organizations or departments must be clearly identified on the flyer or handbill.

4. Sponsoring Student Organizations or departments distributing handbills or fliers are responsible for their content.

5. These same rules also pertain to the distribution of fliers or handbills in the city of St. Louis. City ordinance prescribes that it is unlawful to place, throw or knowingly drop in or upon any street, highway, alley or public ground in the city, handbills, blotters, posters or advertising samples, or to place these or like items in or on any street, highway, alley or public grounds in the city. Permission must be secured from the mayor’s office to distribute handbills to homes in St. Louis, along the streets or on any city property. Permission to place large banners (fliers, posters, etc.) in local stores must be obtained from the individual merchants.

C. Advertising and Alcohol

Publicity for events at which alcohol is present must not emphasize or promote the sale, distribution or consumption of alcohol, nor depict the use of alcoholic beverages. Only events that comply with state law and University policy may be advertised to the University community.
3.8 Student Fund Raising Policy

To ensure the proper use of the University name in fund-raising ventures, to minimize the inconvenience of donors and streamline communication by various University groups and to assure proper adherence to state and municipal laws, the following policies are established.

These policies and procedures pertain to fund-raising ventures entered into by chartered Student Organizations, either on or off-campus.

A. Purpose

The purpose of this policy is to prevent inconveniences and disturbances to Saint Louis University’s donors and other stakeholders with multiple contacts soliciting donations by various groups within the University’s community, to protect the good name and reputation of the University, and to maintain the University’s ongoing compliance with its legal and statutory obligations.

Saint Louis University is a tax-exempt charitable organization under section 501(c)(3) of the Internal Revenue Code and is therefore strictly prohibited from intervening, directly or indirectly, in support of or opposition to the political campaign of any candidate or group of candidates for elected public office. Recognized student organizations are therefore also strictly prohibited from using any of the University’s facilities, resources and services, including its names marks and logos for political campaign purposes including, without limitation, the endorsement or solicitation of goods and services or any other commitments, financial or otherwise.

B. Definitions

Fundraising, for purposes of this policy, is defined as any solicitation for financial or other commitments for the provision of goods, in-kind donations or services; the sale of goods and services (including event ticket sales); raffles, prize drawings and auctions; the collection of membership dues and fees, whether the proceeds from which are intended for the benefit of recognized student organization or are to be used by sponsoring recognized student organization to make a as to donation to a tax-exempt charitable organization under section 501(c)(3) of the Internal Revenue Code.

1. **Internal Fundraisers** are fundraising activities that are intended for the benefit of organizations within the University community or the University community itself.

2. **External Fundraisers** are fundraising activities that are intended for the benefit of other groups and organizations from outside of the University community, and must be tax-exempt charitable organizations under section 501(c)(3) of the Internal Revenue Code.

The proceeds of Fundraising activities that are intended to benefit an outside organization must be paid directly to the organization in the form of a check unless, pursuant to a written agreement with the outside organization such funds are to be collected directly by the outside organization, in which case the outside organization must provide a detailed accounting of the funds collected.
Student organizations seeking to collaborate in Fundraising activities with third parties and individuals from outside of the University community (e.g. profit shares) must obtain the prior written approval of the Student Involvement Center in accordance with Fundraising approval processes that may be established by the Student Involvement Center. At a minimum, requests for approval must contain a detailed written description of the proposed Fundraising activities, the organization(s) that will benefit from the proceeds and how the proceeds are to be used.

3. **Profit shares**, for purposes of this policy are defined as any arrangement where a third party or commercial business shares some of its profits with a student organization for the purposes of raising money toward a cause.

4. **Sales**, for purposes of this policy, shall include, without limitation, the sale of any goods and services, tickets to fundraising events, and chances in a raffle or prize drawing, whether by direct sale or auction.

Sales activities must be conducted in accordance with all municipal, state and federal laws and University. Fundraising activities, which entail “Sales,” must receive the prior written approval of the Student Involvement Center. Sales activities may only be conducted from behind a table, and only in those locations specifically designated by Event Services. “Door-to-door” sales which, include but are not limited to, approaching individuals and groups on University premises, or calling on individuals and groups in their offices, and residences are prohibited except as may be expressly authorized by the Student Involvement Center.

The sale of food items that are made or prepared by an organization must meet all laws and regulations for the safe handling and preparation of food items. Sponsoring student organizations are solely responsible for obtaining any required authorizations and licenses from the City of St. Louis Department of Health. The Student Involvement Center will be available to advise organizations on the process for contacting the City of St. Louis Department of Health.

Any and all sales for the purpose of fundraising must be conducted directly (person-to-person) by a student member of the sponsoring organization.

Any uses of Saint Louis University’s names, registered marks and logos used on, or in reference to any items or services for sale must receive prior written approval from the University’s Marketing and Communications Office. The name “Saint Louis University” and the names of campus buildings and areas may be used purpose of providing directions to the location where the Fundraising activity is to be conducted. The sponsoring organization must clearly indicate in all announcements and promotional materials, and at the point of sale that Saint Louis University, a matter of policy will not endorse or provide its approval of any products or services, or any of the providers thereof.
5. **Solicitation**, for purposes of this policy, is defined broadly to include any request express or implied, of any contribution, financial or in-kind, that is made in person or, via the mail, telephone, email or any other means of communication.

6. **In-Kind Contributions**, for purposes of this policy, is defined broadly to include to include any type of non-cash contribution or donation of goods, services, or any other commitment which can be assigned a cash value.

Individually and groups must be sponsored by a recognized student organization and must be approved by the Student Involvement Center in order to conduct fundraising activities on University premises.

Students are strictly prohibited from using any University phone or mailing lists, email lists, listservs, and bulk mail services for fundraising purposes.

Collection of membership dues and fees – Requiring members to provide personal funds in order to participate in a recognized student organization and/or activities.

Only recognized student organizations are permitted to collect membership dues. The purposes of these funds may be used in support of the organization’s sponsored activities, recruitment activities, etc.

Funds collected in this manner do not need to be approved by the Student Involvement Center. Recognized student organizations that hold accounts with Saint Louis University must deposit these funds into the recognized student organization’s account through the Student Involvement Center with clear descriptions on how and in what manner the funds were collected.

A Raffle, or prize drawing is a type of lottery in which chances are sold, and the prizes awarded are goods or services rather than money. Raffles, or prize drawings may be permitted in certain limited circumstances. Fundraising activities that involve elements of chance, will require that strict oversight measures be put into place to maintain the organization’s and University’s ongoing compliance with all applicable laws and regulations. The types and number of such measures shall be determined by the Student Involvement Center in consultation with the Vice President for Student Development.

**C. Scope**

This policy covers any and all fundraising activities conducted by recognized student organizations whether alone or in conjunction with a third party, regardless of the activities’ location, that are for the benefit of the student organization, the University community at large, or outside organization that is tax-exempt under section 501(c)(3) of the Internal Revenue Code.

Any student, recognized student organization, or group of two or more SLU students may sponsor a Fundraising activity. This policy applies to all Fundraising activities conducted by any of the
aforementioned sponsors, whether conducted on or off University premises or with the use of University resources for Fundraising.

Students who are organized as part of a team that is sponsored by a recognized student organization are exempt from needing to obtain approval from the Student Involvement Center for their fundraising activity, unless said approval is expressly outlined in the above sections of this policy for the following:

- Use of Saint Louis University’s names, registered marks and logos on reference to items for sale;
- The sale of baked goods and other food items requiring preparation;
- “Door to Door” sales;
- Obtaining and using University phone or mailing lists, email lists, listservs, and bulk mail services to contact alumni, individuals, foundations, or corporations;
- Raffles and drawings.

These student teams are still required to follow the guidelines set forth in the previous sections of this policy. Examples of student teams would be for such sponsoring organizations as SLU Relay for Life or SLU Dance Marathon.

D. Policy

The sponsor of a Fundraising activity must complete a request form and obtain approval for the fundraising activity from the Student Involvement Center. Recognized student organizations submitting requests for approval of fundraisers should take into account the purpose, process, and manner in which they plan to raise the funds.

Any fundraising activities that involve the sale or distribution of alcoholic beverages, or which promote the consumption of alcoholic beverages is strictly prohibited. a. Fundraising activities may not be conducted at or in conjunction with any establishment for which the sale or distribution of alcoholic beverages is a specific focus of their business.

E. Guidelines

Fundraising must provide a benefit to the University community and be consistent with Saint Louis University’s mission as a Catholic, Jesuit institution and comply with all applicable local, state, and federal laws and University policies, rules and regulations.

1. Fundraising activities may not disrupt or impair University operations or services.

2. Overbearing, coercive or intimidating Fundraising practices will not be tolerated, and taking part in such actions may result in University disciplinary and legal consequences.

