

# ABOUT THE STUDENT HANDBOOK

## DESCRIPTION

The primary purpose of St. Gregory's University Student Handbook is to serve as the official source of information about the University's student policies and the Student Code of Conduct. The student handbook is also a helpful resource for students about student life, campus services and opportunities for student involvement. Student policies in the Student Handbook reflect the University's Catholic and Benedictine identity and mission. In keeping with the Catholic Intellectual Tradition and the Benedictine Wisdom Tradition, there is an intentional effort to facilitate the spiritual, moral and ethic development of students at the University through student policies and student conduct processes.

The Student Handbook is published by the Office of Student Life. The official copy is the electronic copy accessible from the University's web page. Students are given a printed copy at the beginning of the academic year or semester for transfer students. The contents of the official copy supersede and replace all printed copies and all previous editions of the Student Handbook. If there is a conflict between the policies and regulations contained in St. Gregory's University Student Handbook and policies published in any document of a group or student organization, the policy published in the student handbook shall have precedence. In the event of a conflict between the student handbook and any other official university source, the President of the University will determine the policy that will apply.

## OTHER SOURCES OF OFFICIAL INFORMATION FOR STUDENTS

The student handbook is not intended to be the University's only official source of information for students. In addition to the student handbook, students are expected to be familiar with and comply with the information provided to them in the following locations and publications:

### THE ACADEMIC CATALOGUE (UNDERGRADUATE AND GRADUATE, CCS)

Published by the Office of the Provost, the catalogue is the University's official source of information about admission criteria, degree requirements, graduation requirements, academic calendars, academic policies, tuition and fees, and financial assistance. Both the undergraduate and graduate catalogues are available online from the University's web page under "Academics."

### THE STUDENT'S EMAIL ACCOUNT

Upon enrollment at the University, students are provided with a St. Gregory's University email account which will be used by the University to send official communications to the student. Each student is responsible for any such official information sent to him/her by university administrators, faculty and staff. Students are advised to check their university email account inbox on a regular (daily is recommended) basis.

### OFFICE OF FISCAL AFFAIRS PUBLICATIONS

The most current student account information is available from Office of Fiscal Affairs including:

- St. Gregory's University Tuition and Fee Schedule
- Fee Refund Schedule
- Payment Information

### RESIDENCE LIFE AGREEMENT

A copy of this legally-binding agreement is given to each student and an electronic copy is available online.

## **THE STUDENT ORGANIZATIONS MANUAL**

This publication contains policies and procedures for all student organizations at the University. It is available from the Office of Student Life.

### **AUTHORITY OF THE PRESIDENT OF THE UNIVERSITY**

Nothing contained in the St. Gregory's University Student Handbook shall limit the authority of the President to sanction to the extent of expulsion any student who has acted contrary to the rules and regulations of the University.

### **DISCLAIMER**

Every effort is made to ensure the accuracy of information contained in the St. Gregory's University Student Handbook at the time of publication. The University reserves the right to make any change, revision or amendment to any part of the Student Handbook deemed necessary or desirable at any time and without prior notice. The St. Gregory's University Handbook and the information contained herein are published solely for the convenience of students.

### **STUDENT RESPONSIBILITY FOR THE STUDENT HANDBOOK**

Upon enrollment and for so long as he/she is enrolled, each St. Gregory's University student is responsible to access a current copy of the University's student handbook, become familiar with its contents and comply with all policies, rules, regulations and procedures therein. Students who fail to comply with the information contained in the Student Handbook are subject to conduct sanction. Ignorance of information in the Student Handbook is not an acceptable defense for violating policies.

### **REVISIONS TO THE STUDENT HANDBOOK**

St. Gregory's University reserves the right to revise its student handbook making changes or new policies effective at any time. However, in order to provide opportunity for student involvement and that of other members of the University community, the handbook is normally updated and revised each spring with changes becoming effective at the start of a new academic year.

Students, faculty, staff and administrators, as well as the various governance bodies at the University (Student Government Association and Student Life Committee) are invited to submit suggestions and proposals to be included in a new edition of the Student Handbook to the Dean of Students for consideration. It is the responsibility of the Dean of Students to review suggested changes and revisions to the student handbook and consult as is appropriate with other university officials to determine if they should be adopted and if so, how they should be worded in the handbook. He/she will submit a final draft of all revisions and changes to the President for final approval.

There shall be no restriction on the President of the University to make an amendment or revision to the Student Handbook nor is there any restriction regarding the date when the President may stipulate when an amendment may take effect.

### **MISSION OF THE UNIVERSITY**

St. Gregory's is a Roman Catholic University, offering through the master's degree level a liberal arts education that has been cherished and handed down in the educational institutions of the Benedictine Order. **St. Gregory's University promotes the education of the whole person in the context of a Christian community in which students are encouraged to develop a love of learning and to live lives of balance, generosity and integrity.** As Oklahoma's only Catholic university, St. Gregory's reaches out to Catholics and to members of other faiths who value the distinctive benefits which it offers.

## VALUES

As an academic community, St. Gregory's:

- fosters intellectual curiosity, a love of learning, and the search for wisdom;
- develops literacy in language, mathematics, science and computer skills; and
- teaches communication and critical thinking skills.

As a Catholic community, St. Gregory's:

- fosters Catholic faith and Catholic moral development;
- offers opportunities for Christian service.

As a Benedictine community, St. Gregory's:

- promotes the disciplines of prayer, work, study, and leisure;
- emphasizes the reflective dimensions of life; and
- fosters community living.

As a human community, St. Gregory's:

- fosters personal and social development;
- promotes individual freedom, responsibility and self-discipline; and
- promotes responsible citizenship and concern for the problems of society.

## ST. GREGORY'S UNIVERSITY COAT OF ARMS



The St. Gregory's University Coat of Arms incorporates the school colors with a blue dexter (the right field as it is carried - the left side of the shield to the observer) and a red sinister (the left field as it is carried - the right side of the shield to the observer).

On the upper quarter of the dexter there appears a white dove, a symbol of the Holy Spirit. The dove is represented flying towards the gold tiara with crossed keys, a symbol of the papal office (on the lower quarter of the dexter). Together, the dove and papal tiara serve as a symbol of St. Gregory the Great, the 6th-century bishop of Rome and doctor of the Church who is the university's patron.

The sinister represents the Order of St. Benedict, a worldwide monastic confederation to which St. Gregory's Abbey belongs. The silver cross on top of three mountains in green is both a symbol of Monte Cassino, one of St. Benedict's original monastic communities, and a representation of the triumph of Christianity over paganism. The Latin word "pax" (peace) appears across the vertical bar of the cross. This is the motto of St. Benedict.

The Latin motto under the escutcheon (the shield) means, "May faith grant light." It is attributed to St. Anselm of Canterbury, an 11th-century Benedictine philosopher, theologian and bishop.

# GENERAL INFORMATION

## HISTORY

St. Gregory's was founded in 1875 by the Benedictine monks who came to this country as missionaries to work with the Native American population of what was then Indian Territory. It was originally chartered as the Catholic University of Oklahoma in 1916. From the laying of the cornerstone of the first building in 1913 to the completion of the new Rockwood Center in 2001, Oklahoma's oldest institution of higher education has continued to grow in its commitment to the needs of education.

## ACCREDITATION

St. Gregory's University is accredited by Higher Learning Commission of the North Central Association of Colleges and Schools and the Oklahoma State Regents for Higher Education. It is approved by the U. S. Department of Justice for the admission of international students and by the State Accrediting Agency of Oklahoma for the admission of eligible veterans. It is also approved by the U.S. Department of Education for federal financial aid programs.

## LOCATION

Located within the city limits of Shawnee, Oklahoma, 35 miles east of Oklahoma City, St. Gregory's offers a harmonious blend of the cosmopolitan and suburban life styles of our nation. It is easily accessible by air (Will Rogers World Airport in Oklahoma City) or by automobile (Interstate 40). It is pocketed in the majestic plains and offers a commanding and inspiring view of the surrounding countryside.

## ST. GREGORY'S ABBEY

The Right Reverend Abbot and the priests and brothers who administer and teach at the University reside in St. Gregory's Abbey, located on the east side of the campus.

## BUILDINGS AND GROUNDS

**Benedictine Hall**, built in 1915 and subsequently renovated, has been designated a national historic landmark. It contains the administrative and faculty offices, classrooms, science laboratories, campus mailroom and the James J. Kelly Library, which contains over 50,000 bound volumes.

**Abbey and University Church** (1941) provides a beautiful setting for worship services for the Abbey and for the entire campus community.

**Mark Braun Hall** (1960) was renovated in 1997 to provide additional residence facilities. It contains bedrooms, lounges, laundry facilities, and communal bathroom facilities.

**Bernard Murphy Hall** (1960) contains the kitchen, student dining hall, monastic dining room, and the Fine Arts Center, comprising studios for drama, music, dance, art and photography.

**Duperou Hall and DeGrasse Hall** (1969) provide residence facilities for students who reside on campus. The residence halls contain bedroom suites, lounges, student chapel, and laundry facilities. Students reside in double resident or single resident room suites separated by a bathroom.

**The Mabee-Gerrer Museum** (1979) contains one of the Southwest's most valuable collections of art and artifacts, which began with Father Gregory Gerrer's desire to collect from all periods, including Egyptian, Greek and Roman, Renaissance, African, Native American, and 19th and 20th century American and European. The Museum offers an excellent resource for St. Gregory's courses in art and in other areas.

**The Recreation and Child Development Center** (1982) includes the W. P. Wood Fieldhouse, the Noble Aquatic and Racquetball Center, the Mabee Aerobic Center (M.A.C.) and the Lyle Boren Childhood Development Center. These facilities serve the

University as well as the local community. A completely-equipped exercise room, two full-size gyms, an aerobic room, free-weight room, two racquetball courts, indoor swimming pool, and whirlpool/hot tub and dry sauna are available for promoting health and fitness. Aerobics, fitness consultation, volleyball, and yoga are a few of the many programs offered at the Mabee Aerobic Center.

**The Charham Therapeutic Arena** (1986) is a site for therapeutic riding for the developmentally delayed and otherwise handicapped people.

**The Shapes Center** (1989) provides a place for hands-on therapy and instruction offered through the Early Childhood Development Center.

**The Sarkeys Performing Art Center** (1990) includes the Mabee Theatre and offers an outstanding setting for fine arts performances, especially in drama, music and dance. The Sarkeys Performing Arts Center is one of the best performance halls in the region.

**The Rockwood Center** (2001), provides a home for the Student Life office, Campus Ministries, University Security, and other services for students and faculty, including student services offices, a multimedia computer lab, a student computer lab, bookstore, the Cyber Cafe, a recreation room, and the Great Room (a comfortable gathering space for students).

## **A BENEDICTINE UNIVERSITY- CORE VALUES**

Monks of the Order of Saint Benedict and subsequently all Benedictine colleges and universities subscribe to the following ten hallmarks: prayer, obedience, stability, discipline, stewardship, humility, community, hospitality, *conversatio*, and love.

### **COMMUNITY**

The Benedictine community stretches across time and place. Benedictines are aware of community with the past: with the millennia-old tradition; with former community members, teachers, students and alumni; and with the communion of saints.

### **PRAYER**

A Benedictine educational institution is permeated by a spirit of *prayer*. Both public and private prayer emphasize the reflective dimensions of life and draws members of the community closer to God and to one another.

### **HOSPITALITY**

All guests are to be welcomed as Christ. The sense of community enables a generous *hospitality* to friends and strangers alike. Particular attention is given to those who are weak, poor, or marginalized because, as St. Benedict says, Christ is found especially in them.

### **STABILITY**

Members of monastic communities are committed for life. A similar attitude of stability is characteristic also of the faculty, staff, and students. They persevere in seeking true wisdom in this particular place with these particular people at this particular time.

### **DISCIPLINE**

No learning takes place without *discipline*. Students must sacrifice short-time benefits for long-term goals. While the classroom is a clear arena for discipline, students also learn through sports programs, the arts, service projects, and other areas that demand selflessness and perseverance.

### **STEWARDSHIP**

Benedictine stewardship is characterized by genuine care of all the good things held in common. Wise use of material things is encouraged throughout the Rule. On a deeper level, this respect for the goods of the earth encourages a sacramental stance towards all

creation.

## **HUMILITY**

Benedictine humility is the acceptance of reality in the everyday world around us, evident in events, other people, and ourselves. Each person acknowledges faults and weaknesses as well as strengths. Each person recognizes with gratitude the gifts of others.

## **CONVERSATIO**

Benedictine education is formation for life; its aim is transformation—the development of the whole human person in the conforming to the will of God.

## **LOVE OF CHRIST AND NEIGHBOR**

Respect for each person in the institution is primary. The interrelationships between administration, faculty, staff, and students in Benedictine colleges and universities are rooted and founded on love of Christ.

## **OBEDIENCE**

The root of obedience is the Latin word *audire*, “to hear.” The first word in the *Rule* is “Listen,” and *listening* is a necessary skill and attitude for Benedictine wisdom. In the *Rule* Benedict asks not only obedience to the Abbot, but also “mutual obedience” to the other members of the community. This mutual obedience is the result of respect and care for the other.

# **OFFICE OF STUDENT LIFE: MISSION**

## **STUDENT LIFE MISSION STATEMENT**

True to St. Gregory’s University’s Catholic, Benedictine, and liberal arts heritage, the Office of Student Life offers programs and opportunities that complement the curricular experience while instilling the values of community, service, and promoting a balanced, healthy lifestyle.

## **STUDENT LIFE VISION**

The Office of Student Life at St. Gregory’s University is committed to a holistic vision of the student’s college experience. The staff and services enhance student learning by:

- **Inviting** students to engage themselves and their talents in the life of the University;
- **Supporting** students as they discover, apply and refine their God-given talents in the areas of intellectual curiosity, social interaction, and personal maturity;
- **Guiding** students to be individuals of selfless character with an instinct for service to others and a keen awareness of the common good, and;
- **Preparing** students to excel in their careers as professionals and to continue to pursue personal and spiritual fulfillment as they journey through life.

## **STUDENT CODE OF CONDUCT INTRODUCTION**

In the Benedictine tradition, an enthusiastic commitment to the well-being of those with whom you live is integral to creating a thriving community. Individual students are called to foster good zeal in the form of concern for the well-being of the students, faculty, staff, and alumni who make up the St. Gregory’s University community.

In short, living in community isn’t all about me. As students at a Catholic university, it is about your roommate, suitemate, the student who lives down the hall or in the room above or below you. It is about the people who make up your community especially those who are in need. This foundation is best expressed in the Office of Student Life’s motto: “I become me by becoming we.”

This section of the Student Handbook describes the standards for student conduct that all

students are expected to abide by as a member of the St. Gregory's University community.

The standards reflect the University's Catholic and Benedictine identity and mission. As part of its mission, the University has integrated Catholic moral teachings into these standards and policies as part of an intentional effort to help students develop as morally responsible persons. Sacred Scripture, the Catechism of the Catholic Church, and the Rule of St. Benedict are cited throughout the Student Code of Conduct to provide context for policy clusters.

It is the responsibility of each student enrolled at the University to be familiar with these standards and all other university policies and to abide by them. Ignorance of a community standard or policy is not an acceptable defense for not abiding by it.

When a student violates a policy or regulation, the University's conduct officers are responsible to intervene in an appropriate manner following the University's conduct processes. The goal of intervention is to hold each student accountable for his/her conduct; to require a student to take appropriate steps to restore or reconcile damage he/she may have caused by his/her conduct; and to provide the opportunity for the student involved to learn to make better decisions and choices in the future.

The processes used by conduct officers and University officials are outlined elsewhere in this Student Handbook.

## **STUDENT RESPONSIBILITY**

### **STUDENTS ARE RESPONSIBLE TO THE UNIVERSITY FOR THEIR CONDUCT**

Each St. Gregory's University student is responsible to the University for his or her conduct whether on or off campus. It is the responsibility of each student, to act out of respect for the God-given dignity, welfare and safety of others; to comply with the University's policies and regulations; and to be a good steward of the University's name by acting in a responsible manner that is respectful of the University's Catholic and Benedictine mission, values and philosophy.

- Students who fail to conduct themselves in a manner consistent with the University's mission by failure to demonstrate an appropriate level of respect for the God-given dignity of others; those who endanger the welfare and safety of others; those who evidence a blatant disregard for the policies and regulations of the University; and those who conduct themselves in a manner contrary to the mission, values and philosophy of the University are subject to student conduct action up to and including expulsion. In cases where action is less than expulsion, the Dean of Students shall have the authority in his/her sole discretion to determine the sanctions appropriate for the circumstances.
- Students using online social networking services such as Facebook, Instagram, Twitter, etc., who post or appear in images, photos, video, or narratives (such as blogs) online that show or otherwise depict violations of the University's policies may be found responsible for violating University policies, and will be subject to disciplinary action up to and including expulsion. This policy applies whether or not the student intends to publicly post these materials, as long as the material which violates University policy is ultimately disseminated in a public forum and brought to the attention of the University.

### **STUDENTS ARE RESPONSIBLE TO THE UNIVERSITY TO BE LAW ABIDING**

Each University student is responsible to the University to be law abiding at all times, whether on or off campus. Out of concern for the safety of other members of the University community, and also acting out of its responsibility under its Catholic and Benedictine mission to facilitate the moral development of its students, the University reserves

the right to take all reasonable and appropriate conduct action it deems necessary, up to and including expulsion, with regard to any student who violates any federal, state or local laws while enrolled as a student at the University.

The University also reserves the right to take all conduct action it deems appropriate and necessary with regard to any student who fails to report or otherwise withholds information from the University about his/her past criminal history as part of the application for admission process. The University encourages law enforcement agencies with information about criminal conduct on the part of a student to provide such information to administrator on the appropriate campus: for the main campus criminal history should be submitted to the Dean of Students or for the Tulsa campus, criminal history should be submitted to the Director of the College of Continuing Studies. For purposes of this policy, "criminal history" includes all criminal offenses, including all alcohol and drug violations as well as any order from a court to avoid contact with another person. Non-criminal traffic offenses such as parking tickets and speeding violations are not included.

**Prospective Students:** In addition to the academic criteria used as the basis for the admission of students, the University shall consider the following non-academic criteria in deciding whether a student shall be granted admission: whether an applicant has been expelled, suspended, or denied admission or readmission by any other educational institution; whether an applicant has been convicted of a felony or lesser crime involving moral turpitude; whether an applicant's conduct at another educational institution would be grounds for expulsion, suspension, dismissal or denial of readmission, had the student been enrolled at St. Gregory's University.

It is the responsibility of all prospective students to make full disclosure of their complete criminal history at the time of application. The prospective student who discloses a criminal history must also agree to submit to a background check as required by the University. All applicants are also responsible to inform the Office of Admissions of any legal violations/criminal charges that occur prior to the time when an offer of admission is accepted. An applicant may be denied admission to the University if the University determines that there is substantial evidence, based on any of the instances described above, to indicate the applicant's unfitness to be a student at St. Gregory's University. After the student is admitted to the University, it is the responsibility of the student to inform the Dean of Students or the Director of the College of Continuing Studies of any legal violation/criminal conduct which occurred after the date of admittance to the University. The Dean must be on the campus the student plans to attend.

- Any prospective student who fails to comply with this policy, or any student who as a prospective student failed to comply with this policy by not fully and accurately disclosing information about legal violations/criminal charges as stipulated or by providing incomplete or false information, shall be subject to the University rescinding its offer of admission or other student conduct action up to and including suspension or expulsion. The student sanctions that will apply will be determined by Dean of Students or Director of the College of Continuing Studies as he/she deems appropriate based on the type of violation/criminal behavior that is involved.

**Enrolled Students:** Once an applicant is offered admission and enrolls as a student at the University, he/she is required to promptly inform the Dean of Students or the Director of the College of Continuing Studies if he/she is cited for, charged with, is under investigation for, or arrested for or convicted of any criminal or legal violation occurring on or off campus for the duration of their enrollment. "Any criminal or legal violation" includes all criminal offenses and all alcohol and drug law violations. Non-criminal traffic offenses such as parking tickets and speeding violations are not included.

Student conduct action initiated by the University in response to any conduct that is also the subject of action by law enforcement authorities or the criminal courts is independent



of any civil or criminal action and may proceed before, during or after any civil or criminal legal proceedings.

The Dean of Students, the Director of the College of Continuing Studies or the appropriate student conduct officer has the authority to determine an appropriate conduct sanction for any legal violation. Dismissal of civil or criminal legal proceedings does not obligate St. Gregory's University to dismiss student conduct proceedings related to the alleged offense.

The University reserves the right to use information about legal violations and criminal history to make decisions about the individual's enrollment and student status at the University to the fullest extent permitted by law.

- Failure on the part of an enrolled student to promptly, fully and accurately provide information to the Dean of Students or the Director of the College of Continuing Studies as well as those that provide incomplete or false information, and those who refuse to provide law enforcement or court documents as requested by the University shall be subject to conduct sanctions up to and including suspension or expulsion. This shall include all criminal offenses and all alcohol and drug law violations. The conduct sanctions that apply will be determined by the student conduct officer and will be based upon the nature of the legal violation/criminal conduct involved.
- Any legal or criminal violation by a student on or off campus is considered a violation of the Social Code of Conduct for Students. Any criminal or legal violation includes all criminal offenses and all alcohol and drug law violations. Non-criminal traffic offenses such as parking tickets and speeding violations are not included. Violators are subject to conduct sanction at the University. The conduct sanctions that apply will be determined based on the nature of the legal violation/ criminal conduct involved.