3. Students who wish to enter into a contract with a third party to host, co-sponsor, profit-share, speak, perform, or present as part of their fundraiser must first obtain approval from the Student Involvement Center through the Fundraising approval process.
4. All fundraising contracts must be reviewed and approved by the Student Involvement Center prior to their execution or the commencement of any fundraising activities. Fundraising activities must be conducted in compliance with any instructions, limitations and conditions for their conduct that may be established by the Student Involvement Center in consultation with the Vice President for Student Development.

5. When conducting Fundraising activities off of Saint Louis University’s campuses, students must obtain prior written permission from the University in order to identify themselves as Saint Louis University students. Such permission will identify the specific student or students conducting the Fundraising activity indicating that they are Saint Louis University students, the student organization with which they are affiliated and the intended use or beneficiary for the proceeds. Students conducting fundraising activities may request a letter from the University identifying them as members of a specific, recognized student organization and the specific purpose and beneficiary for which they are raising funds. Students must show her or his Saint Louis University ID to help identify her or himself as a member of the Saint Louis University community.

6. Recognized student organizations’ Fundraising proceeds must be used in a manner that is consistent with the official purpose of the organization, and in accordance with all applicable rules and policies of Saint Louis University. An accounting of any funds raised must be provided to the Student Involvement Center within five (5) business days after the event.

F. Procedures

Recognized student organizations seeking the required permissions and approvals for a proposed Fundraising activity must follow the procedures set forth below:

1. Students must complete the Program Planning Form for a Fundraising activity (the “Form”), available in the Student Involvement Center. Completing a Form does not guarantee approval.

2. Completed Forms must be submitted to the Student Involvement Center at least twenty (20) business days prior to the commencement of the proposed Fundraising activity.

3. The Director for the Student Involvement Center or his or her designee will conduct an initial review of the Form and may request additional information and documentation from the sponsoring student organization.

4. Following approval by the Student Involvement Center, students may apply to reserve a campus venue for the Fundraising activity in accordance with the policies and procedures of the Department of Event Services, located in Busch Student Center 356.
G. Appeals

Saint Louis University Student organizations whose application to conduct a Fundraising activity is denied by the Student Involvement Center may appeal the decision to the Vice President of Student Development. The appeal process is as follows:

1. Appeals must be in writing and sent to the Vice President for Student Development. At a minimum, appeals must include a detailed explanation of how the student organization believes they followed the fundraising activity guidelines or, how the fundraising activity review guidelines were not followed by the Student Involvement Center.

2. The Vice President for Student Development, or his or her designee, shall contact the Student organization to arrange a meeting time. During the appeals meeting, the Vice President for Student Development, or his or her designee, shall gather all necessary information regarding the process.

3. After meeting with the Student organization, the Vice President for Student Development, or his or her designee, shall gather all other pertinent information at his/her discretion from any other parties involved in the process.

4. The Vice President for Student Development, or his or her designee, shall notify the organization of the decision within ten (10) business days of the initial meeting with the Student organization. All decisions by the Vice President for Student Development, or their designee, are final.
2015 - 2016 Residence Life Community Living Principles

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4.2 Residential Life Standards

4.1 Being a Community Member

As a Student living on campus, and as a Student in our residential community, your participation is a vital and important contribution in enhancing the community and the SLU experience.

As a member of our community you will experience

- A residential, community that creates and promotes service, social engagement, personal responsibility and acceptance for others that are different than you. By living in the residential community you will experience social and educational opportunities to explore that will enhance your SLU experience.
- A residential floor/ area that establishes relationships that will remain beyond your SLU experience. A floor creates a learning environment outside of the classroom that engages you in discussion and challenges you to explore yourself and the world around you. A floor that is disciplined, compassionate, just and able to promote mutual respect fosters bonds that will strengthen the community and its members.
- A personal residential space for you to relax, refresh and reflect on your SLU experiences and to give you the energy to go out into the community to live out the university mission of being a man and woman for others.

As a member of your residential community we hope you embrace the principles of respect, civility, fairness and support the common good for the entire community.

To maintain a unique community living experience you as a member are expected to exercise responsibility and to abide by established Residence Life community standards.

Residence Life community standards are designed to promote and preserve an atmosphere conducive to community living. All residents are responsible for knowing and adhering to these standards. These standards are a supplement to the University Community Standards, Residence Life Handbook, and the Residential Contract. Any violation of the standards may result in disciplinary action.. Any Residence Life community standard, , may be treated as an administrative violation for failing to meet Housing Standards, Residential Contract, or the Residence Life Handbook or referred to the community standards process for violating a University Community Standard.

For more information on the University Community Standards and to read all of the policies and procedures related to the Office of Student Responsibility and Community Standards at Saint Louis University, go to: http://www.slu.edu/office-of-student-responsibility-and-community-standards

To review the Residence Life Handbook, go to: http://www.slu.edu/housing-and-residence-life

To review the Residential Contract, go to: http://www.slu.edu/housing-and-residence-life
4.2 Residential Life Standards

4.2.1 Alcohol – Host Responsibility – Students living in residence halls, university owned/staffed buildings who are 21 years of age or older may bring small amounts of alcohol for personal consumption into the space to which they have been assigned. Residents who choose to use alcohol legally are expected to do so in a responsible manner, including, but not limited to, not distributing alcohol to minors, and not consuming alcohol in the presence of guests (non-roommates) who are under the age of 21. With the exception of a roommate, no alcohol is permitted in the presence of an underage Student.

4.2.2 Building Exterior – Failure to follow the following guidelines jeopardizes the safety of community members:
   a. The propping open of residence hall exterior doors is strictly prohibited.
   b. Throwing or dropping objects from windows or balconies is prohibited.
   c. Students are prohibited from being out on a ledge, windowsill, or a building roof. This includes entering and exiting from them.

4.2.3 Elevator Abuse- Residents should abide by elevator guidelines (occupancy, etc.) to ensure the safety of themselves and others and to ensure the safe operation of the elevator.

4.2.4 Hall Sports/Recreation - Out of respect for property and university facilities, sports or general rough-housing are not permitted in the hallways or lounges. Additionally, wheeled transportation (including, but not limited to, bikes, roller blades, skateboards, motorized and non-motorized scooters etc.) are not permitted in the residence halls/ apartment living units.

4.2.5 Host Responsibility - Hosts are responsible for all actions of their guests.

4.2.6 Housekeeping/Cleanliness – Students living in university housing are asked to maintain a high standard of housekeeping and cleanliness.
   a. The assigned space and furnishings should be kept clean and sanitary.
   b. Garbage and other items to be discarded should be placed in the appropriate trash closets or dumpsters.
   c. Students should clean up trash and personal items in common areas after use.

4.2.7 In the Presence of Alcohol – Anyone under the age of 21 is not allowed to be in the presence of alcohol in a residence hall, and university owned/leased apartments. Underage students who have roommates who are over 21 can be in their living space when alcohol is present, however, the underage student cannot consume alcohol and no one else under 21 can be present when alcohol is being consumed.
4.2.8 Keys and Residence Hall Access - Students are expected to abide by all university housing lockout policy procedures, including reporting lost or missing residence hall keys or access cards immediately. In addition:

   a. Students are not allowed to give their SLU ID, room and/or entrance keys to others.

   b. Falsification of information in an attempt to obtain a back-up key is strictly prohibited.

4.2.9 Living Assignments – Students are expected to adhere to all aspects of the housing contract in respect to assigned spaces including:

   a. Resident rooms and apartment spaces are to be occupied by only those assigned to the room/apartment by Housing and Residence Life and are not to be occupied, or loaned/leased without prior consent of Housing and Residence Life, to other residents or non-residents.

   b. Refusing to accept or impeding an effort by Housing and Residence Life to make an assignment to a vacant space is prohibited.

4.2.10 Noise - Failure to adhere to the noise guidelines

   a. Quiet hours are in effect from midnight to 8 am, Monday through Friday, and from 2 am through 10 am, Saturday and Sunday, in all buildings. Each floor may establish additional quiet hours, so that residents may count on undisturbed quiet activities such as relaxing, studying, and sleeping. During final exam periods quiet hours are in effect for 24 hours.

   b. Moderate noise levels that promote an atmosphere of academic success should be maintained during all hours other than those designated as quiet. Students should be considerate by observing these hours and responding appropriately to requests to lower noise volume.

   c. Noise that can be heard outside of a room or in the courtyard of a building by placing a stereo out the window, yelling out the window, or using amplification devices is prohibited at all times.

4.2.11 Occupancy - In order to maintain reasonable occupancy levels, gatherings in a residence hall room or apartment should not exceed more than four times the designed occupancy level.

4.2.12 Open Flame/Element Devices - Open flame or open element devices (including, but not limited to, candles-wick or no wick, incense, George Forman grills, toasters, toaster ovens, barbeque grills, etc.) are not permitted in the residence halls/apartment living units (kitchen items exempted in apartments with kitchens) or in building interior or exterior common areas.

4.2.13 Overnight Guests/Cohabitation - Residents may have overnight guests in the halls in accordance with the visitation guidelines in place for their particular building. Such guests, however, may not stay for more than 3 days without expressed permission from the Residence Hall Coordinator. Cohabitation is not permitted
4.2.14 Pets - Pets are not permitted in the residence halls/apartment living units except for fish or hermit crabs in small bowls or an aquarium that is limited to 10 gallons.