**Court Ordered Protection Orders:** Each student is responsible to promptly notify the Dean of Students or the Director of the College of Continuing Studies of any instance in which the student has been ordered by a Court to refrain from contact with another member of the University community. Any legal or criminal violation by a student on or off campus is considered a violation of the Social Code of Conduct for Students. Violators are subject to conduct sanction at the University.

- A student ordered by a Court to refrain from contact with any other member of the University community (e.g. a court ordered victim's protective order or other restraining order) may be subject to the University's emergency suspension policy for as long as the court order is in effect.

**Felony Charges:** Because of the serious nature of felony level offenses the University reserves the right to take appropriate action to protect members of the University community from students cited or charged with or convicted of a felony-level criminal offense.

- A student cited or charged with a felony level criminal violation shall be subject to immediate application of the University's emergency suspension policy until such time as the University makes a final determination in the matter. In such a case, the University reserves the right to wait until all legal proceedings have been resolved before completing its own investigation and coming to a final determination in the matter.

### **BENEDICTINE PRINCIPLE ON STUDENT RESPONSIBILITY**

Benedictine Principle: *St. Matthew 5:16*

*Catechism of the Catholic Church 2285* "Scandal, which consists of inducing others to do evil, is avoided when we respect the soul and body of the person. Anyone who deliberately leads others to commit serious sins himself commits a grave offense."

*Rule of St. Benedict 2:12-13* “The abbot is to lead his disciples by a living example.”

## THE CAV CARD

The official St. Gregory’s University student identification is the “Cav Card.” Each student is responsible to obtain a Cav Card and carry it on their person at all times while on St. Gregory’s University property or at University sponsored activities.

In the event a Cav Card is lost or stolen, students are asked to immediately notify the proper university officials in the Business Office (BH 013). Students are also responsible for paying a replacement fee (\$15) in the event it is necessary to reissue a Cav Card. The replacement fee applies regardless of whether or not the card was lost or stolen. The Cav Card is good for the entire period you are affiliated with St. Gregory’s University. Upon graduation, withdrawal, or termination; you are required to return the Cav Card to Office of Student Life or the Business Office.

The Cav Card serves as the following:

- Meal Card in the Murphy Dining Hall and the Cyber Café
- Library card to the James J. Kelly Library
- Admission to University events, including athletic events
- Visitation pass to University residence halls

### CAV CARD VALIDATION

The Cav Card must be validated *each semester* when the student is enrolled. Cav Card validation is completed in the Business Office (BH 013). In order to obtain validation, students must either have paid their university account in full or made payment arrangements satisfactory to the Business Office. Students are prohibited from moving into University residence halls without a validated Cav Card or other documentation from the Business Office.

### CAV CARD POLICIES

- Students are required to present their Cav Card to university officials, authorized campus security officers and law enforcement officials when requested to do so. The university reserves the right to deny a student admission to an event and/or to require him/her to leave an event if the student is unable or unwilling to present his/her Cav Card when asked.
- Individuals who refuse to identify themselves or present false identification will be reported to law enforcement authorities. If the individual is later determined to be a student, that student is subject to conduct sanction.
- Students are prohibited from altering or tampering with Cav Cards in any way and/or manufacturing false Cav Cards.
- Students are prohibited from allowing another person to use his/her Cav Card for any purpose.
- Students are prohibited from being in possession of another person’s Cav Card and/or using another person’s Cav Card for any reason.

## STUDENT CONTACT INFORMATION

It is necessary for the University to have a current address and current phone number for each student. This information enables the University to contact students promptly in the event of an emergency and it provides for efficient mailings of official information to accurate addresses.

Students are responsible to provide current and accurate local addresses and phone numbers to the University Registrar along with permanent addresses and phone numbers

when applicable. The University assumes no responsibility for misdirected or undelivered mail when the student has not provided accurate or current contact information.

- Students who fail to provide and those who provide inaccurate contact information are subject to conduct sanction.

## **COOPERATION WITH UNIVERSITY OFFICIALS**

Students are responsible to cooperate with university officials and comply with all directives of university officials and security personnel who issue the directives within the context of their official responsibilities. This includes cooperating with university officials and/or law enforcement officials who conduct an investigation of possible violations of the Student Code of Conduct for Students or other university policies and/or investigations related to possible violations of the law.

- A student who refuses to or fails to comply with the directive of a university official, university authorized security personnel or law enforcement official is subject to conduct sanction.
- A student who refuses to be interviewed as a part of a university investigation or one who provides false or misleading information or withholds information during an investigation is subject to conduct sanction.
- Providing any university official with false information (including but not restricted to false names, halls, rooms, age, licenses, student IDs, parking permits, etc.) is not permitted.
- Possession, production or distribution of false documents is prohibited.

### **BENEDICTINE PRINCIPLE ON COOPERATION WITH UNIVERSITY OFFICIALS**

Benedictine Principle: *Exodus 20:16*

CCC 2485 “The eighth commandment forbids false witness, perjury, and lying, the gravity of which is measured by the truth it deforms, the circumstances, the intentions of the one who lies, and the harm suffered by its victims...”

RB 3 “I have resolved to keep watch over my ways that I may never sin with my tongue.”

## **ALCOHOL AND OTHER DRUGS**

St. Gregory’s University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on University Property and during all official University sanctioned events. All campuses of St. Gregory’s University are alcohol and tobacco free campuses. Additionally, all illicit drug use—which includes the abuse of illegal drugs and/or the misuse of prescription medications or household substances is prohibited. If students choose to consume alcohol, they should do so responsibly, legally, and not while present on University property.

Students, faculty and staff, and administrators are responsible as citizens for knowing about and complying with the provisions of Oklahoma law that makes it a crime to possess, sell, deliver, or manufacture drugs designated collectively as “controlled substances” in Title 63, Section 2-401 et. seq. of the Oklahoma Statutes. Any member of the college community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings against the student or employee when the alleged conduct is deemed to affect the interest of the college. This summary of college policy on the prevention of alcohol and drug use on campus and in the workplace is based on the Drug-free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and

the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226). This policy is expressed in its entirety in this handbook.

This policy, as maintained by the Office of Student Life, shall be reviewed and documented in a timely manner during the summer months of even years in order to comply with the Drug-Free Schools and Communities Act (DFSCA) and Part 86 of the Department of Education's General Administrative Regulations. Biennial reports shall be presented to the Office of the Provost.

## **HEALTH RISKS:**

Alcohol and other drug use can represent serious threats to health and quality of life. Alcohol and other drug use increase the risk of accidental birth defects, HIV/AIDS, and other diseases. Combining drugs may lead to unpredictable effects. Many prescription and nonprescription drugs are potentially addictive and dangerous, major categories of drugs and probable effects are below.

**Alcohol** is a depressant drug that impairs judgment and coordination, and in many persons causes a greater likelihood of aggressive and/or violent behavior. Even short term use may cause respiratory depression and, when consumed by pregnant women, may cause irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) or even death. Long-term use may lead to irreversible physical and mental impairment including liver disease, heart disease, cancer, ulcers, gastritis, delirium tremens, and pancreatitis. Alcohol interacts negatively with more than 150 medications. Driving while under the influence of alcohol is particularly dangerous and is a major cause of traffic-related deaths.

**Cocaine | Crack** are powerful central nervous system stimulants that constrict blood vessels, dilate pupils, increase blood pressure, and elevate heart rate. Cocaine use may induce restlessness, irritability, anxiety, paranoia, seizures, cardiac arrest, respiratory failure and death. Cocaine is extremely addictive, both psychologically, and physically. Great risk exists whether cocaine is ingested by inhalation (snorting), injection or smoking. Compulsive cocaine use may develop even more rapidly if the substance is smoked and smoking crack cocaine can produce particularly aggressive paranoid behavior in users.

**Date Rape Drugs (Rohypnol, rophies, roofies, GHB, Ketamine, etc.)** may incapacitate a person, particularly when used with alcohol. Rohypnol and GHB (gamma-hydroxybutyrate) are characterized as "date rape" drugs because they incapacitate users, thereby increasing vulnerability to sexual assault and other crimes. Sedation, relaxation, and amnesia are associated with Rohypnol use. Rohypnol may be psychologically and physically addictive and can cause death if mixed with alcohol or other depressants. GHB usage may result in coma and seizures and, when combined with methamphetamine, appears to cause an increased risk of seizure. Combining use with other drugs such as alcohol can result in nausea and difficulty in breathing. GHB may also produce withdrawal effects, including insomnia, anxiety, tremors, and sweating. Ketamine may induce feelings of near-death experiences.

**Ecstasy (E, X, Adam, MDMA, XTC, etc.)** has amphetamine-like and hallucinogenic properties. Its chemical structure is similar to other synthetic drugs known to cause brain damage. Ecstasy use may cause psychological difficulties including confusion, depression, sleep problems, drug craving, severe anxiety, paranoia, and even psychotic epi-

sodes. Similar difficulties may occur weeks after taking MDMA. Physical symptoms such as increases in heart rate and blood pressure may result from use of such substances. Other physical symptoms include muscle tension, blurred vision, nausea, rapid eye movement, and involuntary teeth clenching.

**Hallucinogens (acid, PCP, LSD, Psilocybin (mushrooms), dextromethorphan [DXM])** are among the most potent mood-changing chemicals and may produce unpredictable effects that may impair coordination, perception, and cognition. Some LSD users experience flashbacks, often without warning, without the user having taken the drug again. Violence, paranoia, delusions, hallucinations, convulsions, coma, cardiac arrest, and respiratory failure may result from hallucinogen use. DXM is found in many cough syrups and pills. Effects range from euphoria to full dissociation to death.

**Marijuana (Pot, grass, hash, cannabis sativa, etc.)** impairs memory, attention, coordination, and learning. Long-term effects of smoking marijuana includes problems with memory, learning distorted perception, difficulty in thinking and problem solving, loss of coordination, increased heart rate anxiety, and panic attacks. Persons who smoke marijuana regularly may have many of the same respiratory problems as tobacco smokers, including daily cough, phlegm, chronic bronchitis, and more frequent chest colds, because users of marijuana deeply inhale and hold marijuana smoke in their lungs, they incur a higher risk of getting lung cancer.

**Narcotics (Heroin, opium, morphine, codeine, pain medication (Demerol, Percodan, Lortab, etc.))** may produce temporary euphoria followed by depression, drowsiness, cognitive impairment, and vomiting. Narcotic use may cause convulsions, coma, and death. Tolerance and dependence tend to develop rapidly, using contaminated syringes to inject drugs may result in contracting HIV and other infectious diseases such as hepatitis.

**Nicotine (Tobacco, cigarettes, cigars, chewing tobacco, nicotine chewing gum and patches)** is highly addictive, and, according to the surgeon general, is a major cause of stroke and is the third leading cause of death in the United States. Over time, higher levels of nicotine must be consumed to achieve the same effect. Nicotine consumption results in central nervous system sedation and after initial activation may cause drowsiness and depression. If a women is smoking cigarettes and also taking oral contraceptives, they are more prone to cardiovascular and cerebrovascular disease than other smokers. Pregnant women who smoke cigarettes run an increased risk of having stillborn or premature infants or infants with low birth weight.

**Sedatives \ Hypnotics (depressants, Quaaludes, Valium, Xanax, etc.)** depress central nervous system, cardiovascular and respiratory functions. Sedative-hypnotics use may lower blood pressure, slow reactions, and distort reality. Convulsions, coma, and death are outcomes associated with sedative-hypnotics use. Consuming sedative-hypnotics with alcohol or 3.2 beer is especially dangerous.

**Steroids (anabolic-androgenic)** may permanently damage liver, cardiovascular, and reproductive systems. Possible side effects include liver tumors, cancer, jaundice, fluid retention, and hypertension. In men, steroids may cause shrinking of testicles, reduced sperm count, infertility, baldness, breast development and increased risk for prostate cancer. In women, steroid use may cause growth of facial hair, male pattern baldness, menstrual changes, enlarged clitoris, and deepened voice.

**Stimulants (amphetamine, methamphetamine, speed, crystal, crank, Ritalin, ephedra, caffeine, various over-the-counter stimulants and diet aids)** are powerful central nervous system stimulants that may increase agitation, physical activity, and anx-

iety. Stimulants may decrease appetite, dilate pupils, and cause sleeplessness. Dizziness, high blood pressure, paranoia, mood disturbance, hallucination, dependence, convulsions, and death due to stroke or heart failure may also result from use.

**Reference:** National Institutes on Drug Abuse, National Institutes of Health.  
[www.drugabuse.gov](http://www.drugabuse.gov)

## **SANCTIONS**

**Internal Sanctions:** Any student or employee of the University who has violated this prohibition shall be subject to judicial action including, but not limited to, suspension, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate approved/certified rehabilitation program. For additional student sanctions, please see the sanctions section of this handbook.

**External Sanctions:** Local, state, and federal laws provide for a variety of legal sanctions for unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to incarceration and monetary fines.

Federal law provides rather severe penalties for distribution or dispensing, or possessing with the intent to distribute or dispense, a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions and whether death or serious injury resulted from use of the drug in question (this however, is not a factor in case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions) then you are subject to imprisonment of not more than 5 years, a fine of \$250,000, or both. If however, 50-100 kilograms of marijuana are involved instead of less than 50, and all other factors are the same as in the preceding example, you are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use, then you are subject to not less than 20 years to life, a fine of \$1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000 but no more than \$100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions of possession of crack, a person may be sentenced to a mandatory term of at least 5 years and not more than 20 years in prison, a fine of \$250,000, or both.

Since July 1, 2000, convictions under Federal or State law involving the possession or sale of a controlled substance makes a student ineligible to receive any grant, loan, or work assistance beginning with the date of conviction and ending as follows: (1) conviction for possession of a controlled substance: first offense – 1 year; second offense – 2 years; third offense – indefinite; (2) sale of a controlled substance first offense – 2 years; second offense – indefinite, students may regain eligibility earlier than specified by satisfactorily completing a rehabilitation program or other requirement as specified in the regulations.

State law provides similar penalties with regard to the simple possession, distribution, or possession with the intent to distribute a controlled dangerous substance. A simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2-10 years in the state penitentiary, possession of marijuana with the intent to distribute is a felony and carries a punishment of 2 years to life in the penitentiary and a fine up to \$20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine up to \$40,000. Depending upon the quantity involved a convicted individual could be sentenced under the Oklahoma “Trafficking in Illegal Drugs Act” which provides for much harsher penalties.

In addition, state law provides that possession of or possession with the intent to consume 3.2 beer by someone under 21 years old is a misdemeanor punishable by a fine not to exceed \$100 and/or by appropriate community service not to exceed 20 hours. Possession of other alcoholic/intoxicating beverages by someone under 21 years old is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed \$100 and/or both. There are also state laws concerning driving under the influence of alcohol and using a false driver’s license to obtain 3.2 beer or other alcoholic beverages. Depending up on the number of previous convictions, or gravity of circumstances you may be convicted of a felony or misdemeanor for such an offense. It is most likely that you will also forfeit your driving privileges in the event you are convicted of such an offense.

There are also local laws similar to those described above. If drugs are involved the city will, most likely defer to the state or federal authorities because their penalties are more severe. If alcohol is involved you may be convicted of violating both local and state law and punished according to both laws.

Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense is a serious blemish on your record which could prevent you from entering many careers or obtaining certain jobs.

The above-referenced examples of penalties and sanctions are based on relevant laws at the time of the adoption of this policy statement. Such laws are, of course, subject to revisions or amendments by way of the legislative process.

Penalties will be imposed by St. Gregory’s University in accordance with procedural safeguards applicable to judicial action against students as outlined in this handbook.

## RESOURCES FOR STUDENTS

### ON-CAMPUS RESOURCES

University Counseling Center	405-878-5310	
University Chaplin	405-878-5411	
Campus Security	405-878-5392	24 Hours
Dean of Students	405-878-5152	8 a.m. – 5 p.m.
Female Resident Director	405-878-5145	8 a.m. – 5 p.m.
Director of Student Life	405-878-5481	8 a.m. – 5 p.m.

### OFF-CAMPUS RESOURCES

Gateway to Prevention and Recovery	405-273-1170	
Center for Substance Abuse Treatment Information and Referral Line	800-662-4357	
<a href="http://www.drughelp.org">www.drughelp.org</a>		
St. Anthony's Medical Center	405-878-8120	24 Hours
<a href="http://www.saintsmedicalgroup.com/">http://www.saintsmedicalgroup.com/</a>		
St. Francis Health System (Tulsa)	918-494-2200	24 hours
<a href="http://www.saintfrancis.com/Pages/home.aspx">http://www.saintfrancis.com/Pages/home.aspx</a>		
National Council on Alcoholism and Drug Dependence Hope Line	800-622-2255	24 hours
National Institute on Drug Abuse	800-729-6686	
National Institutes of Health	800-487-4889 (TTY)	
<a href="http://www.nida.nih.gov">www.nida.nih.gov</a>		
Reach-Out Hotline	800-522-9054	
Partnership for a Drug-Free Oklahoma (Tulsa)	918-749-8800	
Alcohol Anonymous (Tulsa)	918-627-2224	
Narcotics Anonymous (Tulsa)	918-747-0017	
Mental Health Association (Tulsa)	918-585-1213	
Oklahoma Quit Line	800-784-8669	

**Reporting Alcohol and Drug Related\Other Emergencies:** Residents should never hesitate to seek help for their peers' personal welfare in drug and/or alcohol or other emergencies. Call x5392 from any campus phone or 405-878-5392 for assistance; callers may remain anonymous. Students may also contact their Resident Assistant, Residence Director, or the Dean of Students at any time.

### TOBACCO & VAPOR-FREE CAMPUS

It is the intent of St. Gregory's University to promote the health, well-being and safety of all students, faculty, staff and visitors. Tobacco usage in all forms, including but not limited to smoking, vaporizing, and chewing is prohibited. E-cigarettes, vaporizers and all other forms of vapor producing or smoking simulating products are also prohibited. This policy applies to all buildings and grounds under the control of St. Gregory's University on all campuses, including any housing or residence facility owned, operated or managed by the University.



## **ALCOHOL: PRESENCE OF ALCOHOL (INCLUDING LOW POINT BEER) AND CONSUMPTION**

- On-campus use, consumption, possession, sale, distribution, or the serving of alcoholic beverages in any form is prohibited, no matter the age of the participants. This policy includes all parties (student, faculty, staff, and guests). *Exceptions to this policy include special events in which faculty and staff are present, all applicable federal, state and local laws are followed, and signed approval has been given in advance by the President.*

### **ALCOHOL: PUBLIC DISPLAY**

- Alcohol displays of any kind (posters, lights, signs, etc.) are not permitted in any residence hall.

### **ALCOHOL: PUBLIC INTOXICATION**

- Public intoxication is not permitted, regardless of the age of the individual.

## **ILLCIT DRUGS: USE, POSSESSION, AND/OR DISTRIBUTION (INCLUDING PARAPHERNALIA)**

- The use, possession, manufacture and/or distribution of an unlawful narcotic or other controlled substance and/or the abuse of a prescription and over the counter drugs are prohibited.

### **BENEDICTINE PRINCIPLE: ALCOHOL AND DRUGS**

*Ephesians 5:18* And do not get drunk with wine, for that is debauchery; but be filled with the Spirit.

*CCC 2288, 2290* “We must take reasonable care of our own physical health and that of others but avoid the cult of the body and every kind of excess. Also to be avoided are the use of drugs which cause very serious damage to human health and life, as well as the abuse of food, alcohol, tobacco and medicine.”

*RB 40:5-7* “...for wine makes even wise men go astray.”

*I Corinthians 6:19* Do you not know that your body is a temple of the Holy Spirit within you, which you have from God? You are not your own.

*CCC 2291* “The use of drugs inflicts very grave damage on human health and life. Their use, except on strictly therapeutic grounds, is a grave offense. Clandestine production of and trafficking in drugs are scandalous practices. They constitute direct co-operation in evil, since they encourage people to practices gravely contrary to the moral law.”

*RB Prologue 40* “We must, then, prepare our hearts and bodies for the battle of holy obedience [the Lord’s] instructions.”

### **COMPLICITY**

- Complicity implies that the student has been in the presence of others violating policy and has not expressed disapproval, attempted to persuade the violators to cease this activity and has not removed himself or herself from the situation.

### **BENEDICTINE PRINCIPLE AND COMPLICITY**

Benedictine Principle: *St. Mark 9:42*

CCC 1868 “We do have such a responsibility when we culpably cooperate with them.”

RB 23 “If a brother ...defies the orders..., he should be warned...”

## **MINIMUM SANCTIONS RELATED TO CONSUMPTION/POSSESSION OF ALCOHOL BY A STUDENT UNDER 21**

(Other alcohol violations are outlined in the Student Code of Conduct and are subject to sanctions as determined by a hearing officer; see *Other Possible Sanctions*.)

### **FIRST OFFENSE**

- A fine of \$100 and/or community service, as determined by the conduct officer.
- A letter will be sent to the student and a copy to their parents or legal guardians of students under 21 informing them of the violation and penalty, as well as the penalty for a second and third offense.
- Completion of online alcohol education program, *Under the Influence* at the expense of the student (to be taken from the aforementioned fine).

### **SECOND OFFENSE**

- A fine of \$200.
- A letter will be sent to the student and a copy to their parents or legal guardians informing them of the violation and penalty, as well as the penalty for a third offense.
- Completion of advanced alcohol education program, to be assigned at the discretion of the Dean of Students at the expense of the student (to be taken from the aforementioned fine).
- If second offense is committed within one year of the first offense, student will be placed on residence hall and University probation.

### **THIRD OFFENSE**

- A fine of \$300.
- A letter will be sent to the student and a copy to the parents or legal guardian informing of the violation and the penalty.
- Completion of a comprehensive alcohol assessment and treatment program.
- If third offense is within one year of the first offense, student may be suspended from the University for a minimum of one semester.

## **MINIMUM SANCTIONS RELATED TO SUPPLY/DISTRIBUTION OF ALCOHOL**

This policy describes the sanctions for students that are 21 years of age and older that provide, in any way, those under the age of 21 the ability to consume or be in the presence of those consuming alcohol.

### **FIRST OFFENSE**

- A fine of \$200 and community service, as determined by the conduct officer.
- Completion of a community program such as through Shawnee’s Gateway Facility may be applied.

### **SECOND OFFENSE**

- A fine of \$400 and community service, as determined by the conduct officer.
- Completion of a community program such as through Shawnee’s Gateway Facility may be applied.
- If second offense is committed within one year of the first offense, student will be placed on residence hall and University probation.

## **THIRD OFFENSE**

- A fine of \$600 and community service, as determined by the conduct officer.
- If third offense is within one year of the first offense, student may be removed from the residence halls and/or suspended from the University for a minimum of one semester.

## **SANCTIONS RELATED TO THE POSSESSION OF ILLICIT DRUGS AND DRUG PARAPHERNALIA**

The possession/use of illicit drugs, including the misuse of prescription and over the counter medications threatens the safe community that St. Gregory's strives to maintain. If there is evidence to support that a student is dealing/selling/distributing illicit or prescription medications, the student will be expelled from the university.

Students who are caught in the possession of illicit drugs can face immediate suspension and a report of mandated counseling will need to be submitted to the Dean of Students or the Assistant Director of the College of Continuing Studies or their designate if the student is allowed to return to the University.

Students who are involved in the downward spiral of addiction are encouraged to speak with a member of the Redirect staff and enter into the program.

## **REDIRECT**

Redirect is a program of prevention, intervention, and counseling intended to allow early intervention in the lives of students who exhibit or may be developing behavior indicating use of illicit drugs, including the misuse of prescription and over the counter drugs or other substances used in an abusive manner prohibited at St. Gregory's University and in the community.

## **POLICY**

Redirect does not supersede the consequences outlined in this student handbook if a student is caught violating St. Gregory's University alcohol or drug policy. Rather, it is a proactive program for which a student can apply to participate. A student who seeks assistance due to alcohol and/or drug use prior to any violation will not face sanctions outlined in this handbook provided that he/she:

1. Initiates or responds to contact with a member of the Student Life Office, University Counseling Center, or University Chaplain before a violation of the handbook has been discovered or an investigation of a suspected violation has begun.
2. Complies with a substance use evaluation, drug testing, and any treatment (individual or group counseling, inpatient care, etc.) concluded from the evaluation.
3. Complies substantially with all conditions of a written agreement for remediation.

Failure to comply with the evaluation, treatment recommendations, or other conditions of the agreement shall result in full disciplinary action for the original violation.

## **REDIRECT STAFF MEMBERS**

The Redirect staff members include the Dean of Students, Resident Directors, the Counselor, and members of the Campus Ministry Office with educational background or

training in the areas of substance abuse prevention/treatment, psychology, social work, or health education.

## **CONFIDENTIALITY**

Any documentation pertaining to any student who has entered the Redirect program will be retained in a secure file by the Redirect staff member and will be kept confidential unless otherwise authorized under FERPA as a result of a health and safety emergency or under the provisions of the U.S. Patriots' Act. Such records will be destroyed upon the student's graduation or withdrawal from St. Gregory's University. At no time does such documentation become a part of the student's permanent record.

## **ENTERING REDIRECT**

### **STUDENT INITIATED**

At any time, a student may initiate contact with a Redirect staff member to express his/her desire to enter Redirect.

### **STAFF INITIATED**

A Redirect staff member will initiate contact with a student to discuss Redirect if the staff member has reason to be concerned that said students might be using alcohol or illegal drugs or misusing prescription medications or other prohibited substances. (Note: If a staff member believes that a student is currently under the influence of a substance or that a violation is occurring, the situation will be investigated as a disciplinary matter. The student and staff member may discuss the Redirect program at this point; however, the consequences of any infraction already under investigation will be applied, regardless of a student's decision to participate in Redirect.)

If the student is under the age of 18, a parent/guardian of the student will be contacted following the meeting between the Redirect staff member and the student. The parent will be made aware of the reasons for the initial meeting and the student's interest or lack of interest in entering the Redirect program. Consent from a parent/guardian is necessary for student under the age of 18 to enter the Redirect program.

### **COSTS ASSOCIATED WITH REDIRECT**

The student and in the case of a student under 18, the parent/guardian, will be responsible for all associated costs (drug tests, counseling, etc.) The Gateway to Prevention and Recovery Center in Shawnee offers most services, with the exception of drug tests, at little to no cost. Each drug test will be charged to the student or minor student's legal guardian at the cost of \$25.00. The average cost is \$3.00 for a visit.

Students entering the Redirect program will complete a drug screen and initial assessment process at the Gateway to Prevention and Recovery Center in Shawnee. The student will be required to give consent for the results of the drug screen and treatment recommendations to be released to St. Gregory's University. Based on these recommendations, the student, the parent/guardian, and the Redirect staff member will discuss arrangements for the implementation of these recommendations.

A student may enter the Redirect program no more than two times during his/her tenure at St. Gregory's University.

The opportunity to participate in Redirect ends 21 calendar days before the date of graduation.

## EXITING REDIRECT

### TRADITIONAL ROUTE

A student leaves the Redirect program when he/she completes all the requirements of the agreements. Additionally, the Redirect staff member, the student or parent/guardian, and any mental health professional who has been involved must agree that the provisions of the Redirect program and agreement are no longer necessary for the student's well-being.

### DISQUALIFICATION

A student disqualifies himself or herself from the Redirect program if he or she:

1. Violates any part of the Redirect agreement
2. Refuses a drug screen or otherwise fails to comply with recommendations of the initial assessment
3. Commits an alcohol, drug, or other banned substance violation.

Should a student be disqualified from the program after being mandated to enroll, they will face sanctions for the violation that required their participation. Sanctions can rise to the level of suspension or expulsion.

### BENEDICTINE PRINCIPLE AND DRUGS

Benedictine Principle: *I Corinthians 6:19*

CCC 2291 "We must take reasonable care of our own physical health and that of others but avoid the cult of the body and every kind of excess. Also to be avoided are the use of drugs which cause very serious damage to human health and life, as well as the abuse of food, alcohol, tobacco and medicine."

RB Prologue 40 "We must, then, prepare our hearts and bodies for the battle of holy obedience [the Lord's] instructions."

### COMPLICITY

- Complicity implies that the student has been in the presence of others violating policy and has not expressed disapproval, attempted to persuade the violators to cease this activity and has not removed himself or herself from the situation.

### BENEDICTINE PRINCIPLE AND COMPLICITY

Benedictine Principle: *St. Mark 9:42*

CCC 1868 "We do have such a responsibility when we culpably cooperate with them."

RB 23 "If a brother ...defies the orders..., he should be warned..."

### FIREARMS, WEAPONS, AND OTHER DANGEROUS MATERIALS

St. Gregory's University prohibits the use, possession, display or storage of any weapons, ammunition, explosive device, or fireworks on University property or at University events. This includes University housing, University parking areas, and private vehicles parked or operated either on campus or at any off-campus facility owned, leased, or operated by the University. This policy applies to all persons, including faculty, staff, students, spouses, dependents, and visitors. This policy shall not apply to law enforcement officers or federal agents authorized to carry weapons by their governmental agency.

Students in possession of unauthorized weapons, ammunition, explosive devices, or fireworks on campus may, depending on the circumstances, be subject to conduct sanc-

tion up to and including expulsion from the University. All weapons, ammunition, explosive devices or fireworks discovered in student possession, private vehicles or property, will be confiscated by University officials (Student Life or Security staff) and the decision on the return of the confiscated items rests solely with the Dean of Students and the Director of the College of Continuing Studies. In addition, the individual may also be subject to criminal prosecution.

## DEFINITIONS

For the purpose of this policy the following definitions will apply:

- **Weapon:** Any object or substance designed to inflict a wound, cause injury, or incapacitate, including without limitation all firearms, BB guns, air guns, pellet guns, paint guns, crossbows, long bows, swords, martial arts weapons, brass knuckles, switchblade knives, knives with blades three inches or more long, tasers, and chemicals such as tear gas or pepper spray, but excluding normally available over-the-counter self-defense repellents. Also prohibited are replica or imitation firearms including toys.
- **Fireworks:** Any fireworks, fire crackers, sparklers, rockets of any propellant-activated device whose intended purpose is primarily for illumination.
- **Explosive:** Any dynamite, nitroglycerin, black powder or other similar explosive material including plastic explosives.
- **Ammunition:** Is any material capable of being projected by a weapon and makes the weapon operational.

## BENEDICTINE PRINCIPLE AND WEAPONS

Benedictine Principle: *Leviticus 19:18*

CCC 2258 "It is not lawful for anyone directly to destroy an innocent human being. This is gravely contrary to the dignity of the person and the holiness of the Creator. "Do not slay the innocent and righteous.""

RB 70:2 "...no one has the authority to...strike any of his brothers..."

## FIRE SAFETY

All students are responsible to comply with the following procedures and policies that have been established to reduce the risk of fire and to protect lives.

### FIRE ALARM EVACUATION

- It is the responsibility of students to immediately evacuate any campus building (including all residence halls) when a fire alarm sounds. If the alarm has been activated because of a fire, the building can quickly fill with smoke, individuals who delay exiting the building put their own lives in jeopardy as well as the lives of those who must attempt to rescue them in the event of an actual fire.
- Students who live in a residence hall should follow the evacuation plan established for their hall and meet at the pre-determined location so emergency workers can be sure that all residents have been evacuated. For this reason it is a violation of the Student Code of Conduct to fail to evacuate a campus building when a fire alarm sounds. Violators are subject to conduct sanctions which will include a minimum fine of \$50 (this will increase by \$50 for each subsequent violation).

### FIRE ALARMS, FIRE EXTINGUISHERS, AND SMOKE DETECTORS

- Activating a fire alarm when there is not an emergency is a malicious act that is illegal (in Oklahoma it is a misdemeanor) that endangers the life of others because it causes people to question whether or not a real emergency exists when a fire alarm sounds. Violators will be reported to law enforcement officials for possible prosecution and will also be subject to conduct sanctions which will include a minimum fine

in the amount of \$150.

- Discharging a fire extinguisher when there is not a fire is a malicious act that is illegal because it endangers life and it causes costly damage. For these reasons, discharging a fire extinguisher is considered a serious violation of the Student Code of Conduct. Violators will be reported to law enforcement officials for possible prosecution and are subject to conduct sanctions including a minimum fine in the amount of \$150 in addition to any additional costs incurred by the University.
- Tampering with or disabling any fire safety device including but not limited to: fire alarms, heat and smoke detectors is a malicious act that is illegal and endangers the life of others. If a device is malfunctioning, the student is responsible to make an immediate report to university officials. Violators will be reported to law enforcement officials for possible prosecution and will be subject to conduct sanctions which will include making restitution for any damage caused, a minimum fine of \$150, and possible university probation.

### **CANDLES, INCENSE, BON FIRES, AND GRILLS**

- The number one cause of fires in residence halls is unattended burning candles. Students are prohibited from possessing any candle that can support an open flame. Candles that have been manufactured or altered (by cutting or removing the wick) so they do not support a flame are permitted.
- Students are prohibited from burning incense, tobacco, sweet grass, sage, or any other combustible material in any campus building without prior authorization from the appropriate university official. This prohibition specifically applies to all campus residences. In the case of all campus residences, the appropriate university official is the Dean of Students. In classrooms, it is the instructor.
- Students are prohibited from starting any type of fire on university property without prior approval from the Dean of Students. Student groups may request to conduct a bon fire next to the Pond pending approval from the Dean of Students and unless there is a government ban on fires due to dry conditions or high winds.
- Outdoor barbecuing is permitted in barbecue grills unless government officials issue a fire ban due to fire danger during dry conditions. Students may use the Student Life grill, but must obtain permission from the Director of Student Life. Students who use barbecue grills are responsible to ensure: the grill is attended at all times when in use; the grill is properly extinguished when done and that the area is properly cleaned. Students are prohibited from storing propane and lighter fluid in campus residences.

### **BENEDICTINE PRINCIPLE AND FIRE SAFETY**

Benedictine Principle: *St. Matthew 6:25-34*

*CCC 2451* “The seventh commandment requires respect for the goods of others through the practice of justice and charity, temperance and solidarity. In particular it requires respect for promises made and contracts agreed to, reparation for injustice committed and restitution of stolen goods, and respect for the integrity of creation...”

*RB 32:4* “Whoever fails to keep the things belonging to the monastery clean or treats them carelessly should be reprovved.”

### **CAS RESIDENCE LIFE POLICIES**

#### **RESPONSIBILITY TO COMPLY WITH RESIDENCE LIFE POLICIES**

The St. Gregory’s University Residence Life program is a co-curricular educational program that is an integral part of the University’s educational and religious mission. The purpose of the program is to facilitate development of character and leadership skills of individual student residents while teaching the students about the balance of personal freedom with responsibility to community. This is accomplished by encouraging student

residents placed in the program to take part in forming a residential community of students where personal behavior consistent with Christian/Catholic moral principles, virtues and the Benedictine values is encouraged through activities and policies.

The policies contained in this section have special applicability to on-campus student residences. They are applicable to residents as well as to all visitors. Policies contained in the other sections of the Student Code of Conduct for Students also apply to all residents and visitors.

Residents are also responsible for all terms and conditions stipulated in the Residence Life Agreement they have signed with the University. Any violation of the Residence Life Agreement is considered a violation of the Student Code of Conduct for Students. Violators are subject to conduct sanctions.

## **RESIDENCE LIFE STAFF**

The residence life staff is here to serve on-campus students and provide a positive residential environment based upon a Benedictine model of community. The residence life staff assists residents with needs and concerns. They are authorized by the University to enforce policies in the residence halls and elsewhere on the campus. The residence life staff includes:

- The Residence Directors (RDs) are professional level staff residing on-campus in student housing. The RDs provide leadership for the residence life program within the on-campus residence facility. They are responsible for supervision of their hall and the staff and residents who live there. They enforce University policies and they have the authority, with the approval of the associate director of student life, to establish policies specific to the circumstances in their hall. They are also authorized to assist the Dean of Students in the administration of student discipline.
- Resident Assistants are students who also live in the student residences who are employed by the University to assist the RDs in serving student residents. Prefects are authorized to enforce University policies and to document violations. They have the authority to refer violators to RDs or to the Dean of Students for conduct sanction.

## **ELIGIBILITY FOR ST. GREGORY'S UNIVERSITY RESIDENCE LIFE PROGRAM**

**General Eligibility Requirements:** The University reserves the right to limit placement in its residence life program to those students who meet its eligibility requirements, whether set forth in the St. Gregory's University Student Handbook or the Residence Life Agreement. The University also reserves the right to review the status of any student placed in the program who fails to maintain any eligibility requirements while a student resident.

In such a case, the review will be conducted by the University's Dean of Students who has authority to reassign the student to another residence facility of the University's choosing; suspend the student from on-campus housing; immediately and permanently remove the student and the student's possessions from on-campus housing; or impose other appropriate terms or conditions for continued residence.

To be eligible for placement into St. Gregory's University Residence Life program, the student must be enrolled at the University. Students enrolled full-time (12 or more credits) will receive priority for placement over students enrolled on a part-time basis at the time of the application. **Any student who has a criminal history must make full disclosure to the University at the time of application.** The University reserves the right to at any time require the student to undergo a criminal background check as a condition of placement. The University reserves the right to refuse placement to or remove any student when it has reasonable cause to believe the student is dangerous to himself/herself and/or others or is otherwise unsuitable for its residence life program.



## APPLICATION FOR ON-CAMPUS STUDENT HOUSING

**New Students:** The Admissions Office furnishes all new students with on-campus student housing applications at the time of their acceptance to the University.

**Currently Enrolled Students:** Each year, housing sign-ups for currently enrolled students takes place in the spring semester under the supervision of the Dean of Students. The process begins with informational sessions where participants receive information about deadlines, eligibility, and sign-up procedures.

**Housing Deposit:** A \$100 housing deposit is payable at the time of application. Applications received without the required deposit will not be processed.

♿ Students who may have specific needs due to the nature of a disability should indicate the need(s) on their housing application.

## RESIDENCY REQUIREMENTS

Living on-campus is a once in a lifetime opportunity for students to live in and be a part of a Benedictine student community. Research at colleges and universities across the country indicates on-campus students are significantly more likely than their off-campus peers to succeed academically, to be involved in campus activities, to graduate and to feel positive about their college experience.

For these reasons, St. Gregory's University (like most private and many public colleges and universities) has a policy requiring students to live on-campus. The University's policy is intended to require all traditionally-aged students to live on-campus for the entire first and second year of studies. St. Gregory's University policy is as follows:

### **All full-time enrolled undergraduate students are required to live on campus unless:**

- Beginning in the Fall 2013 semester, all new (first-time, transfers, and any student who left SGU and returned after a semester) students are required to live on-campus for the first year of attendance at SGU. Following the first year, students must meet one of the provisions listed below in order to be approved to live off-campus. Exceptions to this requirement may be made at the discretion of the Dean of Students on a case-by-case basis.
- For the entire period in question, the student will continue to live with his/her parents or court appointed legal guardian(s) in the family home where the street address of the home is no more than twenty (20) miles from campus.
- The student is twenty three (23) years of age or older at the time of admittance to the University or if the student turns 23 before degree completion.
- The student is married. Students with plans to marry during the time they are required to live on campus will be required to live on-campus up to the date of the wedding.
- The student is the legal custodial parent or court appointed custodial guardian of a minor, child or children.
- The student is registered with the Student Disability Services program with a documented disability, and is able to provide appropriate documentation to verify the need for a reasonable accommodation in the student residence facility that the University is not able to provide. Students who would like to submit a request for approval to live off-campus consistent with the circumstances listed above should submit a request to the Dean of Students.
- The student obtains senior status, in good academic standing, and is the age of twenty one (21) before the first day of classes for the semester in question. (*Note that students applying under this exception must meet ALL criteria listed above.*)

The University reserves the right to consider each request on a case-by-case basis, and to

request and receive any and all documentation deemed necessary to verify the information submitted with the request. As part of the approval process, a legally recognized parent or court-appointed legal guardian must sign the request.

A minimum of five (5) business days is required to process requests. The student is advised not to enter into any off campus lease or rental agreement before the University makes its determination with regard to the student's request.

The determination made by the Dean of Students with regard to all requests is final.

The student who receives approval to live off-campus must renew his/her approval for the following year by submitting a new request. The renewal must be completed prior to the time the student registers for his/her classes. If renewal is not completed on time, the Office of Student Life will place a hold on the student's ability to register for classes and the student will be charged the full room and board rate on their student account.

Any student who provides false information to obtain University approval to live off-campus, as well as any student who has obtained legitimate approval to live off-campus consistent with the policy but whose living arrangements are not consistent with those approved, is subject to the following:

- the student will be required to immediately move on-campus and will forfeit his/her eligibility to submit another request for approval to live off-campus;
- the student will be financially responsible for on-campus housing charges for the time he/she was in violation of the policy; and
- The student will be placed on University Probation, thereby becoming ineligible to participate in extracurricular activities.

## **RESIDENCE LIFE PLACEMENTS**

St. Gregory's University reserves the right to make all decisions with regard to student placement in its Residence Life Program. This includes placement of a student in a specific residence hall, room our suite as well as all roommate and suitemate assignments. The following policies shall apply:

- In the event of a shortage of on-campus student housing, the University gives priority for placement to students who are required to live on-campus according to the policy described above. Applicants who are not placed will receive notification in ample time to make arrangement for off-campus housing.
- Students who request placement for the entire academic year are placed and assigned roommates/suitemates before students who request placement for a single semester.
- Full-time students, (those enrolled for 12 or more credits) are placed and assigned roommates/suitemates before part-time students.
- In accordance with Student Life principles, first-year students are assigned to room with other first-year students where staff is available to assist students with the adjustment process. Transfer students are generally assigned to a room with returning students.
- Generally, the University will make every effort to honor roommate and suitemate preferences that are mutually expressed by all involved, provided the preferences are not incongruent with other available information.
- The University reserves the right to make the final determination on all room, suite, roommate and suitemate assignments based on what it believes is in the best interests of all involved.