4.2.15 Residential Community Damage - Students are expected to respect university property, as well as the property of other community members. Students shall be financially liable for damages, alterations, or removals that they cause (including damage caused by their guests), to residence hall rooms, buildings, and other community member's property.

4.2.16 Restroom Civility - At no time should individuals be in a restroom facility designated for a gender other than their own.

4.2.17 Sales/Solicitation - Sales or solicitation (including, but not limited to, running a business out of your room, magazine sales, pizza sales, etc.) is not permitted in the residence halls/apartment living units. All materials to be distributed to the residence halls/students must be approved by SGA advertisement guidelines and be sent through the Housing and Residence Life Office.

4.2.18 Screens/Doors - Students may not remove, alter, or tamper with window screens, door closures, locks, etc. Additional locks may not be added to the room or bathrooms doors. Screens must remain on windows at all times.

4.2.19 Unregistered Guests - Hosts are expected to meet and register their guests at the building entrance or desk and escort them at all times while in the building. At no time should any resident provide entrance to the building to anyone who is not his or her guest.

4.2.20 Visitation - In respect for the privacy of others, visitors are permitted during specified hours only in accordance with housing visitation policies and any roommate agreement.

4.3 Restorative Justice

Restorative Justice is a practice that seeks to balance focus on persons who were harmed by community violations and those who created that harm. Restorative practices seek to provide healing and peace after conflict, whether it was physical, verbal, or emotional. It means sitting down together and discussing what happened, what harm was done, and how to restore relationships among all the persons involved. Restorative Justice changes the focus from violations of community standards, blame, and punishment to impact or harm caused, obligations and healing. Saint Louis University recognizes the connection between our Catholic, Jesuit identity and Restorative Justice in our commitment to an inclusive learning community that respects the fundamental dignity of all human beings. The Division of Student Development serves to educate and develop our students as leaders who are holistically formed, critically reflective, and socially and personally responsible.

To discuss whether Restorative Justice could help solve your conflict, contact Joshua Ford, fordja@slu.edu.
5.1 DEFINITION OF BEHAVIORAL CONCERNS COMMITTEE

The Behavioral Concerns Committee (BCC) reviews cases with Students that display behaviors which may pose imminent harm or direct threat to self, others, or the community, or patterned behavior that significantly disrupts or impedes the personal and academic success of an individual Student or Students. The BCC consist of staff representatives who work with the student to develop an intentional intervention that will best support their individual needs as well as balance the needs of the University community. Examples of situations, which may be referred to the BCC, could include but are not limited to significant history of drug or alcohol abuse, suicidal ideation/attempts, disordered patterns of eating, cutting and self-mutilation, inadequate management of psychological or medical conditions or unmanaged trauma as a result of sexual or physical assault.

5.2 POLICY

The intent of the Behavioral Concerns Policy is to assist the Student who cannot function effectively in the University community without posing a risk to him/herself or infringing upon the safety, rights or opportunities of others. This policy also provides mechanisms by which such a Student may continue toward the completion of his/her academic goals, if not immediately, then in the future.

When the potential for direct threat to others or community is present, involuntary leave action must consider whether the endangering behavior results from the condition of disability; and therefore, the Student is protected by Section 504 of the Rehabilitation Act of 1973. In the uncommon circumstance and after the case review, it is determined that the Student does pose a more likely than not direct threat to others or community, or that it has become clear that remaining at Saint Louis University is not in the best interest or the Saint Louis University community, this policy also helps transition a Student to a safer environment more conducive to their needs. Moreover, the goal is to define the length of separation when possible, outline a path to re-entry and ease the transition of the Student’s return, and to optimize the opportunities for the Student success. The Vice President for Student Development, or a designee reserves the right to take immediate, necessary and appropriate action to protect the health, safety, and well-being of an individual and/or the University community.

Imminent harm or direct threat exists when a student poses a significant risk to the health or safety of self, others, or the community. A significant risk constitutes a high probability of substantial harm. Significance will be determined by but not limited to:

a) the duration of the risk;

b) the nature and severity of the potential harm;
c) the likelihood that potential harm will occur; and,

d) the imminence of the potential harm.

The University must first determine whether reasonable accommodations to policies, practices and procedures will sufficiently mitigate the risk, unless those reasonable accommodations would cause undue hardship for the University. Determining that a student is a direct threat requires an objective and individualized assessment. The assessment must be based upon a reasonable medical judgment that relies on the most current medical knowledge and/or on the best available objective evidence. This standard also applies to the reinstatement of a student who has been placed on leave. They are entitled to return upon showing they no longer pose imminent harm or direct threat to others or community. The Behavioral Concerns Committee may likely assist and/or play a role in this determination.

5.2.1 Referrals and Reporting a Student in Distress

Any Member of the University Community (faculty, staff, parent, community member, alum, or Student) may refer a Student of concern or report an incident involving a Student's distressed or disruptive behavior to the Dean of Students Office. Faculty, Staff, and Students may also contact University Counseling Services ("UCC"), Student Responsibility & Community Standards, Student Health, or a Behavioral Concerns Committee ("BCC") designee for a consultation when s/he observes early warnings signs of concerns. Reports and referrals will be forwarded to the BCC for review and/or evaluation.

5.2.2 Behavioral Concerns Committee (BCC)

The mission of the University’s Behavior Concerns Committee is to promote student success and campus safety by identifying individuals who demonstrate behaviors that may be early warning signs of possible disruptive or violent behavior and intervene at the earliest possible point. The focus of SLU’s Behavioral Concerns Committee is care and concern for students who may be in distress. Team members coordinate resources and implement a coordinated response with the goal of providing assistance to the individual while mitigating risk in an effort to keep the SLU community healthy and safe. The BCC consists of staff representatives who work with the student to develop an intentional intervention that will best support their individual needs as well as balance the needs of the University community. Examples of situations, which may be referred to the BCC, could include but are not limited to significant history of drug or alcohol abuse, suicidal ideation/attempts, disordered patterns of eating, cutting and self-mutilation, inadequate management of psychological or medical conditions or unmanaged trauma as a result of sexual or physical assault.

5.2.3 BCC Review

The Dean of Students, or Dean's designee, presents cases that have been referred or reported by a Member of the University Community to the BCC for initial review. The BCC may be convened as needed or at such regular times as determined by the committee for full case review of a Student
who poses an imminent harm or direct threat to self, others, or community. If a clinical evaluation has not been provided or determined, BCC will refer or mandate a student for clinical assessment or evaluation.

**A. Student Referral for Clinical Assessment or Evaluation**

The appropriate official (or member of the Behavioral Concerns Committee) may refer or mandate a student for evaluation by a campus or independent licensed psychiatrist, psychologist or licensed counselor or social worker chosen or approved the University Counseling Center Director, Case Manager or designee, at the Student’s expense. Such evaluation may be appropriate if it is believed that the Student may meet the criteria set forth in this policy or if a Student subject to a community standards proceeding and information concerning mental health or behavioral concern or condition has been reported or observed before or during the community standards process. A Student may be subject to a mandatory and involuntary referral based upon the following conditions:

1. the Student may lack the ability or capacity to understand and/or respond to the referral;
2. the Student may not have known or understood the nature of the alleged referral; or
3. the Student provides information or exhibits behavior indicating s/he may have a mental health issue that is having a significant impact on the Student’s behavior, personal well-being or ability to function as a productive member of the University community.

A Student who fails to complete this evaluation may be referred for community standards violation of “Failure to Comply” under the Community Standards outlined in the Student Handbook.

Students referred or mandated for a Clinical Assessment or Evaluation will be informed in writing in person, by certified mail or by University email. The clinical evaluation must be completed per the direction in the referral letter, unless the Dean of Students Office (or designee) or a Judicial Officer within the Office of Student Responsibility & Community Standards grants an extension. A student who fails to complete the clinical evaluation in accordance with these community standards, and/or who fails to give permission for the results to be shared with appropriate administrators, may be referred for community standards violation of “Failure to Comply” under the Community Standards outlined in the Student Handbook.

**B. BCC Case Review – Non-Threat to Self or Others**

If, after the case review, the BCC concludes that the Student does not pose imminent threat, but should complete recommendations intended to assist the Student in managing his or her behavior, the BCC will provide the Student with an opportunity to participate in a Non-Crisis Case Management Response Process or “Care and Concern” Process. The Dean of Students, or Dean's designee, will inform the Student of possible referrals for assistance and help the Student establish communication with various sources of assistance and support, including parents and/or legal guardians (consistent with Community Standards, 2.16 Parental Notification), to help ensure their personal well-being and academic success.
C. BCC Case Review – Student Threat to Self

If, after the case review, the BCC concludes that the Student poses more likely than not a direct threat to self, the BCC must first determine whether reasonable accommodations to policies, practices and procedures will sufficiently mitigate the risk, unless those reasonable accommodations would cause undue hardship for the University. If it is determined that reasonable accommodations can be provided, the BCC will engage the Student in a required Crisis Case Management Response Process that will include parental notification and may include the Student’s involuntary participation. At any time, the Student may elect to apply for a voluntary leave of absence (See Section 5.2.4 below). A Student may also volunteer to participate in a Crisis Case Management Response Process and agree to complete all of the BCC’s recommendations. If a Student agrees to voluntarily participate in a Crisis Case Management Response Process, but fails to substantively follow or comply with agreed upon recommendations, the matter may be referred for community standards violation of “Failure to Comply” under the Community Standards outlined in the Student Handbook.