## **VACANCIES IN STUDENT RESIDENCES**

When a vacancy exists in a student residence, the University reserves the right to assign another student to fill the vacancy. The student(s) who remain in a student residence with a vacancy are responsible to practice the Benedictine value of hospitality by maintaining the vacated space in move-in condition in anticipation of the arrival of another student.

There is no right on the part of the remaining student(s) to refuse to accept a new resident.

- Any student who is unwilling to welcome a new student to fill a vacancy in a student residence is subject to any or all of the following: a) suspension from the Residence Life Program; b) mandatory relocation to another on-campus student residence of the University's choosing; c) the student will from that point forward be assessed the full amount of the residence life fees for that room or suite based on the University's official occupancy designation (e.g. if the room is designated as a double occupancy room, the student will be assessed the full cost of two students living in a double occupancy room, not the single occupancy room rate) and the student will face conduct sanctions.

## **CONSOLIDATION PROCESS**

In order to manage vacancies in the residence halls in the most efficient manner possible, the Residence Directors shall consolidate placements and assignments in student residences where vacancies exist at midterm of each semester and also at the start of the second or spring semester. During this process, students living in a room or suite where a vacancy exists will be required to exercise one of the following options:

- Invite another student or other students from other under-occupied student residences to move in.
- Relocate to another room or suite with a vacancy.
- Request a move to a room officially designated as a single room (dependent upon eligibility and availability).
- Request to remain in the student residence with the existing vacancies for the remainder of the semester by agreeing to pay a residence life fee equal in amount to what the University would collect if the room or suite was fully occupied.

Approval of all such requests is dependent on availability in relation to the overall demand for placement in St. Gregory's University Residence Life Program.

### **Requests to Change Rooms or Roommate/Suitemate Assignments**

For a variety of reasons, the student may wish to be voluntarily assigned to another room. At the beginning of the semester, the University will not generally process such requests until after the second week of the semester because the priority during this time to concentrate on making sure that everyone who has been accepted for placement in the residence life program is assigned.

Consistent with the Benedictine value of respect, the University will not consider requests to simply move a roommate or suitemate out of a student residence to make space available for another student. The general principle involved is no one has the right to pressure another individual into agreeing to such a move nor does anyone have the right to make another individual feel unwelcome. Instead, the student who wants a change is the student who should ask to be moved out of the student residence.

### **Requests to Remove a Roommate or Suitemate from a Residence**

Circumstances when it is appropriate to ask the University to remove a roommate or a suitemate from a student residence include those instances where a student engages in illegal activity, activity that endangers the safety or wellbeing of others, or otherwise blatantly disregards the University's policies and/or rights of the other student residents. In such circumstances, the other residents of the room or suite have a right to report such information for the University to investigate.

Such a report will be handled with as much confidentiality and sensitivity as possible and those who make the report have protection under the University's anti-retaliation policy. If the information provided in the report is confirmed by the University's investigation of the matter, then the other students living in the residence have the right to ask for the student to be removed from the student residence.

## **DATES THE RESIDENCE HALLS ARE OPEN**

The student is advised to refer to the Academic Calendar for specific information about the dates he/she is eligible to reside in his/her student residence.

- *At the start of the year, and at the start of the spring semester:* As stipulated in the Residence Life Agreement, each student is responsible to strictly abide by the check-in times established for him/her. Students who are required to return to campus early because of participation in a required activity such as athletics, campus ministry, ambassadors, etc. will have check-in times for their group or team. Information about all check-in times will be posted and will be available at the Office of Student Life. Each student is responsible to access this information and comply with the established dates. The University assumes no responsibility to provide accommodations for a student who arrives on campus in advance of the student's scheduled check-in time unless the student has made prior arrangements with a Resident Director for an early arrival. Requests for early arrival must be submitted to Resident Director at least one week in advance will be considered on a case- by-case basis. A late request fee of \$100 shall apply to any request submitted with less than one week notice. Generally, requests for early arrival is approved only if there is a rational need. If a request is approved, the student will be responsible for a daily residence life fee.
- *The Christmas Break:* Under the terms of the Residence Life Agreement, on-campus housing is not provided to the students during the break between semesters and all students are required to check out of their residence no later than 24 hours after the last scheduled semester exam (see the Residence Life Agreement for the exact dates). The student who has a Residence Life Agreement for the entire academic year may, however, leave his/her personal belongings in the student residence during the Christmas Break period. Students who are required to return to campus early during the Christmas Break because of participation in a University sponsored activity will be provided a specific check-in time. The University reserves the right to provide accommodations to these students in the facility of its choosing. Students who need accommodations over the Christmas Break (stay late, arrive early) may apply for the University's Christmas Break Interim Housing Program. All applications must be approved by the Dean of Students. The deadline to apply is one week before the last day of semester exams (see the Residence Life Agreement for the exact date). After the deadline has passed, a late application fee of \$50 will apply. The University reserves the right to consider all such requests on a case-by-case basis. Students accepted in the Christmas Break Interim Housing Program will be charged a daily Residence Life Fee for each day accommodations are provided. Payment is due in advance. Accommodations provided will be located in a facility of the University's choosing. The student who otherwise stays in his/her student residence without approval will be subject to a penalty of Two Hundred Fifty Dollars (\$250) in addition to the daily Residence Life Fee for each day stayed.
- *Vacating the Student's On-Campus Residence:* At the close of the academic year (or when a student graduates or otherwise discontinues enrollment) the student must vacate his/her on-campus residence within twenty four (24) hours of the student's last semester exam, or in the case of discontinuing enrollment, at the time the enrollment is terminated. Students who request on-campus housing beyond the date for which they are eligible to stay must submit a request to a Residence Director at least one week in advance. Requests submitted with less than one week notice are subject to a \$100 late request fee. All such requests will be considered on a case-by case basis and are approved only with valid rationale. A daily Residence Life Fee will apply for each day accommodations are provided.
- *Storage of a Student's Personal Property:* The University does not provide storage for the student's personal belongings in advance of the student's scheduled check-in

date or after a student has vacated his/her student residence. Commercial storage facilities are available for the purpose. The University assumes no responsibility for a student's personal belongings that are stored or left behind on campus. Any property belonging to a student on University property will be considered abandoned property by the University and will be disposed of accordingly.

### **PROCEDURES FOR CHECKING INTO ON-CAMPUS STUDENT RESIDENCES**

Stipulated in the Residence Life Agreement with the University are procedures students must follow for checking into the on-campus student residence before occupying it. This is true even if other student residents of the unit have already checked in and are able to provide access to the residence.

The proper procedure for check-in includes:

- Students must present a validated Cav Card before a staff member will begin check-in process.
- Meeting with a member of the residence life staff at a pre-arranged time.
- Completing a condition report for the room and/or suite, and taking possession of key/scan card.
- Each resident will also be provided with a roommate/suitemate agreement for use in clarifying expectations among all residents of a specific room and/or suite.
- Students who do not follow proper check-in procedures as described in the Residence Life Agreement are subject to an improper check-in penalty of Thirty Five Dollars (\$35).

### **PROCEDURES FOR CHECKING OUT OF ON-CAMPUS STUDENT RESIDENCES**

Stipulated in the Residence Life Agreement with the University are procedures students must follow for checking out of the on-campus student residences. In advance of moving out of the on-campus residence, the student is responsible to arrange a checkout appointment with a Residence Director.

- Residence Life staff will check the residence for damage and cleanliness. If a room or semi-private bathroom is left in unsatisfactory condition, the resident will be billed for restoration charges.
- Students who do not follow proper checkout procedures as described in the Residence Life Agreements are subject to an improper checkout fee of Fifty Dollars (\$50).
- Students who fail to turn in university keys issued to them at the time of checkout are subject to a Twenty Five (\$25) key replacement fee for each key not returned and Fifteen Dollars (\$15) for scan card. In addition, if the University determines it is necessary because of security concerns to change locks as the result of missing keys, the student shall be responsible for all associated costs.

### **VACATING ON-CAMPUS STUDENT RESIDENCES IN THE EVENT OF GRADUATION, WITHDRAWAL, SUSPENSION OR EXPULSION**

Students shall vacate their on-campus student residence according the procedures prescribed below:

- **Graduation.** Students who graduate from the University are responsible to vacate their on-campus student residence as stipulated in the Residence Life Agreement.
- **Withdrawal.** Students who withdraw from the University are required to vacate the on-campus student residence within twenty-four (24) hours of the time they withdraw. Effective immediately upon withdrawal, the student who withdraws is not eligible to be the overnight guest of other students residing on-campus.
- **Suspension and Expulsion.** Students who are suspended or expelled from

on-campus student housing or from the University will be required to vacate their on-campus student residence at a time set by University officials. The student who is suspended or expelled is immediately prohibited from being present in any on-campus student residence for any reason whatsoever.

- Students, who have withdrawn from the University, and those who have been suspended or expelled, immediately become ineligible to reside in on-campus housing. Former students who occupy on-campus housing without proper authorization are subject to prosecution for trespass.

### **UNAUTHORIZED OCCUPANCY**

The student is prohibited from subleasing his/her student residence to any other individual and/or permitting any individual who is not specifically authorized by the Dean of Students to reside in the student residence.

- Students who permit persons not authorized by the University to stay in a student residence are subject to a fine in the amount of two hundred-fifty dollars (\$250) plus a daily Residence Life Fee in the amount of twenty dollars (\$20) per day for each day accommodations were provided, as well as conduct sanctions.

### **RESPONSIBILITY FOR DAMAGES TO UNIVERSITY PROPERTY**

As outlined in the Residence Life Agreement, students who live in the University's residence halls share the responsibility of maintenance of University property. Furniture belonging to the University is not to be removed from the residence without the permission from a Resident Director. Likewise, students are prohibited from removing University furniture or fixtures from public areas. When University property in a residence facility is damaged or stolen, the residents living in the residence are responsible for all costs associated with repair or replacement. Residents are responsible for damage or theft caused by guests.

In the event where there is evidence that students other than the residents of a facility are responsible for damage or theft the University reserves the right to hold these students responsible for damages in addition to or instead of the actual residents. When responsibility for theft or damage cannot be determined, the University reserves the right to hold all residents of a room or suite equally responsible for costs associated with repair and replacement. Likewise, when responsibility for damage or theft in the common areas of a residence facility can't be determined, the University reserves the right to hold all residents of the facility equally responsible for the costs associated with repair and replacement.

Students who cause intentional damage to University property or cause damage by negligence are subject to disciplinary action. Students who steal University property are subject to conduct sanction.

- Any student removing University furniture or fixtures without the authorization from a Resident Director is responsible for damages and replacement costs as well as conduct sanction.
- Any student who damages University property or fixtures shall be subject to conduct sanctions.

### **BENEDICTINE PRINCIPLE AND DAMAGES**

Benedictine Principle: *St. Matthew 6:25-34*

*CCC 2451* "The seventh commandment requires respect for the goods of others through the practice of justice and charity, temperance and solidarity. In particular it requires respect for promises made and contracts agreed to, reparation for injustice committed and restitution of stolen goods, and respect for the integrity of creation..."

*RB 32:4* "Whoever fails to keep the things belonging to the monastery clean or treats

them carelessly should be reproved.”

## **MEAL PLANS**

All students who reside on campus are required to purchase a full service meal plan from among the options offered to them by the University. For a list of options and a description of each, contact the Office of Student Life or Business Office. The University will select a meal plan for all students who do not indicate a choice of options by the required deadline.

♿ Students who may have dietary needs or restrictions should indicate the need(s) on their housing application.

## **MEAL SERVICE DURING HOLIDAYS**

Limited food service may be available during breaks and holiday periods. Students are responsible to check specific information included in their meal plan.

## **LAUNDRY FACILITIES**

Laundry facilities in each residence facility are available for residents of that particular residence hall. Laundry machine operation costs are free to students; however, students must supply their own detergent and related items. Non-residents are prohibited from using the laundry facilities unless they have a resident student host with them.

## **MAINTENANCE IN RESIDENCE FACILITIES**

Students are responsible to keep their residence hall room or apartment clean and dispose of waste in a proper manner. Garbage should be properly bagged and tied and then disposed of in the dumpsters located near each residence hall. Students are expected to leave the public areas (community showers and bathrooms, laundry facilities, and lounges) clean and ready for others to use. Students are responsible to provide their own cleaning supplies.

- Residents who do not clean public areas after use are subject to conduct sanctions.
- Residents who do not dispose of garbage properly are subject to a monetary fine of \$20 for a first offense and increasing by \$20 for each subsequent offence and conduct sanctions.

## **MAINTENANCE REQUESTS**

The University’s personnel maintain the public areas of each residence facility. This includes the physical structure, mechanical and heating systems, elevators, laundry facilities, and lounges. When there are maintenance problems in a residence facility requiring the attention of physical plant personnel students are asked to exercise their judgment about the urgency of the problem. For routine, non-emergency maintenance problems, students are asked to contact their prefect who will make a report via the online maintenance work request system which is accessible from the University’s website. Maintenance requests will then be forwarded to the appropriate maintenance personnel who will respond as soon as they are able. Requests that are made after business hours will be handled on the next business day. Examples of routine, non-emergency maintenance requests include, but are not limited to, a light bulb that needs to be replaced, a washer or dryer that is not operating, cable TV is not operating, computer access is lost and a request for something to be cleaned.

Some maintenance problems are urgent and residents should immediately report this type of problem to a member of the residence life staff. After hours and on weekends, residents should report emergency maintenance problems to a member of the residence life staff at any time of the day or night. Examples of emergency maintenance needs that should be reported immediately includes, but is not limited to: any problem that endangers public safety, any problem that if not addressed immediately has the potential to cause damage to the building or its furnishings, water leaks, no heat, no electricity,

someone trapped in an elevator, etc...

## **INSURANCE**

Residents are advised that St. Gregory's University insurance carrier does not cover losses of personal property suffered by residents. For this reason, all residents are advised to carry a private insurance policy for their personal property. Students are encouraged to check for coverage under their parents' homeowner's policy.

## **POLICY ON ENTRY INTO ON-CAMPUS STUDENT RESIDENCES**

The University reserves the right to enter the student's on campus residence regardless of whether or not the student is present in the following circumstances:

- At any time when the health, life or property is jeopardized by circumstances such as but not limited to fire, plumbing or drainage problems, mechanical failure; medical emergency, or any other type of emergency situation;
- At any time when there is reasonable cause to believe that a serious violation of University policy has occurred or is occurring including but not limited to, violations involving violent and/or disruptive behavior, violations of visitation hours, inappropriate behavior, alcohol, drugs, weapons, hazardous materials, and burning candles or incense;
- At reasonable times to inspect the premises for routine maintenance and safety concerns;
- To show vacancies to prospective student residences;
- To make preparations for the arrival of a new resident;
- To make repairs to the premises or for any other legitimate purpose within the job responsibilities of the staff and;
- At any time if as a result of violations of University policy, on the part of residents, the Student has stipulated future random inspections of the residence as part of the sanctioning process.
- In non-emergency situations, University personnel will knock before entering and announce the intent to enter.

## **SEARCH OF ON-CAMPUS STUDENT RESIDENCES**

The University reserves the right to conduct administrative searches of student residences and all property contained in them when:

- There is a danger to the life or safety of any member of the University community;
- When facilities or property is endangered; and
- When there is reasonable cause to believe there has been a violation of University policy.

The University also reserves the right to inform law enforcement officials of the results of an administrative search, and anything illegal that was discovered during the search.

Law enforcement officials may, under certain conditions, search the on-campus residence of a student with or without a warrant according to state and federal laws. It is the policy of the University to not interfere with any investigation or search conducted by law enforcement officials.

The University reserves the right to pursue independent disciplinary action against any student determined to be involved in illegal activity or activity contrary to University policy as a result of a search by law enforcement officials.

- In the event where local, state or federal law enforcement agencies present a valid search warrant and in instances where a legal search by law enforcement may be made without a search warrant, it is the policy of the University to not interfere with law enforcement officials. The University reserves the right to pursue independent disciplinary action against any student based upon the findings of a search conducted



by law enforcement officials. In this case, the Dean of Students shall determine a conduct sanction for the student based on the violation.

- In the event where there is reasonable cause to believe that a student (or guest of a student) is in violation of University policy, an administrative search of the student's on-campus residence, property in the residence and all other property of the student found on campus may be authorized by the Dean of Students, Provost, or Director of Security. At least one University staff member, who may include prefects, will be present during the administrative search. The University reserves the right to request the presence of a law enforcement officer during the search. Those authorized to conduct the search are authorized to confiscate any items discovered that are illegal or contrary to University policy. In the event the student is not present, those conducting the search shall notify the student via university email indicating the search took place. The notice shall indicate the University official who authorized search and it shall include an itemized list of all materials confiscated during the search.
- In the case where a violation of University policy has occurred in plain view of a University official or a member of the residence life staff, the University official or residence life staff member is authorized to immediately enter the student residence to investigate and conduct a search. Plain view includes instances where inappropriate behavior is observed in public areas and the persons responsible attempt to avoid responsibility by hiding in a residence; instances where inappropriate behavior is observed through an open door; instances where inappropriate behavior is observed through a window and when noises or smells are detected from a residence indicating that inappropriate activity is occurring in the residence.
- In the case where a student has been found to be responsible for violating a University policy that endangers others or involves the consumption or possession of alcohol and/or illegal drugs the Students may authorize future unannounced searches of the student's on-campus residence, locker, vehicle or personal property. The search process shall otherwise be identical to that described above.

## **SCHEDULED INSPECTIONS**

For the purposes of maintenance, safety and security inspections of student rooms are conducted at various times during the academic year and at the beginning of vacation periods. Notices of these inspections will be posted on the door to each dwelling in advance. Staff members doing the inspections will knock before entering a residence and announce their intention to enter if no one responds before entering. When staff members enter a dwelling where none of the residents are present, there will always be at least two staff members present which may include prefects. During these inspections the dwelling will be checked for maintenance and safety concerns.

The staff is authorized to turn off any appliances and confiscate any prohibited appliances or equipment that pose a danger to safety. Staff is also authorized to confiscate any alcohol or illegal substances and cite residents for any policy violations. Residents will receive an email through the university email system informing them of the time and date of the inspection as well as information about any confiscated items, policy violations and sanctioning meetings.

## **MAINTENANCE REQUESTS**

Members of the maintenance staff are authorized to enter student residences to complete maintenance requests made by students. It may also be necessary for members of the physical plant staff or private contractors to enter student residences for various maintenance or installation projects.

To the extent possible, residence life staff will notify students when projects are in progress. All persons who enter student residences in this manner are required to knock on the residence door and announce their intention to enter before letting themselves in the

room or apartment residence.

## **URGENT HEALTH SERVICES**

In case of urgent health care needs, call the residence director or a prefect who will inform the appropriate personnel.

## **VISITATION**

St. Gregory's University visitation policy is based on the Benedictine values of hospitality, community, and love of Christ and Neighbor. St. Benedict reminds us that Christ himself calls Christians to be a welcoming people and he instructs us to welcome visitors to our community as we would welcome Christ. This simple instruction has profound implications. To welcome another as Christ requires us to see all people, even strangers, as having God-given dignity and worth meriting a special reception and special attentiveness.

At the same time our efforts to be hospitable in the residence halls must be balanced by respect for the dignity of those who call the residence hall home. The spirit of Benedictine hospitality requires hosts and visitors to mind that visits in the student residences are a privilege requiring respect for the privacy and comfort of roommates, suitemates and other residents of the hall. The right of any resident to sleep, study or simply enjoy privacy always takes precedence over the privilege to host a visitor in the residence. A roommate or suitemate should never be compelled to leave the room in order to accommodate a visitor, nor should he/she be placed in a situation that causes embarrassment.

The host is responsible to ensure that visitors are informed of policies for community life and he/she is responsible to ensure that guests treat other residents with dignity, and are respectful of the University's property and of the personal property of all residents. Visitors that are too frequent as well as visits of excessive duration abuse the hospitality of others and show a lack of respect for the privacy and comfort of roommates and suitemates. There is value in the host practicing moderation in the frequency and duration of visits.

The University is essentially a faith based learning community where maintenance of a residence hall environment conducive to studying, sleeping, healthy living, and spiritual/personal growth is the responsibility of each resident. This requires each student to balance his/ her personal freedom with the responsibility to the common good of the residence life community and the greater university community. In order to help students establish a healthy balance between personal freedom and responsibility and to provide residents with adequate privacy, St. Gregory's University, like many private and public colleges and universities, has established visitation hours for guests of the opposite gender. Visitation hours apply equally to family members of students as well as visitors who are not related.

In keeping with our Catholic and Benedictine moral traditions, and in order to promote safety and respect the rights of all residents, we have established the following guest policies:

- St. Gregory's University campus and facilities are private property.
- A maximum of six (6) people will be permitted in a residence hall room at any time due to fire safety regulations.
- When hosting large groups of people, the occupants of the room must be mindful of others in the community and follow all University policies.
- Guests are not permitted during breaks.
- The privilege of having a guest does not supersede the rights of the roommate or floor members to be comfortable in his or her own room/living environment.
- Guests of the same gender are permitted at all times but should be limited to no more

than three consecutive days and must be registered with the floor prefect and the Resident Director.

- Excessive visitation as deemed by the Resident Director or violations of the visitation policy will not be tolerated and the guest may be banned or visitation privileges removed.
- Students are limited in the time they may have guests of the opposite gender in their rooms to:
  - Sunday through Thursday noon (12 p.m.) to midnight (12 a.m.)
  - Friday and Saturday noon (12 p.m.) to 2 a.m.

*Note that Residence Life staff may alter visitation hours due to availability of check-in staffing.*

- Students are responsible for signing in all opposite gender guests with Residence Life Staff at The Pointe during approved hours.
- There is no visitation during finals. Starting the Saturday before finals, floor lounges will be open for quiet study 24/7.

The Great Room and Game Room are 24/7 visiting areas for all residents and guests.

Residence Life staff may remove these privileges if problems occur. Prefects may request these hours be changed for special events.

## **BENEDICTINE PRINCIPLE AND VISITATION**

Benedictine Principle: *St. Luke 16:10*

CCC 2401 “The seventh commandment requires respect for the universal destination and the distribution of goods and the private ownership of them, as well as respect for persons, their property, and the integrity of creation.”

RB 3 “If during his stay he has been found excessive in his demands... he should be politely told to depart...”

### **GUEST SIGN-IN**

- Students are required to sign in all opposite sex guests during visitation time period.
- Pointe Desk Staff are on duty at the main entrance (The Pointe) of DeGrasse Hall and Duperou Hall.
- St. Gregory’s University student guests will be required to provide their validated Cav Card and leave it at the sign in station. Students may retrieve their card upon check-out.
- Non-St. Gregory’s University student guests will be required to submit photo identification to verify their identity, and complete and sign-in as a guest. Students who host non-student guests are required to leave their Cav Card at The Pointe.
- During visitation, room doors are to remain bolted open while a visitor of the opposite sex is in the room. (The door is opened and the dead bolt is placed in the locked position. The door is then left ajar.) This policy applies to both men’s and women’s residence halls.

Resident assistants and other residence life staff monitor the Visitation/Bolt Policy.

### **GUEST BEHAVIOR**

Hospitality is one of the ten Benedictine values and in that spirit, students are encouraged to invite friends and family to visit and attend university events. Out of respect for the guests as well as other members of the community, it is the responsibility of each host to inform guests of all appropriate policies and regulations.

- Students are responsible for the actions and behavior of their guests and can be held responsible for the activities that occur in their rooms, whether or not the students

were willing participants or knowledgeable about what was occurring.

## **OVERNIGHT GUESTS**

To further provide student residents with additional guidance in maintaining a balance between freedom and responsibility to others and to protect the privacy of residents, St. Gregory's University has established the following overnight guest policy:

- Out of respect for the privacy of roommates, suitemates and other residence of the hall, students may only have overnight guests of the same gender. This policy applies equally to family and non-members. Students who have guests of the opposite gender are encouraged to make arrangements with on-campus friends of that gender to serve as hosts.
- Students who would like to host an overnight guest must have the prior approval of all roommates and suitemates and they must register their guest with the Residence Director. To register a guest, the host must complete a Guest Registration Form. The guest will receive a copy of the form and is expected to keep it in his/her possession or the duration of the visit and must present it when requested by a university official or security personnel.
- Roommates and suitemates should not be compelled to give up their room to accommodate overnight guests nor should a guest be invited to stay when a roommate is absent unless the roommate has consented in advance. Roommates and suitemates have the right to say no to the presence of overnight guests in the residence.
- Students who host an overnight guest are limited to: hosting no more than two guests per night and for no more than two nights in a row; no more than five (5) overnight guests per semester.

## **BENEDICTINE PRINCIPLE AND GUEST BEHAVIOR**

Benedictine Principle: *Romans 12:1*

CCC 1803 "A virtue is a habitual and firm disposition to do the good. "The goal of a virtuous life is to become like God."

RB 4:64 "Treasure chastity."

## **MORAL STANDARDS**

The Catholic and Benedictine mission and identity of St. Gregory's University upholds respect for the dignity of the individual person as an essential teaching found throughout Sacred Scripture. This teaching affirms the dignity of each human being as a unique creation fashioned by God in His own image and likeness. Moreover, the Tradition of the Catholic Church steadfastly refuses to accept any philosophy that treats human beings as objects that can be used, exploited, abused, or manipulated for selfish ends.

## **SEXUAL MORALITY**

Contrary to the pervasive opinion of secular culture that views casual sexual activity among unmarried persons to be the norm, St. Gregory's University affirms the Church's teaching that the rightful context for sexual activity lies exclusively within the union of sacramental marriage. Therefore, St. Gregory's University expressly prohibits on University property or at University events any sexual intimacy or activity that is not ordered toward upholding the sacred nature of human sexuality that characterizes right relationships. Students who violate this policy are subject to conduct sanction, which may involve counseling and pastoral guidance, up to and including expulsion for repeated violations.

Students who wish to receive additional formation in the Church's teaching on sexual morality are encouraged to contact the Office of Mission and Identity, Campus Ministry or the Office of Faith, Integration, Development and Evangelization.

## **BENEDICTINE PRINCIPLE AND SEXUAL MORALITY**

Benedictine Principle: *1 Corinthians 13:1-13*

CCC 2518 “The sixth beatitude proclaims, “Blessed are the pure in heart, for they shall see God.” “Pure in heart” refers to those who have attuned their intellects and wills to the demands of God’s holiness.”

RB 4:64 “Treasure chastity.”

### **QUIET HOURS AND EXCESSIVE NOISE**

On-campus residents and visitors to residence facilities are expected to respect the right of others to have an environment free from excessive noise and disruptive behavior. Each residence facility has the authority to establish and post “quiet hours” for the facility and the hours are subject to change during final exam periods. All students should be advised that those times outside of quiet hours do not constitute free license in regard to noise. In general, students and guests should be respectful of the fact that students have varied schedules. Students who work at night may need to sleep or study during the time another may want to socialize. St. Gregory’s University students are expected to respond to concerns of other residents in a respectful and considerate manner.

- Quiet hours are 9 p.m. – 9 a.m. Sunday –Thursday and 10 p.m. – 10 a.m. Friday and Saturday.
- Students who violate posted quiet hours in an on-campus residence are subject to conduct sanctions.
- Students who make excessive noise with the intent to cause a disturbance or disrupt the sleep and quiet of on-campus residents are subject to conduct sanctions.

### **BENEDICTINE PRINCIPLE AND QUIET HOURS**

Benedictine Principle: *Romans 12:10*

CCC 1744 “Freedom is the power given by God to act or not to act, to do this or to do that, and so to perform deliberate actions on one’s own responsibility. Freedom implies also the possibility of choosing between good and evil.”

RB 42:1 “Monks should diligently cultivate silence at all times, but especially at night.”

### **SPORTS EQUIPMENT IN STUDENT RESIDENCES**

Residence halls are on-campus homes. Other than equipment that has been provided for use by residents in recreation spaces, the use of sports equipment in the residence halls is most often disruptive and can be dangerous. For this reason, the use of sports equipment that disrupts the legitimate activities of residents or endangers residents is prohibited. This includes, but is not limited to, balls, skates, skateboards, and darts.

- Students who violate this policy are subject to confiscation of equipment and conduct sanctions.

### **ANIMALS AND PETS**

Due to safety concerns, allergic sensitivities of other residents and the potential for damage to its facilities St. Gregory’s University does not permit pets or animals of any kind in on-campus residences, with the exception of fish in a fish tank of Ten (10) gallons or less (other animals kept in a tank such as turtles, snakes, or any type of lizard are not allowed).

- Students who keep a pet or animal in a University-owned residence not approved by the standards in this handbook or approved by a Resident Director are responsible for all damages and subject to conduct sanctions.

### **COMMERCIAL ACTIVITY**

Residents are prohibited from conducting any type of business out of an on campus residence or anywhere on university property without the permission of the Dean of Students.

This includes operation of any Internet sales, phone solicitation conducted from on campus, sales of any kind that transpire on campus property or advertising on campus property.

- Students who conduct business on campus in violation of this policy are subject to conduct sanctions.

### **CONDUCT SANCTIONS FOR GROUPS OF RESIDENTS**

At his/her discretion, the Dean of Students may apply conduct sanctions on a group basis in instances where a significant numbers of residents are responsible for policy violations and/or when there are repeated policy violations in a particular location. Under this provision, sanctions and/or loss of privileges may be applied to an entire residence facility, a floor, a portion of a floor, or any combination of rooms or suites. Sanctions that may be applied include, but are not limited to, restriction of visitation hours, expanded quiet hours, curfews and/or requirements for community service.

### **DAMAGES WITH NO IDENTIFICATION OF RESPONSIBLE PARTY**

In the case where specific individuals responsible for damage or theft to a university residence can't be determined the university reserves the right to assess the residents of the facility for the damages. In the event that damage occurs within a student room or suite, all residents of that room or suite will be assessed for the damages on a pro-rated basis. When damage occurs to a common area of a residence hall, all residents of the hall will be assessed equally for the damages.

## **STEWARDSHIP OF PROPERTY**

The Benedictine brothers who founded St. Gregory's University worked to create a beautiful university setting, and their work is continued by the current members of the monastic community, university faculty, staff, and students. Each student is responsible to be a good steward of university property and facilities. Good stewardship requires students to use university facilities properly and to be in possession of university property or present in university facilities only when authorized. In addition, each student is responsible to properly care for all facilities and property entrusted to his/ her use by ensuring that facilities and equipment are properly cleaned, stored and secured and ready for use by other members of the community.

### **RESPECT FOR CREATION**

- Students who litter or otherwise improperly dispose of waste on university property or at any university sponsored event are subject to conduct sanction.
- Students who damage, misuse or otherwise do not leave university equipment and facilities in good clean condition after use out of respect for others shall be responsible for costs required to clean, repair or replace the equipment or facility and shall be subject to conduct sanction.
- Students who willfully cause damage to university property or the private property of others are subject to disciplinary sanction and are responsible for all costs associated with repair and/or replacement.
- Students are prohibited from tampering with or interfering with the normal operation of phone, cable and/or computer service in any manner and from interfering with the billing processes associated with these services. Students who obtain unauthorized service or who cause billing charges to be directed to a university account are guilty of theft and will be reported to authorities in addition to facing disciplinary sanction at the university.

### **BENEDICTINE PRINCIPLE AND STEWARDSHIP**

Benedictine Principle: St. Matthew 6:25-34

*CCC 2451* "The seventh commandment requires respect for the goods of others through

the practice of justice and charity, temperance and solidarity. In particular it requires respect for promises made and contracts agreed to, reparation for injustice committed and restitution of stolen goods, and respect for the integrity of creation...”

*RB 32:4* “Whoever fails to keep the things belonging to the monastery clean or treats them carelessly should be reproved.”

## **STEALING, VIOLENCE, AND DISRUPTIVE BEHAVIOR**

### **STEALING**

Taking what does not belong to you is a form of stealing no matter how small the value of the item taken. The fact that sometimes an item is left unattended or unlocked does not make it right to take it. It is still stealing because it does not belong to you.

Stealing in any form (theft, burglary, and robbery) is wrong and contrary to the Benedictine value of community. When community is valued and others are respected, all members of the community serve as stewards of property belonging to individuals as well as property belonging to the community as a whole. Members of the community who betray the trust of others by taking what is not theirs injure the security of the entire community and subject themselves to both legal and conduct sanction.

- Students who take what does not belong to them violate the law and the Social Code of Conduct for Students at St. Gregory’s University. The University reserves the right to report all such instances to law enforcement authorities for possible prosecution and those responsible are subject to conduct sanction up to and including expulsion.

### **BENEDICTINE PRINCIPLE AND STEALING**

Benedictine Principle: *Exodus 20:15*

*CCC 2401* “The seventh commandment requires respect for the universal destination and distribution of goods and the private ownership of them, as well as respect for persons, their property, and the integrity of creation. The church also finds in this Commandment the basis for her social doctrine which involves the correct way of acting in economic, social and political life, the right and the duty of human labor, justice and solidarity among nations, and love for the poor.”

*RB 33:2-5* “...no one may presume to ...retain anything as his own... For their needs they are to look to the father of the monastery...”

### **VIOLENCE**

St. Gregory’s University students are expected to settle conflicts in a civilized and respectful manner. If needed, mediation is an option available by contacting your Resident Director.

Physical violence or threats of violence of any kind is contrary to the value of respect and endangers the safety and security of the community. Violence or the threat of violence, of any kind, will be treated as a serious matter and will not be tolerated at St. Gregory’s University.

### **RELATIONSHIP VIOLENCE**

Relationship violence is a dangerous form of violence prevalent within the college student population. Often the victims of relationship violence find it difficult to ask for help or blame themselves for the abuse. No one deserves to be abused for any reason and everyone deserves help if they are being abused.

St. Gregory’s University will assist any student who has been the target of violence, threats of violence or abuse of any kind whether it has taken place on or off campus or been perpetrated by another student or someone else. Students who need assistance as well as friend of students who need assistance are urged to contact the Dean of Students, the Director of the College of Continuing Studies, the Director of Security or the Director

of Counseling for assistance. In addition, St. Gregory's policy is that any student who has been ordered by a court to avoid contact with any other member of the University community may be held subject to the University's emergency suspension policy for as long as the court order is in effect. Students who want to know more about this policy may contact the Dean of Students.

- Students are prohibited from using any form of violence, or restraint against another person. Violators are subject to conduct sanction.

### **BENEDICTINE PRINCIPLE AND VIOLENCE**

Benedictine Principle: *Leviticus 19:18*

CCC 2258 "Human life must be respected because it is *sacred*. From its beginning, human life involves the creative action of God and it remains forever in a special relationship with the Creator, who is its sole end. It is not lawful for anyone directly to destroy an innocent human being. This is gravely contrary to the dignity of the person and the holiness of the Creator."

*RB 70:2 "...no one has the authority to...strike any of his brothers..."*

### **DISRUPTIVE BEHAVIOR**

Disruptive behavior is behavior that endangers the health and safety of others, causes others to experience undue distress or otherwise significantly interferes with the legitimate activities of others.

- Students responsible for disruptive behavior are subject to conduct sanction. The exact disciplinary nature is to be determined by the Dean of Students.

### **BENEDICTINE PRINCIPLE AND DISRUPTIVE BEHAVIOR**

Benedictine Principle: *Genesis 1:27*

CCC 1702 "The dignity of the human person is rooted in his or her creation in the image and likeness of God. Endowed with a spiritual and immortal soul, intelligence and free will, the human person is ordered to God and called in soul and in body to eternal beatitude."

*RB 4:68-72* "Do not love quarrelling; shun arrogance... Pray for your enemies out of love for Christ."

## **VEHICLE POLICIES**

### **VEHICLE REGISTRATION**

- All students are required to register their vehicle with the Security Office and obtain an SGU parking decal. Failure to have a SGU decal can result in a vehicle being towed away at the owner's expense.

### **VEHICLE SEARCH**

- The University reserves the right to search student and guest vehicles at any time when: a) there is a danger to the life or safety of any member of the university community; b) when facilities or property are endangered; and c) when there is reasonable cause to believe there has been a violation of university policy. For search procedures, see the section of this handbook on Searches of Vehicles, Lockers, or Personal Property.

### **MOTOR VEHICLE REGULATIONS**

- Students, faculty, staff, and visitors are required to follow all Motor Vehicle Regulations, which may be found in its entirety at the St. Gregory's University website under the Security section.



## **BENEDICTINE PRINCIPLE AND VEHICLES**

Benedictine Principle: *St. Matthew 6:25-34*

*CCC 2451* “The seventh commandment requires respect for the goods of others through the practice of justice and charity, temperance and solidarity. In particular it requires respect for promises made and contracts agreed to, reparation for injustice committed and restitution of stolen goods, and respect for the integrity of creation...”

*RB 32:4* “Whoever fails to keep the things belonging to the monastery clean or treats them carelessly should be reprovved.”

## **STUDENT CONDUCT PROCESS**

### **THE STUDENT CONDUCT PHILOSOPHY**

The philosophy of student conduct at St. Gregory’s University is based upon Catholic and Benedictine tradition. In keeping with the Benedictine philosophy of educating the “whole person,” moral and ethical developments are important considerations in student conduct matters. There is an emphasis on helping students discern an appropriate balance between individual freedom and their responsibilities to God and to the University community. There is also an emphasis placed on developing an appreciation among students for Christian and Catholic moral principles. This approach is often counter-cultural to popular secular culture which advocates relativistic moral decision-making, leaving it up to the individual to decide what is right and wrong according to individual preferences and circumstances.

The University is sensitive to the developmental context and educational value of student conduct processes. When students fall short in their responsibility to abide by the policies and regulations of the University, the University has a responsibility to intervene. The goals of intervention are: a) to provide opportunities for students to learn and to develop morally and ethically; b) to protect the safety and rights of other members of the University community; c) to confront destructive and inappropriate behavior; and d) to promote reconciliation by assisting the offender to restore goodwill with individuals and the University community as a whole. To the extent possible, those responsible for administration of student conduct will address these situations by utilizing the teaching and learning opportunities inherent in the situation.

### **DIFFERENCES BETWEEN THE STUDENT CONDUCT PROCESS AND THE LEGAL SYSTEM**

It is important for students to be aware of the differences between the judicial system on one hand, and St. Gregory’s University Student Code of Conduct and the Student Conduct Process on the other.

Generally speaking, the courts have been reluctant to interfere in student conduct cases because of the recognition that student conduct processes are closely associated with the educational mission of colleges and universities. This is especially true in the case of private colleges and universities with a religious affiliation where the student conduct system is also a part of the moral and religious mission of the university.

Again, generally speaking, the primary legal requirement for the maintenance of a valid and legally enforceable student conduct policy is that the University’s student conduct processes must be consistent with the legal standards for due process. In part, this means that the University has the responsibility to make information about its student policies and student conduct procedures available to all students, and in turn, disciplinary officers at the University are responsible for implementing and enforcing the procedures in the most consistent and fair manner possible.

The Student Code of Conduct is not intended to be an all-encompassing legal code that addresses all eventualities for student conduct. The fundamental principle of the stand-

ards is the expectation that students will strive to conduct themselves in a manner where there is an appropriate balance between freedom and responsibility to God, others, the University community and self. Therefore, unlike a legal statute, students are responsible to the University for their conduct even when the exact behavior in question is not specifically identified in the Student Code of Conduct, but is instead implied in the University's Benedictine values and general standards for conduct. Responsibility for appropriate conduct, whether on or off-campus, falls on all students who are ambassadors of the University.

Similarly, the Student Conduct Process is not intended to be a court of law. In a criminal court, the legal standard for determining guilt or innocence often hinges on a prosecutor proving guilt "beyond a reasonable doubt." That kind of exacting burden of proof is well beyond the capabilities of any university conduct system. For that reason, the standard of determining responsibility for an alleged violation of the University's Student Code of Conduct is based on the "preponderance of the evidence." In other words, if after a review of the available evidence it appears to the University that it is more likely than not that a violation of University policy occurred, the student may be disciplined for an infraction of policy. A preponderance of the evidence is based on the more convincing evidence that is presented, and its probable truth or accuracy, and not on the sheer amount of evidence that is presented by any party.

Other important differences between the Student Conduct Process and the legal system include, but are not limited to, the following: a) there is no right to a public trial heard by a jury; b) there is no right to be represented by an attorney at conduct conferences, hearings or other disciplinary related proceedings; c) there is no right to cross examine witnesses, and in some cases at the discretion of the Dean of Students or the Director of the College of Continuing Studies, there is no right to know the identity of those making allegations against you; and d) due to the confidential nature of student conduct processes, media and other public coverage of all kinds is prohibited.

Violations of the Student Code of Conduct are normally addressed in an individual conduct hearing between the student and the appropriate University conduct officer. The Student Conduct Process is confidential. Only individuals actually involved in the hearing may participate. Students are afforded the opportunity to have a consultant present for the purposes of providing support, although the consultant is not permitted to participate in the hearing or conference in any manner whatsoever. All those in attendance are prohibited from discussing the proceedings with the media and all media or other public coverage of the proceedings is strictly prohibited.

## **APPLICATION OF THE STUDENT CONDUCT SYSTEM**

St. Gregory's University Student Conduct Process described herein applies to all enrolled St. Gregory's University students (undergraduate or graduate, CAS or CCS) who by the act of enrollment are responsible to be familiar with its content and abide by its policies, regulations and processes.

## **PRESIDENTIAL AUTHORITY IN REGARD TO STUDENT CONDUCT**

*Nothing contained in this handbook shall limit the authority of the President of the University to administer discipline of all forms, including expulsion, to any student who has acted in a manner contrary to the rules and regulations of the University.*

## **CAS STANDARDS FOR STUDENT ELIGIBILITY TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES**

At St. Gregory's University, eligibility to participate in extra-curricular activities is a privilege given to a student based upon whether or not the student has successfully met all the criteria for participation established by the University. Extra-curricular activities include intramurals, intercollegiate athletics, cheer team, dance team, all performances sponsored by the University's music and theater department, student clubs and organizations and all ac-

tivities sponsored by the student activities office. To be eligible to participate in extracurricular activities students must successfully meet all of the following criteria:

- The individual must be enrolled as a student at St. Gregory's University (part or full-time);
- The student must be current with his/her student account and must have paid the appropriate student activity fee for the semester in question as certified by student accounts;
- The student must be in good standing with the University with regard to all student conduct policies; and
- In addition to the criteria listed here, the student must also meet any additional eligibility requirements criteria required by the specific extra-curricular program in which they wish to participate.