D. BCC Case Review – Student Threat to Others, or Community

When the potential for direct threat to others or community is present, involuntary leave action will be considered. However, that decision must determine whether the endangering behavior results from the condition of a disability, thereby requiring the application of the legal protections entitled to that student. If after the case review, it is determined that, more likely than not, the Student does pose a direct threat to others or the community, the Dean of Students Office or BCC will conduct an Administrative BCC Review for Involuntary Leave or Formal BCC Hearing (See Section 5.2.5). At any time, the Student may elect to apply for a voluntary leave of absence (See Section 5.2.4). If the student has violated other community standards, the BCC will work with the Office of Student Responsibility & Community Standards to expedite the appropriate course of action, with consideration to the Community Standards outlined in the Student Handbook, for the safety of the individual student, all students, and the University community.

5.2.4 Voluntary Leave

At any time, the Student may elect to apply for a voluntary leave of absence for documented medical or psychological reasons. Voluntary leave medical documentation must include a duration of leave; however, options for extension may be considered. If a Student requests a voluntary leave, the Dean of Students Office will work with on-campus academic and support offices, including but not limited to the Student Health Center, University Counseling Center, Housing & Residence Life, the appropriate academic dean’s office, academic advisor, Registrar, and Student Financial Services, to help the Student request a voluntary leave of absence and secure a leave. When a Student takes a voluntary leave, with the academic dean’s approval and subject to the academic policies of that particular College or School, the Student is permitted, for each class enrolled, to withdraw from the class or postpone assignments and exams. With approval from the Dean of Students Office, a Student on voluntary leave may maintain contact with, and is permitted when necessary, to visit the campus to fulfill academic obligations to maintain student status with the University. The Student is permitted to return upon the end of the leave, subject only to medical documentation confirming the
Student’s medical release to return to the University setting and under what conditions for a healthy return. This medical release may be subject to review for case management to help ensure the continued student success by the University Counseling Center or Student Health Center.

5.2.5 Administrative BCC Review for Involuntary Leave

The Dean of Students Office or BCC will conduct an Administrative BCC Review for Involuntary Leave if, after case review, it is determined that a Student does pose a direct threat to others or the community. A direct threat is determined using a preponderance of evidence standard, or more likely than not. An Administrative BCC Review for Involuntary Leave is an administrative hearing. In an administrative hearing, medical and administrative evidence (e.g. BCC assessment) will be reviewed and a final determination will be made to the Vice President for Student Development (or designee).

If the medical evaluation and/or administrative assessment support the need for an involuntary leave, the BCC Chair or designee will render a written decision within two business days, barring exigent circumstances, stating the rationale for the determination. At any time, the Student may elect to apply for a voluntary leave of absence (See Section 5.2.4 above). The decision will be delivered to the Student directly, using University email, and/or by certified mail. If the determination is made that a leave is warranted, the notification will include information regarding a framework with conditions for leave, duration of leave, and conditions for re-enrollment. If other actions are pending, including but not limited to violations of community standards or academic policies, appropriate University officials will be notified immediately.

5.2.6 Formal BCC Hearing

A. Student Requested. A student subject to an involuntary leave may request a Formal BCC Hearing in lieu of the Administrative BCC Review for Involuntary Leave. If the medical evaluation and administrative assessment (e.g. BCC assessment) support the need for a leave, a hearing will be scheduled before the Behavioral Concerns Committee. The Student will be informed in writing of the time, date, and place of the Formal BCC Hearing at least 48 hours in advance through University email and certified mail. The Student will be given two (2) days to independently review the medical evaluation prior to the hearing. The Student will be notified who is expected to be present at the hearing. The Student may be assisted by an advisor, such as a family member, a physician, a licensed psychologist, a psychiatrist or other licensed mental health professional.

B. Failure to Comply. A Formal BCC Hearing may also be convened by the Dean of Students, or designee, for a "Failure to Comply" in one of the following scenarios:

1. When a Student is reviewed by the BCC in accordance with Section 5.2.3, is determined to pose a threat to self or others, participates in a Crisis Case Management Response Process but fails to substantively follow or comply with the agreed upon recommendations.

3. When a Student is required to have a psychological or psychiatric evaluation in accordance with Section 5.2.3(A), but fails to complete the evaluation as determined by the BCC.
The BCC will convene to consider what, if any, responsibility the Student has relative to any alleged failure to comply and what, if any, action should be taken to ensure the best interests of the Student and the University community are being met.

5.2.7 BCC Hearing Process

a. The Student will be informed in writing at least 48 hours prior to appear at the Formal BCC Hearing through University email and through certified mail of the time, date, and place of the hearing.

b. The Student may be assisted by an advisor, such as a family member, a physician, a licensed psychologist, a psychiatrist or other licensed mental health professional.

c. At no time will legal counsel, if permitted to attend, be allowed to speak on behalf of the Student or otherwise participate in the hearing.

d. The Student may submit information relative to the situation being considered.

e. A Student will be allowed to speak on his/her own behalf whenever possible subject to such reasonable rules that the committee establishes for its proceedings.

f. If the Student fails to appear before the BCC at the time of the scheduled hearing, the hearing will be conducted in the Student's absence.

The BCC is charged with determining responsibility and issuing sanctions just as any Conduct Body referred to in the Student Handbook. The BCC shall also consider whether or not resolution of the matter at the present time best serves the Student as well as the University community. Consideration may be delayed due to the Student's voluntary or involuntary leave and/or withdrawal, hospitalization, or in-patient treatment program or other relevant circumstances.

5.2.8 Involuntary Leave

The BCC can make a recommendation to the Vice President for Student Development, or a designee for the Involuntary Leave of a Student, if a student poses a direct threat. Direct threat will be determined using a more likely than not standard. The BCC may recommend an involuntary leave for safety reasons if it finds, after an appropriate assessment, that a Student poses a significant risk to others, and that the risk cannot be eliminated or reduced to an acceptable level. In making its decision, the committee will on a case-by-case basis:

1. Consider whether there are reasonable accommodations that would allow the Student to meet academic standards, and

2. Determine if safety is an issue, as well as consider the nature and severity of the risk, the probability that injury will actually occur, and whether support services available both on-and-off campus can sufficiently mitigate the risk.

Before making its decision, the BCC must:
1. Notify the Student that the committee is considering imposing an involuntary leave and disclose the basis for the committee’s decision to consider whether the Student needs to be placed on involuntary leave, and

2. Provide the Student the opportunity to appear personally before the committee and provide information relevant to the determination of imposing an involuntary leave. The Student may choose to be accompanied by an advisor for personal support. Advisors are not permitted to speak or directly participate in the BCC review. Legal counsel (licensed attorneys) is not permitted at the BCC meeting, except when criminal charges are concurrently pending against the Student, arising out of the same conduct being considered by the BCC. In such instances, legal counsel may only personally advise the Student and may not participate in the BCC review of the case. In situations where a Student is unable to appear before the committee, a representative of the Student may appear to present information for consideration. All advisors and representatives are subject to final approval of the BCC and the BCC may prohibit an advisor or representative at any time prior to or during the case review process.

The BCC may inquire into a Student's current condition and request recent mental health information and medical records. The BCC will, however, confine its inquiry to information and records necessary to make a determination. The committee may not insist on unlimited access to confidential information or records.

Prior to imposing an involuntary leave, a Student may be given the option to take a voluntary leave. Involuntary leave is subject to approval by the Vice President for Student Development, or a designee. If the BCC recommends an involuntary leave because there is a significant risk that the Student will harm another if s/he remains on campus, the committee may recommend restricting the Student's interactions with the campus community during the period of the leave as needed to ensure safety. Such restrictions may include limits on the Student's communications with faculty, staff or other Students and on the Student's access to the campus, for example, to visit friends or attend campus events.

5.2.9 Refunds
Tuition, financial aid and housing costs may be refunded in accordance with standard University policy. The same arrangements for refunds of tuition or other costs will be available to a Student who takes a leave of absence for documented mental health reasons, whether voluntary or involuntary, as are available for a Student who takes a leave of absence for documented physical health reasons.

5.2.10 Returning from Leave
Reinstatement as an enrolled Student following either voluntary or involuntary leave normally requires a certification from the Student's treatment provider which satisfies the University that the
Student's behavior is compatible with the academic and community standards of the University. In general, an opinion from the Student's treating mental health professional that the Student is fit to return is sufficient. In exceptional cases, Saint Louis University may require the Student to undergo an independent evaluation.