Pursuant to the University's Emergency Suspension Policy (published in this section of the Student Handbook), the University reserves the right to immediately suspend the eligibility of any student to participate in extra-curricular activities when, at the sole discretion of the University, the student is determined to be a danger to others, or has been charged in criminal court with a felony or other crime considered to be contrary to the University's values and/or who is the subject of an internal University investigation into a serious violation of University policy.

### **INVESTIGATION OF ALLEGED STUDENT MISCONDUCT**

Except in those cases involving a violation of a University policy where the special conduct grievance process is utilized (e.g. the sexual misconduct policy, discrimination and harassment policy, and/or retaliation policy), the Dean of Students or the Director of the College of Continuing Studies, and/or his/her designee are responsible to provide oversight for the investigation of all student conduct cases.

As part of an investigation the investigators are authorized to require any student believed to be knowledgeable about the alleged incident to submit himself/herself to appear for mandatory questioning, and multiple appearances may be requested and required. Students interviewed during the course of an investigation may be required to provide a written statement. Interviews may be recorded. The Dean of Students may appoint or enlist any University official to assist with an investigation. Any student who refuses to be interviewed, makes false statements, provides misleading information or otherwise withholds information or willfully hinders the University's investigation will be subject to conduct sanctions.

The Dean of Students or the Director of the College of Continuing Studies may interview University employees and members of the public who may have information pertinent to the investigation. In the case where it appears that a criminal violation may have taken place, the Dean of Students, the Director of the College of Continuing Studies, or Director of Security may make a report to appropriate law enforcement officials. Investigative reports by legal authorities and legal's related the conduct at issue may be utilized in the University's investigation.

Notwithstanding an investigation of the student by law enforcement officials, St. Gregory's University reserves the right to pursue internal action that is independent of the outcome of any legal proceedings (whether civil or criminal). There is no time limit imposed upon Dean of Students or the Director of the College of Continuing Studies to complete his/her investigation, and there is no statute of limitations. Investigations remain open for as long as necessary and students may be held responsible for their actions at any time.

### **DETERMINATIONS IN MATTERS INVOLVING MISCONDUCT**

When the Dean of Students, the Director of the College of Continuing Studies, or his/her appointees concludes the University's investigation, one of two determinations will be made:

- If there is insufficient evidence to support the allegations, the charges against the student are dismissed. Both the accused and the individuals making the allegations

will be notified of the outcome to the extent provided by the Family Educational Records and Privacy Act ("FERPA").

- If the Dean of Students or the Director of the College of Continuing Studies determines that the evidence supports the allegations made against the student, he or she will give formal notice to the accused student that he or she has been found responsible for a violation of University policy.

Notices of determinations will be delivered to the student's University assigned e-mail account. It is the responsibility of the student to check his/her University e-mail account regularly. The Dean of Students and the Director of the College of Continuing Studies is under no obligation to grant extensions for appeals if the student has not checked his/her account on a timely basis. Once notified of the determination, the student must exercise one of the following options:

1. If the accused student wishes to accept the determination of the Dean of Students or the Director of the College of Continuing Studies, he or she is required to schedule a conduct hearing with the Dean of Students, the Director of the College of Continuing Studies, or his/her designated assistant within five (5) business days.
  - a. At the hearing, the Dean of Students, the Director of the College of Continuing Studies, or his/her designee will meet with the student for the purpose of determining appropriate restitution and/or conduct sanctions. Generally, when a student elects to accept responsibility for a violation in this manner, sanctions will be reflective of this demonstration of responsibility.
  - b. Students who elect the option of a conduct hearing forfeit the right to any further appeal in the matter.
  - c. The person making the allegations against the student will be notified of the outcome to the extent provided by FERPA.
  - d. Students who schedule a conduct hearing and fail to attend will be sanctioned by the Dean of Students or the Director of the College of Continuing Studies forfeit any right to appeal.
2. If the accused student wishes to contest the determination of the Dean of Students or the Director of the College of Continuing Studies, he or she must give notice to the Dean of Students or the Director of the College of Continuing Studies within five (5) business days.
  - a. Such notice shall be in writing on the form provided by the University for that purpose.
  - b. At the time the notice is turned in at the Dean of Students or the Director of the College of Continuing Studies, a hearing with the Student Conduct Board will be scheduled.
  - c. The complainant(s) will also be notified of the hearing and be given the option to appear at the hearing.
3. If the accused student does not schedule a conduct hearing with Dean of Students or the Director of the College of Continuing Studies, or request a hearing with Student Conduct Board, then within five (5) business days, the Dean of Students or the Director of the College of Continuing Studies will administer an appropriate conduct sanction to the student and the student shall forfeit any right to further appeal in the matter.

## **DESCRIPTION OF THE STUDENT CONDUCT BOARD**

The Dean of Students and the Director of the College of Continuing Studies has the option of summoning the Student Conduct Board to hear a case, to consider an appeal and/or to render recommendations for sanctions. The board shall meet as necessary. If an appeal is

submitted at a time when the Student Conduct Board is not available (e.g. during the summer months) the Provost will consider the appeal and his/her determination will be final.

- If the Dean of Students or the Director of the College of Continuing Studies calls the Student Conduct Board to render recommendations for sanctions, the Board's decisions will be presented to either the Dean of Students, the Director of the College of Continuing Studies, and/or his/her designee. The Dean of Students or the Director of the College of Continuing Studies, and/or his/her designee, may decide to apply the recommended sanctions or may amend them, and will then communicate the decision to the student.
- If the Dean of Students or the Director of the College of Continuing Studies calls the Student Conduct Board to serve as a hearing body, their decision is communicated to the student by the Dean of Students or the Director of the College of Continuing Studies, and/or his/her designee, and any appeal may be made to the Provost in writing within five (5) business days of the date on the sanction letter.
- In cases of appeals, the Board may maintain the sanction levied or may overturn or recommend amending the original sanction.

### **STUDENT CONDUCT BOARD MEMBERSHIP**

The Dean of Students and the Director of the College of Continuing Studies advise the board for their perspective students. The appointment process is as follows:

- Two members of the faculty will be elected by faculty;
- Two University staff member will be selected by the Dean of Students and/or the Director of the College of Continuing Studies; and
- The Student Government Association will recommend four male and four female students to the Dean of Students. The board advisor will select two to participate
- One Monastic community member appointed by the board advisor

The Dean of Students or the Director of the College of Continuing Studies shall serve as the advisor to the board. Responsibilities of the advisor are:

- to provide orientation and training for board members;
- to serve as a resource to the chair of the board and other board members in regard to procedural questions during meetings and hearings; and
- to record the minutes of board meetings and hearings.

The term of membership on the board is one academic year, with the start date coinciding as much as possible with the beginning of the academic year, and closing at the end of the academic year in the spring.

- Vacancies on the board during the course of the academic year will be filled as soon as possible. Board members may be reappointed to serve on the board in subsequent years.
- The chair of the board shall be a voting member and responsible for ensuring that the proper protocol for hearings is followed.

### **THE PROTOCOL FOR HEARINGS BEFORE THE STUDENT CONDUCT BOARD**

The Dean of Students, the Director of the College of Continuing Studies, or his/her designee is responsible along with the board chair to ensure that the following protocol is adhered to prior to and during all hearings:

- The chair of the board coordinates the hearing schedule with the Dean of Students or the Director of the College of Continuing Studies.
- A quorum of three is necessary for the board to conduct a hearing.

- A board member with any conflicts of interest in relation to a case (e.g. a personal relationship with any party involved in the hearing) before the board is ethically bound to disqualify him/herself from hearing the case.
- All hearings of the board shall be conducted in private and are closed to the media.
- All board members are bound by the requirements of FERPA, and will be required to sign a confidentiality agreement that prohibits them from disclosing confidential student records or the proceedings of the hearing to anyone as stipulated by FERPA. The agreement also includes the provision that board members are prohibited from discussing the proceedings with any member of the media including St. Gregory's University student press.
- Only members of the board, the advisor, the Dean of Students, the Director of the College of Continuing Studies, and/or his/her designee, the accused student(s), the complainant(s), witnesses, and support person may attend a board hearing. In some cases when complainants and or witnesses have been offered confidentiality by the Dean of Students or the Director of the College of Continuing Studies, the board is obligated to restrict the appearance of those in attendance to separate times.
- The advisor of the board shall record the minutes of all board meetings and hearings. Proceedings of the hearing may be audio recorded by the advisor with the exception of the board's private deliberations. Board members are not allowed to remove any of the records of the hearing from the room. At the conclusion of the hearing, the advisor will attach a copy of the minutes to the evidence presented in the hearing and a copy of the board's determination in the case. The minutes, tape and evidence are the property of the University and will be maintained by the Dean of Students and the Director of the College of Continuing Studies.
- Each of those accused as well as each of complainant(s) may elect to have one person present for support at the hearing, provided written notification is given to the Dean of Students or the Director of the College of Continuing Studies at least twenty four (24) hours prior to the hearing. The support person can be a parent, guardian, academic advisor, or an attorney. The role of the support person is to provide support only. He or she is prohibited from addressing the board or participating in the hearing in any manner whatsoever. The support person may be asked to leave the hearing if they attempt to address the board. The University reserves the right to have legal counsel present at all hearings who may participate in the proceedings by providing legal counsel and advice to the board.
- If the accused student fails to attend a scheduled hearing without valid excuse (as determined in the sole discretion of the board), the board shall make a decision based upon the information available, and the individual missing the hearing forfeits the right to a new hearing and any further appeal in the matter.
- In the case where there is more than one student accused with the same offense associated with a single incident, the board may elect to hear the cases separately or as a group.
- The Dean of Students, the Director of the College of Continuing Studies, or his/her designee shall present the findings of the University's investigation of the matter in question to the committee. The University's evidence shall be provided in the form of a written summary prepared by the Dean of Students or the Director of the College of Continuing Studies, or his/her designee, outlining the charges and all evidence gathered in the investigation.
- The Dean of Students or the Director of the College of Continuing Studies will also include a summary describing the conduct status of the accused, including any previous written warnings and previous actions of the Student Conduct Board against the student, and any other prior violations of University policy. The Dean of Students, the

Director of the College of Continuing Studies, or his/her designee shall be allowed a specific amount of time (normally not more than 5-10 minutes, but the time can be extended at the discretion of the board) to verbally summarize the information presented.

- Similarly, the student charged with a violation shall present his or her evidence refuting the allegations, also in the form of a written summary. The accused student shall be afforded the same time period provided to the Dean of Students or the Director of the College of Continuing Studies to verbally summarize the information for the board.
- In order to be considered by the board, all statements made by witnesses must be eyewitness accounts to circumstances under question (i.e. not hearsay), and all testimony of witnesses must be signed by the witness. The testimony of any witnesses must include information about the witness' employment status, official responsibilities pertinent to the case, relationship with the accused if any and other information regarding any potential conflict of interest.
- Statements from witnesses, as well as testimony in the form of character witnesses or expert witnesses based on hearsay are not permissible. It is useful, but not a requirement, for witnesses to be available at the time of the hearing to answer questions of the board. Board members have the option of questioning witnesses but it is not required. Witnesses who are present will be required to wait outside the room where the board meets until such time that they are called by the board. When the board has completed questioning a witness that witness will be dismissed from the room. Neither party will be permitted to cross-examine the testimony of any witness. Unless there are questions from the board for a particular witness, the witness will not be called upon to testify.
- Once the board has reviewed the materials presented and questioned witnesses (if this option is exercised), board members may question either the accused or the Dean of Students, the Director of the College of Continuing Studies, or his/her designee.
- All procedural questions are subject to the final decision of the board advisor.
- When the board has completed its questions of the participants in the hearing, the participants are excused to allow the board opportunity to deliberate in closed session. The board is charged with the responsibility to determine whether or not the individual is responsible for a violation of St. Gregory's Student Code of Conduct for Students, and if so, to recommend what conduct sanctions should be administered.

The board has three options:

- 1) to dismiss all charges against the accused;
- 2) to concur with the finding of the Dean of Students or the Director of the College of Continuing Studies; or
- 3) to determine the accused is responsible for violations other than those determined by the Dean of Students, the Director of the College of Continuing Studies, or his/her designee.

While meeting in closed session, the board shall consider only that evidence which has been presented in the hearing, and shall determine whether the accused is in violation of the University's policies. The board shall make its determination using the aforementioned "preponderance of the evidence" standard. Under this standard, if the available evidence supporting the allegation is determined to be adequate to make a reasonable conclusion of responsibility (what most likely occurred), the student should be found responsible and appropriate sanctions should be applied.

- At an appropriate time, the chair of the board shall call for a vote of the board in order to make a determination. The first vote may be done by a show of hands on the ques-

tions before the board. In the case of a tie, further deliberations will be allowed and a secret vote shall follow. If the second vote results in a tie, the case will be referred to the Provost for resolution without recommendation.

- Once the board has come to a determination of responsibility, it will then make recommendations of sanctions to be applied.
- All determinations of the Student Conduct Board are to be signed by the board members present. The accused, complainant(s) and the Dean of Students or the Director of the College of Continuing Studies (or his /her designees) are informed of the determination(s) to the extent provided by FERPA.
- When the Student Conduct Board is unable to make a determination in a case because of the inability to achieve a quorum or when the vote remains deadlocked, the determination in the matter will be made by the Provost. The decision of the Provost in these cases is final with the exception of those cases resulting in expulsion where a final appeal may be made to the President of the University. Appeals must be made in writing and received in the President's office within five (5) business days. The decision on an appeal to the President will be made by the President without any further hearing or appeal, and will be based solely on the record submitted at the board hearing.

### **THE RIGHT TO APPEAL DETERMINATIONS HEARING OFFICER/ BODY**

Students have the right to appeal hearing decisions. Requests for appeals must be made in writing/email within five (5) business days of the date on the sanction notification. After consideration, the appeal officer may request that the original hearing officer review and consider the new evidence, or the appeal officer (defined below and determined by the nature of the original hearing) may choose to review and either uphold or revise the original decision. The appeal officer has the discretion to interview the student and any witnesses while considering the appeal. The decision of the original hearing officer (the Dean of Students, Director of the College of Continuing Studies and/or his/her designee) will be upheld on appeal if the decision is supported by a preponderance of the evidence. All matters of credibility are in the sole province of the person or persons hearing the case and are not a basis for appeal.

Students wishing to appeal must complete an Appeal Request Cover Sheet and state their grounds for appeal. Guidelines are provided to students to assist them in composing their appeal.

If the appeal is dismissed, the student is bound by the original decision and sanctions levied. If an appeal is not dismissed, and the new hearing officer determines responsibility, the hearing officer may amend or modify the original sanctions. Alleged victims of reported incidents are not permitted to appeal judicial outcomes as they relate to the alleged perpetrator unless permitted by law.

The following information details the usual assignment of hearing officers, but a different hearing officer may be appointed at the discretion of the Dean of Students and/or the Director of the College of Continuing Studies.

- If the hearing officer for the case is a Residence Hall Director then the appeal may be made to the Dean of Students or in writing within five (5) business days of the date on the sanction notification.
- The Dean of Students and the Director of the College of Continuing Studies has the option of summoning the Student Conduct Board to hear a case, to consider an appeal and/or to render recommendations for sanctions.
- If the Dean of Students and the Director of the College of Continuing Studies calls the Student Conduct Board to render recommendations for sanctions, the board's decisions will be presented to either the Dean of Students or his/her designee. The Dean of Students, Director of the College of Continuing Studies, or his/her designee may



decide to apply the recommended sanctions or may amend them, and will then communicate the decision to the student.

- If the Dean of Students and the Director of the College of Continuing Studies calls the Student Conduct Board to serve as a hearing body, their decision is communicated to the student by the Dean of Students, Director of the College of Continuing Studies, or his/her designee and any appeal may be made to the Provost in writing within five (5) business days of the date on the sanction notification
- If the hearing officer for the case is the Dean of Students or the Director of the College of Continuing Studies, then the appeal may be made to the Student Conduct Board (by way of the board chair) in writing within five (5) business days of the date on the sanction notification.
- There are no further avenues for appeals beyond the Provost, whose decision is final and binding upon the student.

## **EMERGENCY SUSPENSION**

The University reserves the right to immediately suspend any student on an emergency basis when:

- The student is believed by University officials to be a danger to self or others;
- A complaint or information is provided to the University providing credible information to suggest the student has engaged in conduct representing a flagrant disregard for the safety or dignity of others and/or the University's mission and values; or
- A student is charged with a felony or another serious crime by federal, state or local law enforcement authorities.

In such cases, the Dean of Students and the Director of the College of Continuing Studies has the authority to immediately suspend the student. The extent of the suspension will reflect the gravity of the circumstances and may adversely impact any of the following:

- eligibility to participate in extra-curricular activities;
- eligibility to live in or be present in on-campus student residences;
- eligibility to participate in specific University events or activities;
- eligibility to use certain University facilities;
- eligibility to attend specific classes; or
- full suspension as a student from the University which may include suspension of the student's eligibility to be present on campus at any time during the suspension.

All suspensions executed by Dean of Students and the Director of the College of Continuing Studies will indicate a duration of time for the suspension to last (although indefinite suspensions are allowed where facts and circumstances dictate), and may also be based upon a certain condition or set of conditions being satisfied, as judged by the University in its sole discretion.

Emergency suspensions made by the Dean of Students and the Director of the College of Continuing Studies may be appealed to the President of the University. All appeals must be in writing and received in the President's office within five (5) business days from the time of the suspension. Any subsequent decision by the President will be final and binding on the student.

## **FINAL APPEAL IN CASES OF EXPULSION**

When, as the result of student conduct action, a student is notified that he/she has been expelled from the University by anyone other than the President, a final appeal may be made to the President. All appeals must be in writing and must be received by the president's office within five (5) business days. Any subsequent decision by the President will be final and binding on the student.

# SANCTIONS

When it has been determined that a student was involved in violating a policy, a sanction or combination of sanctions is imposed. Sanctions give students an opportunity to grow, to become a better member of the community, and to be held accountable for their actions. Students who fail to comply with sanctions levied for violations of University policy may also receive additional sanctions and/or loss of privileges. At the end of the semester or upon graduation, any unfulfilled sanction obligations will be converted to monetary fines determined by the Dean of Students or the Director of the College of Continuing Studies.

## SANCTIONS AND DISCIPLINARY STATUS

The conduct officer or Student Conduct Board determines and issues sanctions, giving consideration to the following:

- The seriousness/severity of the incident;
- The student's understanding of his or her responsibility/involvement;
- The rights of others in the community;
- The disciplinary record of the person(s) involved; and/or
- Any special/mitigating circumstances.

Sanctions imposed for violating the University's Code of Conduct include but are not limited to the following:

## MINIMUM SANCTIONS RELATED TO CONSUMPTION/POSSESSION OF ALCOHOL BY ANY STUDENT

(Other alcohol violations are outlined in the Student Code of Conduct and are subject to sanctions as determined by a hearing officer; see *Other Possible Sanctions*.)

### FIRST OFFENSE

- A fine of \$100.00 and/or community service, as determined by the conduct officer.
- A letter will be sent to the student and a copy to their parents or legal guardians of students under 21 informing them of the violation and penalty, as well as the penalty for a second and third offense.
- Completion of online alcohol education program, *Under the Influence* at the expense of the student (to be taken from the aforementioned fine).

### SECOND OFFENSE

- A fine of \$200.00.
- A letter will be sent to the student and a copy to their parents or legal guardians informing them of the violation and penalty, as well as the penalty for a third offense.
- Completion of advanced alcohol education program, to be assigned at the discretion of the Dean of Students at the expense of the student (to be taken from the aforementioned fine).
- If second offense is committed within one year of the first offense, student will be placed on residence hall and University probation.

### THIRD OFFENSE

- A fine of \$300.00.
- A letter will be sent to the student and a copy to the parents or legal guardian informing of the violation and the penalty.
- Completion of a comprehensive alcohol assessment and treatment program.
- If third offense is within one year of the first offense, student may be suspended from

the University for a minimum of one semester.

## **MINIMUM SANCTIONS RELATED TO SUPPLY/DISTRIBUTION OF ALCOHOL**

This policy describes the sanctions for students that are 21 years of age and older that provide, in any way, those under the age of 21 the ability to consume or be in the presence of those consuming alcohol.

### **FIRST OFFENSE**

- A fine of \$200.00 and community service, as determined by the conduct officer.
- Completion of a community program such as through Shawnee's Gateway Facility may be applied. If this option is applied

### **SECOND OFFENSE**

- A fine of \$400.00 and community service, as determined by the conduct officer.
- Loss of alcohol privilege for student as well as his/her roommate and suitemates.
- Completion of a community program such as through Shawnee's Gateway Facility may be applied.
- If second offense is committed within one year of the first offense, student will be placed on residence hall and University probation.

### **THIRD OFFENSE**

- A fine of \$600.00 and community service, as determined by the conduct officer.
- If third offense is within one year of the first offense, student may be removed from the residence halls and/or suspended from the University for a minimum of one semester.

## **OTHER POSSIBLE SANCTIONS**

### **DISCIPLINARY WARNING**

- The student is given written or verbal warning that further misconduct will result in more severe disciplinary action.