In evaluating a Student's request to return to the University, the BCC may recommend to the Vice President for Student Development, or a designee, that a Student shall be required to comply with a set of reinstatement conditions set out for the Student in a written agreement. A Student's request to return may be denied only if upon the BCC's recommendation, the Vice President for Student Development, or a designee, finds that the Student will not be able, upon return, to meet academic standards with reasonable accommodation(s) or be safely at the school even when appropriately utilizing available support services both on and off campus. The Vice President of Student Development in consultation with the BCC may impose additional conditions for compliance upon the Student's return.

5.2.11 Alternative Housing While Enrolled
In the uncommon circumstance that a Student does not meet the standard for imposition of involuntary leave but cannot safely remain in Saint Louis University housing, Saint Louis University may require the Student to live in housing other than Saint Louis University housing while enrolled.

Recommendations about whether to require a Student to leave Saint Louis University housing will be made by the BCC to the Vice President for Student Development, or a designee. A campus housing restriction may also prevent a Student from entering Saint Louis University housing - for example, to visit friends - so as to prevent disruption to the residence community.

The Student may continue to attend classes, extracurricular activities and campus events; maintain normal contact with teaching, administrative and other staff; and otherwise visit friends on campus.

5.2.12 Conduct Proceedings
Students charged with conduct violations may be afforded the following accommodations by the BCC and the Office of Student Responsibility and Community Standards:

• If the Student takes a voluntary leave for mental health reasons, conduct proceedings may be stayed until the Student returns.

• If Saint Louis University is considering whether to require the Student to take an involuntary leave or to leave Saint Louis University housing, conduct proceedings may be stayed while the decision is being made.

• If a Student is placed on involuntary leave, the stay may continue until the Student returns.
• If the Student is required to leave Saint Louis University housing, the stay may continue until that restriction is lifted.

5.2.13 Disciplinary Records
In accordance with the Family Educational Rights and Privacy Act (FERPA), disciplinary records are considered a part of a Student's education record. A Student's disciplinary record consists of those incidents in which a Student was alleged to have violated a University Policy and/or the University Community Standards and either took responsibility or was found responsible for the violation(s). Any charge for which a Student is found not responsible does not become part of a Student's disciplinary record. In situations involving both an Accused Party (or a Student Organization) and a Student claiming to be the victim of another Student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Party(s) and the Student(s) issuing the complaint because the educational career and chances of success in the academic community of each may be impacted.

To receive information in a Student's file, the Student must submit a signed request in-person or if in writing, along with a copy of a picture ID, to the Office of Student Responsibility and Community Standards. The request should describe specifically what should be released and to whom. Students requesting a copy of their file for their own personal records may come to the Office of Student Responsibility and Community Standards to review their disciplinary record. Students requesting a release of information to a third party (graduate school, employer, etc.) will only receive information from the file on incidents where the Student either accepted responsibility or was found responsible in a hearing/appeal process. Disciplinary records are maintained for seven years from the time a Student graduates or withdraws from the University with the exception of a Student who was suspended or expelled which are maintained indefinitely.
Drug and Alcohol Abuse Prevention Policy

The Drug Free Schools and Communities Amendments of 1989 require Saint Louis University to certify that it has adopted and implemented a drug and alcohol abuse prevention program as a condition of receiving federal funds and financial assistance. As a Catholic, Jesuit Institution dedicated to the search for truth through education, and improving the temporal and spiritual well-being of all persons, Saint Louis University has had a long-standing policy of promoting a campus environment free from drug and alcohol abuse. In accordance with the Drug Free Schools and Communities Act Amendments of 1989 and Saint Louis University's Catholic, Jesuit mission, this policy restates the University’s commitment to maintaining an environment which is free of impairment and conducive to the physical, emotional, and psychological, and spiritual development of all persons.

Scope

This policy applies to all Students taking courses for academic credit at Saint Louis University, including Students enrolled at the Frost Campus, Medical Center Campus, Parks College, Saint Louis University at Madrid and academic programs located overseas.

Definitions

For the purposes of this policy, the following definitions will be applied:

- The term “Illicit drugs” includes any controlled substance listed in the Schedule 1-V of Section 202 of the Federal Controlled Substance Act and those listed under Illinois, Missouri or other applicable laws.
- The term “University” includes Saint Louis University and Saint Louis University at Madrid.
• The term “Campus” includes all land, facilities, and other property in the possession of or owned, used or controlled by the University (including adjacent streets and sidewalks.
• The term “University activities” includes academic programs affiliated with the University or in which Students have matriculated for academic credit at Saint Louis University, including study-abroad programs overseas, and any on-campus or off-campus event or function conducted, approved, sponsored or funded, in whole or in part, by the University or any officially recognized Student Organization.

Standards of Conduct
Saint Louis University prohibits the unlawful manufacture, distribution, sale, possession or use of illicit drugs or alcohol on its premises or as part of any University activities. Conduct involving prescription drugs which have not been prescribed by a physician will be treated as a violation. This policy supplements and does not limit rules of conduct pertaining to alcohol or drugs which are published in other official University publications.

Overseas Programs/Sanctions
Students visiting foreign countries to attend academic programs overseas are reminded that they may be subject to arrest and legal sanctions for drug and alcohol offenses under the laws and regulations of that particular country or institution in addition to the University sanctions described in the University Community Standards.

Counseling and Assistance
Saint Louis University offers confidential, professional counseling and referrals for Students needing assistance for problems relating to alcohol and drug abuse. Students may obtain information and assistance by contacting the following Counseling and Consultation Center locations:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frost</td>
<td>Wuller Hall</td>
<td>977-TALK (8255)</td>
</tr>
<tr>
<td>Medical Center</td>
<td>Wohl Institute</td>
<td>577-8740</td>
</tr>
<tr>
<td>Madrid</td>
<td>Manresa Hall</td>
<td>533-9624</td>
</tr>
</tbody>
</table>

For assistance off-campus the following organizations provide local referrals and information on alcohol or drug abuse through nationwide hot-line services:

<table>
<thead>
<tr>
<th>Organizations</th>
<th>Toll-Free Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol and Drug Referral</td>
<td>1-800-252-6465</td>
</tr>
<tr>
<td>Alcoholics Anonymous</td>
<td>1-800-344-2666</td>
</tr>
<tr>
<td>National Council on Alcoholism</td>
<td>1-800-NCA-CALL</td>
</tr>
</tbody>
</table>
Alcohol Policy

In observance with the law of Missouri and the ordinances of the City of St. Louis, no person under the age of 21 may purchase or attempt to purchase or have in his or her possession, any alcoholic or intoxicating beverage on Campus or at University activities. Therefore, no alcohol beverage may be served or sold to anyone under 21 years of age on Campus or at University activities. Students must present two forms of valid photo identification or comply with our reasonable age verification procedures at events held on the Campus at which alcohol is available. Students found presenting false identification or taking other steps to acquire alcohol as a minor will be subject to disciplinary sanction under the Code of Non-Academic Student Discipline and Responsibility, and risk criminal prosecution.

Consumption of alcoholic beverages by those who are over 21 years of age, on Campus, is permitted ONLY at those Student events or locations that have been expressly approved by the Office of Student Life and ONLY in those locations for which the University has a license. Approval for alcohol service at events sponsored by University departments must be obtained from the appropriate director, dean, or Vice Provost.

University funds may not be used to pay for any portion of an event at which alcohol may be served to or consumed by minors.

Arrangements for food and beverages for on-campus events must be made with University Dining Services, which has the responsibility for verifying the legality of persons seeking to purchase or obtain alcohol. No food or beverages may be brought into an event by an outside caterer except with special authorization.

Monitoring and enforcing compliance with the policy and guidelines are the responsibility of the Department of Public Safety for outside events, and or the director/manager of the building for inside events. Compliance with the policy in residence halls is the responsibility of the Director of Residence Life and the Residence Life staff.

University departments and Student Organizations also may impose additional, more stringent restrictions on the use and distribution of alcohol by their members.

Additional University alcohol-related policies include the Dry Rush Policy (section 3.2.7); Advertising and Alcohol Policy (section 3.5.3); and the Residence Life Alcohol Policy, published in the Residence Life Guide section of the Student Handbook. Alcohol guidelines for Student athletes can be obtained from the Athletic Department, located in Bauman-Eberhardt Athletic Center. Copies of the Greek Social Event Policy, intended to provide risk management guidelines and govern the use
and distribution of alcohol at fraternity and sorority events, are available at the Office of Student Life, Room 300, Busch Memorial Center.

At a Catholic, Jesuit education institution, Saint Louis University expects our Students to develop a responsible philosophy on the appropriate use of alcoholic beverages. The University encourages Students to consider all the implications of drinking and to arrive at a conscientious decision about how they will personally use alcohol.

The University is obligated to respect civil law, and it attempts to provide the rights of others threatened by illegal or immoderate drinking on Campus or at social events sponsored by the University. The University, therefore, prohibits drinking that infringes on the rights of others, prohibits misconduct due to drinking or drinking by anyone under 21 years of age. The University prohibits any drinking patterns that lead to behaviors detrimental to the health and welfare of the individual, Student group or University community. Social activities are expected to have clear purposes, other than the consumption of alcoholic beverages. The University encourages moderation in the use of alcohol, for those of legal age, who choose to drink. The University strongly asserts that choosing not to drink is as socially acceptable as choosing to drink.

Finally, in accord with our policy, the University will sponsor programs and develop guidelines to help community members understand the advantages of a healthy lifestyle, the consequences of use and abuse of alcohol, the moral implications of alcohol use, and the importance of personal and community responsibility.

In accordance with the Drug Free Schools and Communities Act, the University annually distributes to Students an informational brochure that includes the University Alcohol and Drug Policies, counseling and assistance programs, University and legal sanctions, health risks, and uses and effects of controlled substances. Additional copies are available in the Office of Judicial Affairs, DuBourg 241. All Students should become familiar with this information.

For assistance and information on issues relating to alcohol please contact the Student Health and Counseling Center at 977-2323.

**Alcohol Guidelines**

Saint Louis University permits the lawful possession and consumption of alcoholic beverages on Campus or at University activities by persons who are of legal drinking age, consistent with the following guidelines:

- Students who are not of legal drinking age (21 years) are not permitted to be under the influence of alcohol in residence halls/apartments.
- No alcoholic beverages may be sold or furnished to persons under the age of 21. Those residents who are of legal drinking age may bring alcoholic beverages in closed containers into the residence halls/apartment living units, only if they are contained in paper bags or other coverings.
• Residence hall Students who are of legal drinking age may consume alcohol only in their room/living unit. The door must be closed. No non-residential individual or underage persons (other than a roommate) can be present.
• Students residing in apartment living units and their guests who are of legal drinking age may consume alcohol in the apartments but without the presence of underage person (other than a roommate).
• No alcohol, whether in open or in uncovered unopened containers, is permitted in lounges, hallways, or other residence hall/apartment living unit public areas by anyone, of any age. No alcohol is permitted on the balcony of any University apartment.
• Kegs, party balls, beer bongs and similar large containers of alcohol are not permitted in the residence halls/living units; if found, they will be disposed of and the owner(s) will be brought to disciplinary review.
• Irresponsible use of alcohol resulting in public intoxication, disorderly conduct, vandalism or similar conduct may result in disciplinary action.
• Intoxicated residents may be prohibited from escorting guests into the residence halls/living units. In addition, obviously intoxicated visitors may not be escorted into University housing, regardless of their escort.
• Should you be found in a room/living unit in which an alcohol policy is being violated, you will be subject to disciplinary action, regardless of age.
• Failure to comply with these regulations may result in disciplinary action, including but not limited to: discussions with Residence Life staff and Counseling Center staff concerning alcohol use, educational tasks, probation, or removal from University housing.
• For academic year 2001-2002, 4Walsh, 4Gries, and 4Clemens are substance free floors. No alcohol is permitted regardless of age.
• Beginning in 2002-2003, the Griesedieck Complex and Marguerite Hall are substance-free residence halls.

Alcohol and Student Groups

Student groups, such as hall councils, or other groups receiving University funds are not allowed to use those funds to purchase alcohol.

Alcohol may not be served as a function of a formal or other hall-sponsored event. The establishment where the event is being held may serve alcohol, but they may not establish an on-campus location specifically for the sale of alcohol at the event.

Residence hall floors may not use floor funds at events involving alcohol.

University Sanctions

Students who violate the University Community Standards pertaining to alcohol or the Alcohol Policy and Guidelines will be subject to the maximum sanction of disciplinary probation or any lesser sanction authorized under the applicable Student code. Repeated violations will constitute sufficient grounds for dismissal from the University.
Anyone found in violation of the University Community Standards pertaining to illicit drugs will be subject to the maximum sanction of dismissal or any lesser sanction authorized under the applicable Student code.

Appropriate disciplinary action for violations of the University Community Standards and Alcohol Policy and Guidelines may include counseling and/or a satisfactory completion of a rehabilitation program. The University may, at its discretion, refer cases to the proper law enforcement authorities for arrest or prosecution. To the extent that the University serves society by developing and sustaining an environment free of alcohol and drug abuse, the University reserves the right to take disciplinary action against Students involved in violations of the Standards and Alcohol Policy Guidelines occurring off-campus. Disciplinary measures will be administered consistent with local, state and federal laws.

Health Risks

There are numerous, serious health risks associated with the use of illicit drugs and alcohol. Substance abuse, when left untreated, may lead to damaged vital organs such as the liver, brain, and kidneys. Other problems normally associated with substance abuse include nausea, vomiting, loss of memory, slurred speech, blurred vision, and violent acts of aggression. These effects, more often than not, lead to poor academic performance, loss of jobs, arrests, arguments with family and friends, and serious accidents.

Effects of Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher manual functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicated that children of alcoholic parents are at a greater risk of becoming alcoholics than other children.
Legal Sanctions

Because of the harmful effects of alcohol and drug abuse, local state and federal governments have enacted laws making it a criminal offense to unlawfully possess, use or distribute illicit drugs or alcohol. These laws cover the one time, “social or recreational” users as well as the alcoholic and drug addict. In order to assist you in understanding the potential legal implications of such conduct, a summary of the criminal sanctions which may be imposed under local, state, and federal laws is provided below:

**Missouri Law**
Conviction for possession of illicit drugs results in up to 7 years imprisonment and a maximum fine of $5,000, unless the offense involves 35 grams or less of marijuana which entails up to 1 year in prison and a fine of $1,000.

**Illinois Law**
Conviction for possession of illicit drugs results in 4 to 50 years imprisonment and a fine of up to $250,000, unless the offense involves smaller amounts of 200 grams or less of certain drugs, which elicits 4 to 15 years in prison and a fine of up to $200,000.

**Federal Law**
Conviction for possession of illicit drugs results in 1 to 3 years imprisonment and a minimum fine of $1,000, unless the offense involves cocaine base (crack) which may carry mandatory imprisonment for up to 5 to 20 years.

**City of St. Louis Ordinance**
http://stlouis-mo.gov/internal-apps/legislative/upload/floor-substitute/BB275FS.pdf
Any person, with the exception of those individuals described in Section 2 of the ordinance, found in possession of 35 grams or less of marijuana shall be subject to a fine of not less than one hundred dollars and not more than five hundred dollars. There is a strong presumption that the proper disposition of any such case is to suspend the imposition of sentence and/or require community service work and/or drug counseling and education.

The severity of the sanctions imposed for both possession and distribution offenses depend on the type and quantity of drugs, prior convictions, and whether death or serious injury resulted. Sanctions may be increased for offenses which involve distribution to minors or occur on or near Campus. In addition, other federal laws require or permit forfeiture of personal or real property used to illegally possess, facilitate possession, transport or conceal a controlled substance. A person’s right to purchase a firearm or receive federal benefits, such as Student loans, grants, contracts, or professional or commercial licenses, may be revoked or denied as a result of a drug conviction. Additionally, federal law mandates that any Student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance during the period on the date of such conviction and ending after the interval specified.
Missouri Law
The purchase, attempt to purchase, or possession of any intoxicating liquor by a person under 21 years of age is punishable by a fine of $50 to $1,000 and up to a year in jail. The same penalties apply to persons knowingly furnishing alcohol to minors.

Illinois Law
The purchase and/or possession of alcoholic beverages by persons under 21 years of age is punishable by up to a year in jail. The same penalties apply to persons knowingly furnishing alcohol to minors. In addition, the Village of Cahokia prohibits by ordinance the purchase and/or possession of alcohol by persons under 21 and may impose a fine of $200.
Established in the late 1960s, Saint Louis University's campus in Madrid is the oldest U.S. University in Spain and the first American-based University to have its own free-standing campus in Europe. What distinguishes the SLU campus in Madrid from virtually any U.S. university in Europe (or anywhere abroad, for that matter) is the diversity of the Student body. Study abroad programs typically cater to U.S. Students visiting for a semester or for a year; small U.S. universities abroad typically cater either to host country nationals or to Students from around the world (Americans included). The 650 Students attending the Madrid campus is comprised of a fairly equal contingent of Spaniards and U.S. citizens. In addition, there is a strong Student cohort from other countries in Western and Eastern Europe, Latin America and North Africa; the breakdown is as follows: 40% U.S., 22% Spanish, and 38% International (Non U.S. and Non-Spaniard). Students study and earn undergraduate degrees in programs such as English, Spanish, International Business, International Nursing, Communication, Economics and International Relations (soon!). The campus also offers Masters degrees in English and Spanish. The program's distinctive focus on learning outside of the classroom also makes it unique. The Madrid campus is the only university in Spain to offer Students a full range of co-curricular activities.