### **EDUCATIONAL/DEVELOPMENTAL**

- The student is required to attend a program or counseling sessions; complete an online course; write an apology, paper or report; meet with a University official; and/or design a poster or bulletin board or other related activities.

### **SERVICE HOURS**

- The student is required to participate in a prescribed number of service hours with the St. Gregory University or general community.
- The type of work, service location and number of hours depend on the violation.
- The conduct officer has the discretion to assign service hours in lieu of fines.
- Failure to start/complete service house will result in a fine. Fine will depend on the number of hours not completed and is at the discretion of the Dean of Students or the Director of the College of Continuing Studies.

### **RESTITUTION**

- The student is required to make payment to the University, or to persons or groups, for damages incurred.
- The amount of the damages will be billed directly to the student's account.

### **FINES**

- Fines are assessed for various infractions and will be placed directly on the student's business account.

- The conduct officer has the discretion to assign fines in lieu of service hours.

## **RELOCATION**

- The student may be required to move to another room, floor or residence hall.

## **LOSS/LIMITATION OF PRIVILEGES**

- The student will lose residence hall and/or University privileges for a temporary or permanent period of time (e.g., loss of visitation privileges, loss of privilege to attend campus student activities, loss of privilege to participate on an athletic team, loss of lottery status for residence hall placement for the following year, being barred from residing in or entering a particular residence hall for a period of time, etc.).

## **NO CONTACT**

- The student will be prevented from addressing or communicating with particular parties and/or individuals.

## **RESIDENCE HALL PROBATION**

- The student will be placed on Residence Hall Probation; if found responsible for another residential or University violation, then the student may be removed from the residence halls either for a period of time (suspension) or permanently (expulsion).

## **GENERAL PROBATION**

- The student will be placed on University Probation; if found responsible for another residential or University violation, then the student may be removed from the University either for a period of time (suspension) or permanently (expulsion).
- While on University Probation a student may not represent the University in any public way without written consent from the Dean of Students.
- A student may also be banned from the residence halls while on University Probation.

## **CLASS ONLY PROBATION**

- The student will be placed on Class Only Probation, if found responsible for another University violation, the student may then be removed from the University either for a period of time (suspension) or permanently (expulsion).
- While on Class Only Probation a student may not represent the University in any public way without approval from the Dean of Students.
- A student on Class Only Probation may be present on campus only to attend class. Other campus presence and involvement must be approved by the Dean of Students.

## **DISMISSAL FROM THE RESIDENCE HALLS**

- The student is dismissed from the residence halls and must leave the residence halls within the period of time designated.
- The student may apply to the the Dean of Students to re-enter the residence halls after the period of dismissal has expired.
- Dismissal from the residence halls automatically bans the student from entering the residence halls.
- Any entrance to or attempt to enter the residence halls after dismissal will be viewed as trespassing and charges may be pressed against the individual.
- Students dismissed from the residence halls are not entitled to any refund for room and board.

## **DISMISSAL FROM THE UNIVERSITY**

- The student is dismissed from the University either for a period of time (suspension) or permanently (expulsion).
- Suspension requires that if the student wishes to return to the University after the

period of suspension then s/he must articulate in writing to the Dean of Students or the Director of the College of Continuing Studies the student's intent to return and why the request should be granted.

- Dismissal from the University will also result in being banned from campus either for the period of suspension or permanently in the case of expulsion.
- Cases of expulsion result in permanent separation from the University.
- Expelled students are not entitled to any refunds from the University.

**Students who fail to comply with hearing outcomes may face additional sanctions.**

### **BENEDICTINE PRINCIPLE ON SANCTIONS**

Benedictine Principle: *St. Luke 10:16*

*CCC 1900* "Authority is exercised legitimately when it acts for the common good and employs morally licit means to attain it. Therefore, political regimes must be determined by free decisions of their citizens. They should respect the principle of the "rule of law" in which the law, and not the arbitrary rule of some, is sovereign. Unjust laws and measures contrary to the moral order are not binding in conscience."

*RB 5* With the ready step of obedience, they follow the voice of authority in their actions.

## **STUDENT ACADEMIC POLICIES**

### **CLASSROOM ACADEMIC INTEGRITY**

St. Gregory's University expects its students to demonstrate integrity in their academic work. Acts violating academic honesty include:

1. Cheating on examinations, quizzes or other written work;
2. Giving assistance to or receiving assistance from another during an examination or quiz;
3. Plagiarism, defined as:
  - The use of another's published work (either through a full quotation, partial quotation, paraphrase, or summary of an author's ideas) without proper citation;
  - The use of another student's work as one's own;
  - The purchase, use or provision of an already prepared paper;
4. Obtaining, or attempting to obtain, copies of uncirculated examinations or examination questions; and
5. Falsifying any academic record.

### **RESPONSES TO VIOLATIONS OF POLICY**

Students found to have committed one or more of acts 1-4 will receive an F for the examination, written work or quiz in question, and (if deemed appropriate by the instructor) for the course. The instructor must then provide written notification of the incident to the Provost. If the Provost determines that it is not the first incident of academic dishonesty by the student, the matter will be referred to the Academic Council. After reviewing the incident, the Academic Council will recommend to the Provost an appropriate penalty, which may include academic probation for up to one year, suspension for up to one year, or expulsion. An alleged violation of act 5 will be adjudicated by the Provost.

The accusing party will provide written notification accompanied by any documentation to the Provost, who investigates and makes a recommendation to the Academic Council. The Council will review the case and recommend an appropriate penalty. Appeals may be submitted to the President, whose determination is final.

## **CLASS ATTENDANCE POLICY**

Students are expected to attend every class session of the courses in which they are enrolled. Instructors are required to keep records of student attendance. Each absence impacts a student's grade, either directly or indirectly. Students are ordinarily expected to make up any work missed as a result of an absence.

The University's minimum standard is that absences of more than 20% ordinarily will lower the course grade one letter for each absence beyond this threshold or, after issuing a warning through the Registrar's Office, faculty may drop the student from the course. Faculty may have more restrictive attendance policies stated in individual course syllabi. Co-curricular activities are ordinarily excused, as long as the total number of absences does not exceed the University's minimum attendance standard. Arriving late for a class or leaving early from a class may be counted as an absence or partial absence (in accord with the instructor's attendance and tardiness policy as published on the course syllabus).

## **CLASSROOM ETIQUETTE**

A university education is a privilege afforded to a very small segment of the human family. Classroom behavior ought to manifest a profound awareness and appreciation of this privilege. Both instructors and students have the responsibility to ensure that the classroom provides an optimal environment for learning.

Behavior that violates this responsibility includes (but is not limited to) failure to purchase the required textbooks or bring them (and other course materials, such as a notebook, pens, etc.) to each class session, talking to other students except when invited to do so by the instructor as part of a class discussion or exercise, eating or drinking in class, making rude comments or gestures, failure to turn off cell phones or pagers upon entering the classroom, using a laptop computer for any purpose besides taking notes for the class, reading material unrelated to this course during class sessions, dressing inappropriately for class, and sleeping during class. Engaging in any of these or other disruptive behaviors will result in the violating student being marked "absent" for that class session and/or being asked to leave the classroom. The instructor reserves the right to drop a student from the course for repeatedly engaging in disruptive and/or inappropriate classroom behavior.

## **LEAVE OF ABSENCE**

Students must request a leave of absence by contacting student services. If the student is a financial aid recipient, the student must meet with the Financial Aid office after initiating the Leave of Absence (LOA) request with business office. An LOA is necessary for breaks in attendance that are more than 45 days. A student must request, sign, and return his/her Leave of Absence Request Form to business office on or before his/her last date of attendance in order for the LOA to be approved. Failure to meet these guidelines will result in an unapproved LOA. Unapproved LOA's will result in a return of funds calculation. Some funds may have to be returned to the lender while the student is out of attendance as a result of the calculation. If a student fails to return from a LOA, the student will be withdrawn from the university and a return of funds calculation will be completed. St. Gregory's University may grant up to two leave of absences not to exceed 180 days in a 12-month period. It is the university policy that students are permitted only the amount of days absolutely needed for the leave. Each leave may not exceed 90 days in length. During an approved LOA the student is not considered withdrawn, and for those students with Title IV funds no Return of Funds Calculation is required. However, a LOA may impact loan and/or grant disbursement dates and amounts that have been awarded. A student on an approved LOA will not be eligible for loan disbursements and no additional charges will be placed on the student's account.

## **REQUIRED DOCUMENTATION**

A Leave of Absence (LOA) will be considered an approved leave of absence if St. Gregory's University determines that there is a reasonable expectation that the student will return. In addition, the student must follow the St. Gregory's University policy in requesting the leave of absence. The student must complete a Leave of Absence Request Form, sign, date, and return the form to the business office on or before the last date of attendance before the leave of absence is scheduled to begin. The request must include the reason for the leave. Leave of Absence Requests forms are available in the student services office. This procedure must be followed or your LOA request will be denied. You will be withdrawn from the university and re-admitted to your next scheduled course.

### **UNFORESEEN CIRCUMSTANCES**

Unforeseen circumstances are defined by St. Gregory's University as family and medical emergencies, death in the family, military requirements, course cancellation, course offerings, and natural disasters. Unforeseen work-related LOAs will be processed and approved on a case by case basis. For a Leave of Absence to be approved after the last date of attendance it must meet the institution's definition of unforeseen circumstances and the LOA Request Form must include the student's signature.

St. Gregory's University may approve a LOA request due to unforeseen circumstances if the institution documents the reason for its decision and the student provides appropriate documentation that substantiates the unforeseen circumstance to the student services office within 35 days from your last date of attendance. A Return of Title IV Funds calculation will be completed if the student does not provide appropriate documentation to student services within the given timeframe, if the LOA request is denied, or if the LOA form is not signed by the student.

Although a LOA request form is still required, St. Gregory's University will waive the requirement for aforementioned documentation for a Leave of Absence for a student who is directly affected by a federally declared disaster; serving on active duty during a war or other military operation or national emergency; performing qualified National Guard duty during a war or other military operation or national emergency; or resides or is employed in an area declared a disaster area by any federal, state, or local official in connection with a national emergency. However, in order to be in compliance with the federal government, St. Gregory's University must deny a LOA request where the student's signature is missing from the form.

### **MID-COURSE LEAVES OF ABSENCES**

A mid-course leave of absence will only be approved due to an unforeseen circumstance. In order to approve a mid-course LOA, the student must sign the LOA paperwork as well as provide documentation to support the unforeseen circumstance. To ensure that no additional charges will be placed on a student's account during a leave of absence due to unforeseen circumstances, charges for the course which the student is taking when the unforeseen circumstance occurs will be reversed from the student's account.

### **LEAVE OF ABSENCE EXTENSIONS**

A student may request an extension on a leave of absence if there are unforeseen circumstances that prohibit the student from returning to class on the anticipated date of return listed on the original leave of absence paperwork. For an extension to be approved, a student must be on an approved leave of absence. If a student is already on a denied leave of absence and asks for an extension, the extension will be denied. In order to extend an approved leave of absence, the student must contact student services to complete additional paperwork as well as provide documentation regarding the unforeseen circumstance before the student's anticipated date of return. Both the original leave of absence and the extension cannot exceed 90 days in length.

### **NUMBER OF APPROVED LEAVES**

St. Gregory's University may grant a maximum of two non-consecutive Leaves of Absence in a 12-month period. The count will be based on the number of days between the

last date of attendance and the re-entry date. The initial last date of attendance is used when determining the start date for the 12-month period referred to above.

### **COMPLETION OF COURSE REQUIREMENT**

Students who return from a LOA must complete one course before an additional LOA request will be approved. Students who need to leave school prior to the completion of a course may drop the course, but appropriate charges will apply (see the Tuition Refund Policy section of the Student Handbook). A Return of Title IV funds calculation will be completed if the student is out of attendance for more than 35 days after dropping said course.

### **LEAVE OF ABSENCE AS A RESULT OF TRANSFER CREDIT**

If a Leave of Absence is a result of a transfer credit, the leave of absence will not count toward the two leave of absence limit; however, the days the student is on Leave of Absence will count toward the 180 day maximum. Transfer credits are defined as coursework previously completed from an institution that substitutes credits in the student's program of study. Students are required to complete LOA paperwork if the transfer credit will result in them being out of attendance for more than 45 days.

### **COMPLETION OF COURSEWORK UPON RETURN**

Title IV regulations indicate that upon the student's return from a LOA that was started mid-course, the student should be permitted to complete the coursework they began prior to the LOA. Therefore, St. Gregory's University extends to all students the ability to make up their coursework upon their return by retaking the course or by starting a new course in the program. If a student returns to repeat prior coursework, the student is still considered to be on a LOA until the point in the course when the student began the LOA. The days the student spends in class before the course reaches the point at which the student began the LOA will be counted in the 180 days maximum for an approved leave of absence.

### **LOA RETURNS PRIOR TO THE SCHEDULED END DATE**

Students may return early from an approved LOA prior to the LOA end date. The LOA will be shortened to the student's return date. In the event that the student returns to the same course the return date will be the point in the course when the leave took place. The student will still be considered on LOA until the course reaches the point at which the student began the Leave.

### **FAILURE TO RETURN**

Failure to return from Leave of Absence on the date specified on the Leave of Absence Request Form will result in the student being withdrawn from the program and a Return of Title IV funds calculation being completed. Failure to return from an approved LOA may affect student loan repayment terms, including the exhaustion of some or all of the six month grace period that student loan recipients are granted before their loans go into repayment. Students on an approved Leave of Absence will be considered enrolled at St. Gregory's University and therefore their LOA will not impact their six month grace period. If a student does not return from an approved Leave of Absence, the withdrawal date will be the last date of attendance and the time when the student is out of attendance will count against the student's six month grace period.

### **RETURN OF FUNDS CALCULATION**

A student who has completed more than 60% of coursework in the payment period has earned all federal financial aid according to Title IV regulations. A student who has not completed more than 60% of coursework in the payment period will not be eligible for all Title IV funds received. A school has 45 days from the date the school determines that the student withdrew to complete a return of funds calculation and return all unearned funds to the lender or federal government per the results of the calculation.

\* A return of Title IV funds will not be calculated for students who are on an approved LOA, unless said LOA remains unsigned by the student, or the student does not return from his/her approved LOA on the date listed on the LOA



Request Form.

## **DISABILITY SERVICES**

Disability Statement: St. Gregory's University is committed to the goal of providing equal opportunity and full participation for students with disabilities. Consistent with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (2008), St. Gregory's University ensures that no "qualified individual with a disability" will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination on the basis of disability under programs or activities offered by St. Gregory's University. To ensure access for students with disabilities, accommodations and services are available through disability services (DS). Disability Services can be reached via phone at: 405.878.5155, or via email at: dis-svcs@stgregorys.edu

Reasonable Accommodations will be determined in conjunction with the student and review of the documentation available.

### **A. ELIGIBILITY FOR SERVICES**

Students who would like to request disability-related services or accommodations are required to schedule an appointment for an initial intake meeting with Disability Services Chair and/or Committee. As part of the intake procedure, DS will require appropriate documentation of disability. Eligibility will be determined on the basis of the presence of a disability and a need for services and accommodations to support an equal educational opportunity. Information from the disability documentation, the student's stated experience with services that have been effective in past academic settings, and any professional evaluation/judgment will be drawn upon in making the eligibility determination.

*The ADA defines a person with a disability as (1) a person with a physical or mental impairment that substantially limits a major life activity, (2) has a history of such impairment, or (3) is regarded as having such impairment. While the ADA offers protection from discrimination for individuals who have a record of impairment and people who are regarded as having a disability, there are no accommodations necessary without a functional impact(s).*

Major life activities include but are not limited to walking, breathing, seeing, hearing, performing manual tasks, learning, and working. The nature of the disability and the documentation provided need to identify the functional impact in order to determine appropriate accommodations. Students are required to provide documentation of disability prior to the provision of services. Accommodations are not required to be retroactive and begin only after documentation is received and a reasonable time for accommodation development has been allowed.

### **B. DOCUMENTATION GUIDELINES**

- (1) To establish protection from discrimination: Non-discrimination is an assurance that individuals with disabilities will not be excluded or provided lesser access to programs and activities based on assumptions rooted in stereotype or perception of ability that are not based in fact. Non-discrimination also provides freedom from harassment based on perceptions of disability.

Documentation needed only for protection from discrimination based on disability can be quite brief. A diagnostic statement from an appropriate professional, a past history of recognition as a person with a disability or even self-identification that indicates how others might

regard the individual as having a disability could suffice as the basis for protection from discrimination.

AND

- (2) To determine the accommodations to which the individual may be entitled: Reasonable accommodations include modifications to policy, procedure or practice and the provision of auxiliary aids and services that are designed to provide equal access to programs and services for qualified individuals with disabilities. Accommodations are reasonable when they do not fundamentally alter the nature of a program or service and do not represent an undue financial or administrative burden.

**Disability documentation for the purpose of providing accommodations must both establish disability and provide adequate information on the functional impact of the disability so that effective accommodations can be identified.**

## **Foundational Principles for the Review of Documentation and the Determination of Accommodations**

**All documentation should be reviewed on an individual, case-by-case basis** Examine the impact of a disability on the individual and within the specific context of the request for accommodations. There is no list of covered disabilities or accepted diagnostic criteria. Institutional documentation policy should be flexible, allowing for the consideration of alternative methods and sources of documentation, as long as the essential goal of adequately describing the current impact of the disability is met.

**Determination of a disability doesn't require the use of any specific language** Avoid elevating form over substance in documentation guidelines, e.g., the temptation to require specific language ("learning disability"). Clinicians' training or philosophical approaches may result in their use of euphemistic phrases, rather than specific diagnostic labels; this practice should not be automatically interpreted to suggest that a disability does or does not exist.

**Presented documentation can be augmented through interview** Service providers are encouraged to contact the evaluator, as necessary, for clarification of any information (test results, conclusions, recommendations, etc.) contained in documentation. An interview, filtered by the service provider's professional judgment, is extremely valuable in substantiating the existence of a disability, understanding its impacts and identifying appropriate accommodation.

**Determination of accommodations is an interactive process** The individual with a disability is an excellent source of information on strategies that maximize access. In the context of documentation and accommodation planning, the individual is a rich, reliable, and valid source of information on the impact of the disability and the effectiveness of accommodations. The individual may be provided with his/her first choice of accommodation or an alternative, effective accommodation determined by the institution. While objective confirmation (documentation) is legitimate, so are the lived experiences of individuals.

**Documentation of a specific disability does not translate directly into specific accommodations** Reasonable accommodations are individually determined & should be based on the functional impact of the condition and its likely interaction with the environment (course assignments, program requirements, physical design, etc.). As such, accommodation recommendations may vary (for) individuals with the "same" disability diagnosis and from environment to environment for the same individual.

**Disability documentation should be treated in a confidential manner and shared only on a need-to-know basis** Disability-related information should be collected & maintained on separate forms and kept in secure files with limited access.

**Information on the individual's disability is only one component of providing access**

Many barriers to full participation reside in the environment (physical, curricular, attitudinal, informational) where proactive redesign can favorably impact sustainable access. Service providers are encouraged to work to increase overall accessibility through system change that makes the institution more inclusive and reduces the need for individual accommodation.

## **Seven Essential Elements of Quality Disability Documentation**

By identifying the essential dimensions of documentation, institutions allow for flexibility in accepting documentation from the full range of theoretical and clinical perspectives. This approach will enhance consistency and provide stakeholders (students, prospective students, parents and professionals) with the information they need to assist students in establishing eligibility for services and receiving appropriate accommodations.

Users of this document are encouraged to also review AHEAD's best practice information on the *Purpose and Use of Documentation* and the *Foundational Principles for the Review of Documentation and the Determination of Accommodations*

**1. The credentials of the evaluator(s)** ... a licensed or otherwise properly credentialed professional who has undergone appropriate and comprehensive training, has relevant experience, and has no personal relationship with the individual being evaluated...

**2. A diagnostic statement identifying the disability** ...includes a clear diagnostic statement that describes how the condition was diagnosed, provides information on the functional impact, and details the typical progression or prognosis of the condition...

**3. A description of the diagnostic methodology used** ... includes a description of the diagnostic criteria, evaluation methods, procedures, tests and dates of administration, as well as a clinical narrative, observation, and specific results... Diagnostic methods that are congruent with the particular disability and current professional practices in the field are recommended. ...may include formal instruments, medical examinations, structured interview protocols, performance observations and unstructured interviews. If results from informal, non-standardized or less common methods of evaluation are reported, an explanation of their role and significance in the diagnostic process will

**4. A description of the current functional limitations** ... how the disabling condition(s) currently impacts the individual. ...thorough enough to demonstrate whether and how a major life activity is substantially limited by providing a clear sense of the severity, frequency and pervasiveness of the condition(s).

*While relatively recent documentation is recommended in most circumstances, common sense and discretion in accepting older documentation of conditions that are permanent or non-varying is recommended. It is important to remember that documentation is not time-bound; the need for recent documentation depends on the facts and circumstances of the individual's condition.*

**5. A description of the expected progression or stability of the disability** ...expected changes in the functional impact of the disability over time and context. Information on the cyclical or episodic nature of the disability and known or suspected environmental triggers to episodes provides opportunities to anticipate and plan for varying functional impacts. If the condition is not stable, information on interventions (including the individual's own strategies) for exacerbations and recommended timelines for re-evaluation are most helpful.