Students interested in planning to study abroad should contact the Saint Louis University Office of International Services:

Des Peres Hall, Room 102  
3694 West Pine Mall St. Louis, MO 63108  
Phone: (314) 977-2318  
Fax: (314) 977-3412
Saint Louis University

Academic Integrity Policy
PREAMBLE

Saint Louis University is a community of learning in which integrity and mutual trust are vital. Since the mission of the University is "the pursuit of truth for the greater glory of God and for the service of humanity," acts of falsehood violate its very reason for existence. They also demean and compromise the activities of teaching, research, health care and community service that are its primary mission.

Since the University seeks to prepare students and faculty for lives of integrity and occupations of trust, it regards all acts of academic dishonesty as matters of serious concern. Such dishonesty also undermines the academic assessment process, which in turn impairs the ability of the University to certify to the outside world the skills and attainments of its graduates. Such dishonesty allows those who engage in it to take unfair advantage of their peers and undermines moral character and self-respect.

The Academic Integrity Policy detailed below sets out principles that are implicit in the ethos of the University but that call for explicit formulation to guide the practice of the entire institution. In establishing necessary definitions and minimal procedures to be followed in adjudicating violations, it also allows academic units to set forth the details of their own honesty policies in ways appropriate to their disciplines.

*Academic integrity is honest, truthful and responsible conduct in all academic endeavors.*

THE POLICY AND ITS SCOPE

The Policy on Academic Integrity set forth here is designed to promote ethical conduct within the University community by:

1) Defining the responsibilities of various members of the University community;
2) Defining violations of academic integrity;
3) Setting minimum standards for reporting and adjudicating violations of academic integrity;
4) Establishing procedures for appeals to the Office of the Provost; and
5) Establishing standards and procedures for maintaining records.

The Office of the Provost, in collaboration with Deans and Directors of academic units, has the responsibility for integrating concepts of academic integrity into student programs and curricula.

To comply with the University policy, academic units are expected to amend their own academic integrity policies to align with University definitions and minimum standards. Such units are also responsible for acquainting their students with professional requirements beyond those minimal standards as relevant to particular disciplines (NOTE: The use of the term "academic unit" refers to...
colleges, schools, centers, and the department or program level. The term is used inclusively because the process of investigating violations of academic integrity may begin at the departmental level in some cases or at the level of the college or school in others).

1. Responsibilities of Members of the Community

To create a learning environment in which high standards of academic integrity are prized requires the efforts of everyone in the University community.

**Faculty** are responsible for adhering to high standards of academic integrity in their own research and professional conduct; for laying out relevant parts of the policy on their syllabi and assignments; explaining key terms to students and following procedures for reporting and adjudicating possible violations both in and out of their academic unit. Furthermore, faculty are encouraged to create assignments that minimize the possibility of academic dishonesty through clear expectations and to help to create an environment in which academic integrity is uppermost.

**Students** are responsible for adhering to University standards of academic integrity, helping to create an environment in which academic integrity is respected, and reporting violations of the policy to instructors, department chairs, or administrators, as appropriate.

**Staff** are responsible for calling the attention of their supervisors to possible violations of academic integrity, for modeling high standards of academic integrity in their own professional conduct and research and for otherwise supporting a community of academic honesty and trust.

**Academic administrators** such as Deans, Chairs and Directors are responsible for addressing and managing cases of academic dishonesty in accordance with University policies and those of their academic units. One exception is that alleged violations of academic integrity in scientific research will be addressed in accordance with the Research Integrity Policy of the University. Administrators in academic units are also responsible for providing students or others charged with violations of academic integrity appropriate notice of the charges and the opportunity to respond in ways laid out in unit and University policies.

2. Violations of Academic Integrity

Definitions to guide academic units in setting and applying their academic integrity policies are as follows (more than one violation may apply):

**Falsification** entails misrepresentations of fact for academic gain. Instances include:

1. Lying to or deceiving an instructor about academic work;
2. Fabricating or misrepresenting documentation or the data involved in carrying out assignments;
3. Fabricating, misrepresenting, or altering in unauthorized ways information in academic records belonging to an instructor or to any academic department or administrative unit in the University.

Plagiarism involves the representation of someone else’s thoughts, words, and/or data as if they were one’s own or “self-plagiarism” which is the use of material prepared for one class and submitted to another without proper citation and without the permission of the instructor. Instances include:

1. Quoting directly from someone else’s written, artistic or spoken work without using quotation marks or indented quotations and without giving proper credit to the author or artist; for example, cutting and pasting text from the internet and making it appear to be your own work.

2. Paraphrasing or incorporating someone else’s ideas, concepts, arguments, observations, images, objects, music, or statements without giving proper credit;

3. Submitting as one’s own work a paper or other assignment/project that has been prepared, either wholly or in part, by another person, group, or commercial firm without citation or acknowledgment.

Cheating involves the use of unauthorized assistance to gain an advantage over others. Instances include:

1. Copying from another student’s examination or using unauthorized assistance, aids, technological resources such as cell phones, calculators, translation software or Internet based applications in taking quizzes or examinations;

2. Using resources beyond those authorized by the instructor to complete assignments such as writing papers, preparing reports, giving oral presentations, making models, multi-media projects, sound recordings, creating visual materials such as drawings, videos, or photographs or presenting material on the internet;

3. Acquiring, disseminating, or using tests or any other academic forms of assessment belonging to an instructor or a member of the staff through any means (including social media) without prior approval;

4. Influencing, or attempting to influence, any University employee in order to affect a grade or evaluation;

5. Hiring or otherwise engaging someone to impersonate another person in taking a quiz or examination or in fulfilling other academic requirements.

Sabotage entails disrupting or seeking to prevent the academic pursuits of others. It includes:
1. Interfering with work or undermining the academic success of others in the university community in an intentional way for the purpose of negatively impacting that person’s academic performance;

2. Modifying, stealing, or destroying intellectual property such as computer files, library materials, artwork, personal books or papers.

3. Performing any action that would impact research outcomes such as lab tampering, falsification of data, or destruction of research resources.

**Collusion** involves unauthorized collaboration with another person or persons for the purpose of giving or gaining an academic advantage in such activities as completion of assignments or examinations without explicit permission of the instructor. Collusion may include any or all of the other violations of academic integrity as defined above. For example, if two students developed a plan that enabled them to improve their performance on an assignment that was supposed to be completed independently, they would be guilty of collusion.

**Concealment** entails failing to call to the attention of a faculty member or administrator violations of academic integrity that an academic unit requires be reported.

### 3. Reporting and Adjudicating Violations of Academic Integrity

Individual academic units in the University must take into account standards of academic and professional conduct for their own disciplines. Therefore, the University Academic Integrity Policy attempts no single set of procedures for adjudicating violations of academic integrity at the academic unit level and only applies standards for process, record keeping, and appeals to the Office of the Provost. (Exception: Alleged violations of academic integrity in scientific research will be guided by the University’s Research Integrity Policy.) Each academic unit is expected to develop and implement an academic integrity policy inclusive of the following guidelines (see individual college/school/center policies for specific guidelines):

**Minimal procedures** to be followed by academic units are as follows:

- Maintenance of confidentiality
- Formal charges of violations of academic integrity
- Notification of charges
- Definition of the roles of faculty, administrators, students, staff and students in the proceedings
- Opportunity for response by those charged
- Opportunity to waive a hearing
- Procedures to avoid conflict of interest
- A hearing
- Notification of findings
- Provision of information on appeals to the Provost
- Maintenance of records (see University policy of maintenance of records at http://www.slu.edu/Documents/its/SLUInfoSecurity%201.7%20MaintenanceRecords%20v1.pdf.)

When an alleged violation involves two units, the academic unit responsible for reporting a violation of academic integrity is the one offering the course or program in which the alleged violation occurred.

- The academic unit in which the course is offered is expected to take the appropriate action (e.g., failure in the course) and any further actions should be taken in collaboration with the student’s academic home unit.
- In the event that a course is cross-listed, the Deans or Directors of the academic units in question will determine which will take the lead.
- If the student being investigated is an unclassified graduate student, the Associate Provost for Graduate Education will have jurisdiction.
- If the person is an undecided undergraduate (University College), the Associate Provost for Undergraduate Education will have jurisdiction.

When an alleged violation is reported to the University by an external source, the Office of the Provost may refer the charge to the academic unit offering the course or program in which the alleged violation occurred. This process applies whether charges are made against current students or alumni.

Investigations of violations will be conducted in accordance with the standards and procedures of the academic unit with jurisdiction.

Sanctions will be imposed according to the policy standards of the academic unit with jurisdiction of the faculty member teaching the course or supervising the academic experience or leading the academic program in which the violation occurred. Academic unit with jurisdiction as defined as the unit of the faculty member teaching the course or leading the academic program in which the violation occurs. Formal charges of violations of academic integrity do not preclude other disciplinary action that the University may take if circumstances warrant additional sanctions.

Sanctions are to be commensurate with the nature of the offense and with the record of the student regarding any previous infractions. Sanctions may include, but are not limited to,

- A lowered grade;
- Failure on the examination or assignment in question;
- Failure in the course;
- Notice of the infraction in the violator’s permanent record;
- Participation in training sessions;
- Probation;
- Suspension from the University;
- Expulsion from the University;
- Revocation of University degree; or
- A combination of the above.

In extraordinary circumstances, the University reserves the right to withhold or revoke a degree in consultation with the academic unit as appropriate. There is no statute of limitations for degree revocation.

The student can appeal the decision set forth by the academic unit with jurisdiction.

4. Submitting and Conducting an Appeal to the Office of the Provost

a.) Grounds for Appeals to the University Academic Review Board

Except as required to explain the basis of a decision or to provide new information, an appeal will be limited to a review of the record of the unit with jurisdiction and of supporting documents in order to determine one or more of the following circumstances:

- The procedures set forth by the academic unit were not followed, which may have significantly impacted the outcome of the case or may have resulted in a different finding; The procedures set forth by the academic unit were not followed and, for that reason, a different finding may be justified
- New or relevant information, not available at the time of the hearing, has arisen that may significantly impact the outcome of the case or may result in a different finding.
- The sanctions imposed were excessively harsh or excessive for the violation.

b.) Constitution of the Board

- Once an appeal has been filed with the Office of the Provost, the Associate Provost for Graduate Education or Associate Provost for Undergraduate Education will collect and review material compiling a record for initial review by the University Academic Review Board (UARB) serving as administrative oversight. The UARB, which reports to the Provost, has the responsibility of
reviewing the appeal material and making a recommendation to the Provost. If the Board requires additional material during the review process, the chair may consult with the academic unit.

- The UARB is composed of four faculty recommended by the Faculty Senate Executive Committee, serving staggered two-year terms, and one student representative appointed by either Student Government Association (SGA) or Graduate Student Association (GSA) depending on the status of the student under review. Student members serve as ad hoc members of the UARB and must not be from the same academic unit as the academic unit in which the student accused of violations resides. Faculty members may serve more than one term. For the initial UARB, two members will be chosen for a one-year term and two for a two-year term.

- All UARB members will receive periodic training through workshops given by the University’s legal counsel and a representative of the Office of the Provost. The chairperson of UARB serves a one-year term and will be recommended to the Provost by the Faculty Senate President from the faculty pool. The role of the chairperson is to direct and supervise the review process, participate in the deliberations of the UARB, and ensure, insofar as possible, that following the review, the UARB delivers a thoughtful, clearly articulated decision. Any UARB member selected must recuse him/herself if that individual believes s/he cannot impartially fulfill his/her duties. Written notification of intent to appeal must be sent to both the academic unit administrator (e.g., Dean, Chair, or Director) with jurisdiction in the case and the Office of the Provost within five (5) University business days of receipt of the imposition of sanctions. Any concerns or objections with the make-up of the committee should be indicated at the time of notification.

The student’s letter of notification to appeal must contain the following information:

- The student’s name, student number, mailing address, phone number, and email address;
- Notice of the violation itself and appropriate documentation of the event (e.g., Dismissal letter outlining academic integrity violations).

The Office of the Provost will acknowledge receipt of the notification to both the appropriate academic unit administrator and the student. Either party will then have five (5) business days to notify the Office of the Provost in writing of any objections to the composition of the UARB based on conflict of interest. The Office of the Provost will distribute the appeal to the UARB. In the event
additional information is required, the UARB may contact the student or academic unit with jurisdiction.

- **Conflict of Interest.** Faculty, staff, students, and University officials asserting a violation of academic integrity should recuse themselves from any decision-making role. Such responsibilities will pass to faculty, staff, students, and University officials not directly involved in the case. In general, the standard for recusal is as follows: whenever individuals do not feel that s/he can consider all of the information provided during a review and render an impartial decision.

**Final Notice**

Following the UARB review, a Notice of Final Determination will be sent to the academic unit administrator and the student submitting the appeal within five (5) University business days. Such notice should contain one of the following findings:

- Academic unit decision upheld; or
- Returned to the academic unit of jurisdiction for additional review based on UARB findings such as new material submitted for review or the unit’s failure to follow the prescribed process.

All correspondence with the student submitting the appeal should be addressed to the student’s local address as it appears in the University’s official records and should be sent via U.S. certified mail. A copy will also be sent to the student’s SLU e-mail address. A notice that is properly addressed will be presumed to have been received. It is the responsibility of the student submitting the appeal to inform the University of any change of address in a timely manner so that University records can be accurately maintained.

**Reporting**

The Office of the Provost will report violations of academic integrity to the Office of the Registrar if a student is found responsible for the charge(s). Any sanctions imposed by the academic unit(s) become part of the student permanent records. In the event of future violations of University policies, the permanent record may be used to determine which sanction should be imposed. Violations of the University’s academic integrity policies will appear in the student’s permanent record (i.e. Banner), but will not appear on transcript(s).
5. Confidentiality

Confidentiality applies to all aspects of a matter. Disclosure of the facts will be limited to the UARB and those University officials for each case who have a need to know the information in connection with discharging their official duties and responsibilities. Violation of this confidentiality clause may result in sanctions as deemed appropriate per the University.
### Saint Louis University Consolidated 2015-2016 Academic Calendar

#### FALL SEMESTER 2015
- **Orientation/Welcome Week**
  - Weds.-Mon., August 19-24, 2015
- **Convocation and Family Welcome**
  - Friday, August 21, 2015
- **Classes Begin**
  - Monday, August 24, 2015
- **Mass of the Holy Spirit**
  - Thursday, August 27, 2015
- **Labor Day**
  - Monday, September 7, 2015
- **Official Fall Census Released**
  - Thursday, September 17, 2015
- **Fall Mid-Term Exams**
  - Mon.-Sat., October 12-17, 2015
- **Fall Break**
  - Tuesday, October 20, 2015
- **SLU Make a Difference Day**
  - Saturday, October 24, 2015
- **Fall Degree Conferral**
  - Monday, December 7, 2015
- **Fall Final Exams**
  - Weds.-Tues., December 9-15, 2015
- **Fall Final Grades Due by 5:00 pm**
  - Friday, December 11, 2015
- **Commencement and Spring Degree Conferral**
  - Thursday, December 17, 2015

#### SPRING SEMESTER 2016
- **Spring Classes Begin**
  - Monday, January 11, 2016
- **Martin Luther King Day**
  - Monday, January 18, 2016
- **Official Spring Census Released**
  - Thursday, Feb 4, 2016
- **Spring Mid-Term Exams**
  - Mon.-Sat., Feb 29-March 5, 2016
- **Spring Break**
  - Mon.-Sat., March 7-12, 2016
- **Spring Mid-Term Grades Due by 5:00 pm**
  - Tuesday, March 8, 2016
- **Easter Break**
  - Thurs.-Mon., March 24-28, 2016
- **Spring Classes End**
  - Monday, May 2, 2016
- **Spring Study Day**
  - Tuesday, May 3, 2016
- **Spring Final Exams**
  - Weds.-Tues., May 4-10, 2016
- **Spring Final Grades Due by 5:00 pm**
  - Thursday, May 12, 2016
- **Commencement and Spring Degree Conferral**
  - Saturday, May 14, 2016
<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, May 16, 2016</td>
<td>Intersession Classes Begin, First 6-week Session Classes Begin</td>
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<tr>
<td>Monday, May 30, 2016</td>
<td>Memorial Day</td>
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<tr>
<td>Monday, May 31, 2016</td>
<td>8-week Session Classes Begin</td>
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<tr>
<td>Saturday, June 4, 2016</td>
<td>Intersession Classes End</td>
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<tr>
<td>Tuesday, June 7, 2016</td>
<td>Intersession Final Grade Due by 5:00 pm</td>
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<tr>
<td>Wednesday, June 8, 2016</td>
<td>Summer Degree Conferral #1</td>
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<tr>
<td>Saturday, June 25, 2016</td>
<td>First 6-week Session Classes End</td>
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<td>Monday, June 27, 2016</td>
<td>Second 6-week Session Classes Begin</td>
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<tr>
<td>Tuesday, June 28, 2016</td>
<td>First 6-week Session Final Grade Due by 5:00 pm</td>
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<tr>
<td>Wednesday, June 29, 2016</td>
<td>Summer Degree Conferral #2</td>
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<tr>
<td>Saturday, July 23, 2016</td>
<td>8-week Session Classes End</td>
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<tr>
<td>Tuesday, July 26, 2016</td>
<td>8-week Session Final Grade Due by 5:00 pm</td>
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<tr>
<td>Wednesday, July 27, 2016</td>
<td>Summer Degree Conferral #3</td>
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<tr>
<td>Saturday, August 6, 2016</td>
<td>Second 6-week Session Classes End</td>
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<tr>
<td>Tuesday, August 9, 2016</td>
<td>Second 6-week Session Final Grade Due by 5:00 pm</td>
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<tr>
<td>Wednesday, August 10, 2016</td>
<td>Summer Degree Conferral #4</td>
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