6. A description of current and past accommodations, services and/or medications ... a description of both current and past medications, auxiliary aids, assistive devices, support services, and accommodations, including their effectiveness in ameliorating functional impacts of the disability...significant side effects from current medications or services that may impact physical, perceptual, behavioral or cognitive performance... While accommodations provided in another setting are not binding on the current institution, they may provide insight in making current decisions.

7. Recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services...recommendations from professionals with a history of working with the individual provide valuable information for review and the planning process. It is most helpful when recommended accommodations and strategies are logically related to functional limitations; if connections are not obvious, a clear explanation of their relationship can be useful in decision-making. While the post-secondary institution has no obligation to provide or adopt recommendations made by outside entities, those that are congruent with the programs, services, and benefits offered by the college or program may be appropriate. When recommendations go beyond equitable and inclusive services and benefits, they may still be useful in suggesting alternative accommodations and/or services.

### **C. CONFIDENTIALITY**

St. Gregory's University has a responsibility to maintain confidentiality of the evaluation and may not release any part of the documentation without the student's informed and written consent.

### **D. STUDENT RESPONSIBILITIES**

Students enrolled in post-secondary education are required to self-identify if they would like to request services on the basis of disability. St. Gregory's University attempts to provide every opportunity for a student with a disability to self-identify. A statement on the university admissions application refers students to the Disability Services Office to request information or services. Subsequently, faculty members are encouraged to provide students the opportunity to self-identify by including a statement regarding accommodations for students with disabilities on their syllabus. Students are always encouraged to contact the directly, as soon as possible, to request services or accommodations. It is the responsibility of the student to provide complete documentation as outlined in this document and in compliance with the AHEAD guidelines.

### **E. ADA COMPLIANCE**

St. Gregory's University endeavors to create an environment that is accessible to its entire community. Questions, complaints or concerns regarding accessibility should be directed to the ADA Compliance Coordinator—physical, programmatic, policy/procedure, web and electronic/information technology. **For Further Information Contact the University's Coordinator.**

#### **Non-discrimination Policy**

*St Gregory's University does not discriminate on the basis of race, color, national origin, ancestry, sex, disability disability, religion, age, or veteran status in its education or employment programs or activities.* Inquiries concerning the University's compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975 may be referred to the University's Coordinator [**Dr. Soumitra Ghosh, 319 Benedictine Hall, Phone: 405-878-5315**] or to the U.S. Department of Education, Office for Civil Rights, at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

## **PARTNERS IN LEARNING**

Partners In Learning offers services, supports, and mentoring to students along a continuum. Students *with and without disabilities* may take advantage of the fee-for-service program. The resources, strategies, and workshops provided are useful for ALL students. Some students who are admitted to St. Gregory's University on probation may be required to enroll in the PIL program as part of admissibility.

A separate application is required from admission to the university. Students may apply under the following parameters:

\*disabled OR non-disabled

\*full service OR a la carte

\*degree-seeking (Associate's/Bachelor's) OR non degree-seeking College Experience (Certificate program)

**NOTE:** *College Experience program is under development*

While non-disabled students receive services available through PIL, academic accommodations provided on the basis of a disability are inappropriate.

The services provided through PIL are in addition to the academic accommodations afforded all students with disabilities. Individual counseling, mentoring/coaching, and one-on-one availability are cornerstone pieces of the services provided. Ongoing workshops address goal-setting, organization, critical-thinking, self-esteem, and decision-making, along with access to technology unavailable across campus. For more information contact Michael Shuttic, Director, Partners In Learning,

[mshuttic@stgregorys.edu](mailto:mshuttic@stgregorys.edu), 405.878.5103

## **ACADEMIC SUCCESS CENTER**

The Academic Success Center (ASC) provides free tutoring services to all St. Gregory's University students. At the ASC, trained and skilled peer tutors work with students one-on-one in hour-long sessions. Tutors help students build various academic skills (such as writing, note taking, problem solving etc.) and with the assignments for most subject areas taught at SGU. The ASC is open Monday through Friday (day hours) at its Benedictine Hall location (BH 319) and Monday/Tuesday/Thursday (evening hours) at Degrasse East, Room A.

Tutoring is offered on a walk-in, first-come-first-served basis. Students do not have to make prior appointment for tutoring. However, since tutors have varied areas of specialty, students should consult the ASC schedule ahead of time to identify a tutor who appropriately suits their needs. The ASC Director, Dr. Soumitra Ghosh, is available to assist students in choosing the right tutor and making arrangements for a tutoring session.

If you have questions, concerns or would like to learn more about services offered by the ASC, please feel free to contact Dr. Ghosh. His office is located in BH 319 A, and his phone number is (405) 878-5315.

## **SEXUAL ASSAULT AND SEXUAL MISCONDUCT POLICY**

### **INTRODUCTION**

The dignity of the human person has its origin in our creation in the image of God, and its end is eternal life and happiness in the presence of God. Everything we do in this life

should respect the reality that we are sons and daughters of God. Therefore, our behavior should always be in union with the truth that God has revealed to us in Jesus Christ, whose Spirit continues to guide us through the Church. Sexual assault is a crime of grave matter that can occur to both men and women. St. Gregory's University, as a Catholic University of the Benedictine Tradition, promotes respect for all people and does not discriminate or tolerate discrimination on the basis of sex in its education programs and activities as required by Title IX of the Civil Rights Act of 1964, as amended. All members of the University community are expected to act towards one another in a manner consistent with the dignity afforded each person created in the image and likeness of God.

As Catholics, we understand that sex has its place, only within the confines of marriage. As expressed in the Catechism of the Catholic Church (2360), "Sexuality is ordered to the conjugal love of man and women. In marriage, the physical intimacy of the spouse becomes a sign and pledge of spiritual communion." Any sexual act outside of this "spiritual communion" between man and women is gravely disordered.

The following definitions of sexual assault and sexual harassment is relevant to St. Gregory's University policies and procedures. All students, faculty, and staff of the University are subject to this policy.

An individual who violates this policy may also be subject to criminal prosecution and civil litigation. Persons retaliating for reporting claims may also be subject to discipline in accordance with this policy and Title IX.

### **SEXUAL ASSAULT DEFINITION**

Any non-consensual physical contact of a sexual nature, whether by an acquaintance or by a stranger, is a sexual assault. Physical resistance need not occur to fulfill the definition of sexual assault. Consent **CAN NEVER** be given by anyone under the age of eighteen. Sexual assault includes, but is not limited to the following:

- rape,
- acquaintance rape, (friend, classmate, peer, co-worker, partner, etc.)
- incest,
- sexual assault with an object,
- forcible sodomy,
- forcible oral sex, and
- forcible fondling

### **SEXUAL HARASSMENT DEFINITION**

Sexual harassment is a form of sex discrimination.

Sexual harassment is unwelcome and discriminatory speech or conduct undertaken because of an individual's gender or is sexual in nature and is so severe, pervasive, or persistent, objectively and subjectively offensive that it has the systematic effect of unreasonably interfering with or depriving someone of educational, institutional, or employment access, benefits, activities, or opportunities. Students, employees, and visitors who

are subject to or who witnesses unwelcome conduct of a sexual nature are encouraged to report the incident(s). There are two types of Sexual Harassment:

**Hostile Environment Sexual Harassment** includes conduct that is sufficiently severe, pervasive, or persistent, objectively and subjectively offensive that it alters the conditions of education or employment or institutional benefits of a reasonable person with the same characteristics of the victim of the harassing conduct.

**Quid Pro Quo Sexual Harassment** exists when individuals in positions of authority over the complainant:

- a. make unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature;
- b. and, indicate, explicitly or implicitly, that failure to submit to or the rejection of such conduct will result in adverse educational or employment action or where participation in an educational program or institutional activity or benefit is conditioned upon the complainant's submission to such activity.

## **CONSENT**

Consent is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision - indicated clearly by words or actions – to engage in mutually accepted sexual contact. A person who engages in sexual contact due to force, threat of force, or coercion has not consented to contact. Lack of mutual consent is the crucial factor in any sexual assault. Consent CANNOT be given if a person's ability to resist or consent is substantially impaired because of a mental or physical condition or if there is a significant age or perceived power differential. Examples include, but are not limited to being:

- unconscious,
- frightened,
- physically or psychologically pressured or forced,
- intimidated,
- substantially impaired because of a psychological health condition,
- substantially impaired because of voluntary intoxication, or
- substantially impaired because of the deceptive administering of any drug, intoxicant or controlled substance

## **REPORTING**

The University strongly encourages persons who have been sexually assaulted or harassed to report the incident, to seek assistance, and to pursue judicial action for their own protection and that of the entire campus community. When conducting the investigation, the University's primary focus will be on addressing the sexual assault or harassment and not on other University policy violations that may be discovered or disclosed. Anyone who has been sexually assaulted may choose to pursue both criminal prosecution and University judicial and investigative processes. A person should report the sexual assault to the appropriate University Staff (Title IX Coordinator, University Security, Chaplain, Counseling Center, Dean of Students, etc.) and/or the local police. However, the University recognizes that a person who has been sexually assaulted retains the right not to pur-

sue either criminal prosecution or a University judicial proceeding. Choosing not to pursue University or criminal action, however, does not remove the responsibility of the University to investigate and/or take action (See Investigative Responsibility Section of this policy).

Sexual Harassment should also be reported to the Title IX Coordinator, University Security, Dean of Students, Human Resources Office, Counseling Center or Campus Ministry. All reported claims will be thoroughly investigated and adjudicated.

## **EMERGENCY ROOM EVALUATION**

Any person who has been sexually assaulted should go directly to the Emergency Room at St. Anthony's Hospital, 1102 W. MacArthur St., Shawnee, OK. In Tulsa, please go to St. John's or St. Francis Hospital. It is important to note that the preservation of physical evidence is critical in the event of criminal prosecution and may also be useful if University judicial action is pursued. **To obtain the best evidence, the person who has been sexually assaulted should not wash her/his hands; shower or douche; brush her/his hair or teeth; or change her/his clothes immediately following a sexual assault.**

## **STUDENT REPORTING OPTIONS**

A student who believes that he/she has been assaulted has the option to pursue a criminal complaint with the appropriate law enforcement agency; to pursue a complaint through the University student conduct process; to pursue both processes simultaneously or to place an anonymous report. In the case of the first three options, the University will initiate an administrative investigation under Title IX. For an anonymous report, the university will use the information for Clery Act reporting only. University personnel will assist the student in notifying off campus authorities if the student requests this assistance.

### **Option 1: Criminal Complaint**

The University strongly encourages students to report all incidents of sexual misconduct or sexual assault to the police. If the incident occurred on St. Gregory's property, St. Gregory's Security is the appropriate agency with which to file a report, but students are free to contact a local law enforcement agency of their choosing if they believe for any reason that St. Gregory's Security is not the student's best option or if chooses to contact off-campus law enforcement, the University still requests that the student apprise St. Gregory's Security of the situation even if done after initial contact with other law enforcement officials). Off-campus incidents will likely fall in the jurisdiction of the Shawnee Police Departments, Pottawatomie County Sheriff's Office for Shawnee, and/or the Citizens Potawatomie Police Department, and for an assault on the St. Gregory's University Tulsa campus, the Tulsa Police Department. St. Gregory's Security (405-878-5392) can assist with contacting the appropriate agency.

Incidents of sexual misconduct involving students that are reported to St. Gregory's Security will also be referred to the Title IX Coordinator for follow-up and administrative investigation. Similarly, the Title IX Coordinator will follow-up where appropriate in those instances where the University has a report of an incident of sexual misconduct or sexual assault that has been reported to another law enforcement agency.

If a student files a criminal complaint, a member of the Office of Campus Security will request that the Shawnee Prosecutor's Office, or other appropriate local law enforcement agency personnel keep the University informed and immediately advise of its decision whether to prosecute the complaint. The University will maintain documentation of the date of the request to the Prosecu-



tor's Office. In cases where the Prosecutor's Office declines prosecution, a member of the Office of Campus Security will provide written notice to the complainant of the Prosecutor's decision. Regardless of the decision whether to prosecute or not, the University will conduct an administrative investigation through the Title IX Coordinator's Office.

### **Option 2: University Student Conduct Process**

Should a student choose to pursue on-campus disciplinary procedures, the Dean of Students, the Director of College of Continuing Studies, or a designee shall speak with the accused and the accuser separately, and if appropriate will pursue judicial action as per the Code of Student Conduct. Sanctions up to and including dismissal from the University may be imposed. Both the accused and the accuser are entitled to the same opportunities to have others present at the disciplinary proceedings. Furthermore, both the accuser and the accused shall be informed of the outcome of the disciplinary proceedings.

### **Option 3: Simultaneous Processes**

A student has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the University's conduct process, or to pursue both avenues simultaneously.

### **Anonymous Reporting**

The University recognizes that a person who has been sexually assaulted may choose not to report the crime to a limited confidential source or a privileged source. In those situations, the University allows an individual who has been sexually assaulted to file an anonymous report which allows the reporting person time to decide what course of action they want to take and also allows the crime to be counted in the campus crime statistics. To make an anonymous report use one of the Privileged sources of assistance listed below.

## **WRITTEN NOTICE OF REPORTING OPTIONS**

Students who report alleged sexual misconduct or sexual assault will be provided with written notice of the above referenced reporting options. The University, through the Dean of Students, the Director of College of Continuing Studies, Director of Human Resources or his/her designee, must also obtain written acknowledgment from the student of her/his decision regarding which options, if any, the victim wishes to pursue.

## **FACULTY/STAFF REPORTING OPTIONS**

Any employee who believes that he/she is or has been the victim of assault or harassment, by any St. Gregory's University official, employee, client or by any other person in connection with his/her employment at St. Gregory's University should immediately make a written or oral report of the matter to the Title IX Coordinator, Human Resource Office or any member of the Executive Council of St. Gregory's University.

Questions about this policy or potential harassment should also be brought to the attention of the Human Resource Office. Employees who make an oral report may be asked to document the report in writing or to approve and sign written documentation prepared by St. Gregory's University. St. Gregory's University will promptly investigate all allegations of assault and/or harassment in as confidential a manner as possible under the circumstances and take appropriate corrective action, up to and including termination if warranted.

There will be no retaliation by St. Gregory's University or any of its officers or employees against any employee who makes a report in good faith pursuant to this policy, even if it turns out after investigation that there has not been a violation of this policy.

An investigation will be conducted in an expeditious manner according to the investigative and judicial process listed below.

Allegations of sexual assault or harassment against a member of the Executive Council will follow the procedures outlined in Investigative and Judicial Processes listed below. The President will receive the final report from the Title IX Coordinator and make the final decision on the matter.

The Executive Committee of the Board of Directors will investigate allegations of harassment/sexual assault against the President.

## **ACCUSATIONS INVOLVING A MEMBER OF THE MONASTIC COMMUNITY OR AN ORDAINED CLERGY MEMBER FROM AN ARCHDIOCESE OR DIOCESE**

If an accusation of sexual assault or sexual misconduct is made involving a member of the Monastic Community, the Abbot or acting superior shall immediately be notified. If an accusation is made against an ordained clergy member of an Archdiocese or Diocese of the Catholic Church, the Archbishop or Bishop and their diocesan ecclesiastical representative will be notified.

## **RESPONSIBILITY OF CONFIDENTIALITY**

When a report of sexual assault or misconduct is made, both the accused and the accuser, and all identified witnesses who are named in the investigation, will be notified of the University's expectation of confidentiality. Breaches of confidentiality or retaliation against: the person bringing the complaint; any person assisting with the investigation; or the person(s) being charged with the complaint; will result in judicial review or faculty/employee disciplinary review. The University will make all reasonable efforts to maintain the confidentiality of parties involved in sexual assault investigations.

## **PARENTAL/LEGAL GUARDIAN NOTIFICATION**

The University is committed to providing support to anyone involved in a sexual assault. In some instances when there is a health or safety concern, the University may need to notify the parents or legal guardian of the individual involved in the sexual assault. In making this determination, the University will consider the wishes of those involved, as well as their personal safety, and the safety of the campus community. In addition, when the person sexually assaulted is under the age of 18 or under 21 and physically or mentally impaired, both privileged and limited confidential sources generally are required by law to report the abuse to the appropriate social service agency or the police.

## **PRIVILEGED COMMUNICATION REPORTING VS. LIMITED CONFIDENTIAL REPORTING**

Before selecting a reporting resource you may want to consider the following information. Under the law, there is a difference between "privileged" and "limited confidential" reporting:

**Privileged Reporting** consists of those communications that legally cannot be disclosed, without the reporter's consent, to any other person, except under very limited circumstances such as an imminent threat of danger to self or others.

When reporting to a privileged source, the information shared between the reporting person and the care provider is privileged and ordinarily will not be disclosed, even to other members of the University community such as Campus Security or the Student Life Office.

Examples of privileged reporting resources include:

- » University Counseling and off-campus counseling services
- » Campus Clergy and off campus Clergy

**Limited Confidential Reporting** consists of those communications that will not be disseminated to others except on a need-to-know basis. Primary to a limited confidential reporting source is balancing the wishes of the reporting person while protecting the overall University community and assuring the appropriate judicial measures are taken including criminal, civil, and administrative.

A limited confidential reporting source has the obligation to enlist designated campus resources to ensure that necessary steps are taken to protect the community as a whole and that appropriate judicial measures are considered and imposed. Such disclosures will be limited to a finite group of people all with the same confidentiality obligations. These steps will include investigating the assault and disclosing the confidential communications to others on a need-to-know basis. The University will take all reasonable steps to keep this information confidential. Examples of designated limited confidential reporting resources include:

- » Student Life Staff (Dean of Students, Resident Director(s))
- » Campus Security or Any Police Authority
- » University Faculty or Staff not involved in alleged assault

*Note: A friend or a peer who is not a privileged reporting source is considered a limited confidential source and may be required to report the sexual assault to the University or the police.*

## **TIMELY REPORTING/CRISIS ASSISTANCE**

The University supports and encourages anyone who has been sexually assaulted to report the incident to the reporting source of their choice. Prompt reporting may preserve options that delayed reporting does not, including the preservation of physical evidence, crisis counseling, and immediate police response. However, those who delay reporting can report the incident at any time, understanding that this may rule out the collection of physical evidence.

## **INVESTIGATIVE RESPONSIBILITIES**

### **UNIVERSITY'S RESPONSIBILITIES**

Once a report of sexual assault/misconduct is made to a limited confidential source, the University is obligated to investigate and to initiate appropriate administrative review and/or judicial process (see Reporting Section in this policy to distinguish between privileged reporting and anonymous reports). This includes the University's obligation to consider utilizing all relevant internal judicial, as well as external criminal, civil, and administrative processes, regardless of whether the person assaulted wants to prosecute and/or participate. If a person discloses an incident that meets the definition of sexual assault, but does not personally define the incident as that, the limited confidential source still has an obligation to report the incident to the appropriate judicial authority (i.e. Student Life Office for student reports and the Human Resources Office for faculty and staff reports).

During the investigation of any reported sexual assault/misconduct, the University has an obligation to take appropriate interim steps to ensure the safety and welfare of the University community, including but not limited to, suspending or limiting the right of the accused to be on campus.

### **POLICE RESPONSIBILITY**

The police have a responsibility to uphold and enforce the law even if the person assaulted does not want to participate in the process and/or make a complaint. As a result, once a report is made to a police officer and/or once the officer learns of possible criminal activity, the officer has a duty to investigate and a duty to forward any information to the appropriate prosecutor's office for possible criminal prosecution. The Office of Campus Security will assist all state and local law enforcement agencies with the on campus investigation. In addition, the Campus Security will also notify Student Life or the Human Resources Office as appropriate.

### **CAMPUS NOTIFICATION**

Once a report of sexual assault is made, the University is obligated by law to take all necessary steps to protect the campus and the person who has been assaulted. This may include alerting the campus of crimes that it determines pose a threat to members of the campus community. In making such determinations, the University will consider the safety of students, faculty, and staff as well as the privacy interests of all persons involved in such incidents. Regardless of the action taken by the University, the name of any person involved will not appear on security alerts. To respect the privacy rights and choices of the person reporting a sexual assault, as well as the rights of a person being accused, the University will consider the wishes of all individuals involved in the incident to determine the level of specific information to include in the campus crime report.

### **CAMPUS CRIME REPORTING**

In compliance with the Clery Act (Campus Crime Statistics Act), all members of the University excluding privileged sources, notified of a sexual assault are required to inform the Campus Security and the incident will be included in campus crime statistics. Typically, the following information is included: crime, date, location, and status (i.e. student, faculty, staff, stranger, etc.) of the individuals involved in the crime. The University never includes the names of the accuser or the accused in crime statistics.

### **CAMPUS PROGRAMMING**

The Office of Student Life disseminates information regarding sexual assault/misconduct at the beginning of each academic year. Additionally, the Office of Student Life, in collaboration with local organizations and student organizations will offer programming at various times throughout the academic year.

Human Resources will hold annual training sessions for faculty and staff on the University Sexual Assault Policy, including Sexual Harassment and Safe Environment Training as required by the Archdiocese of Oklahoma City. These trainings will be conducted for all University new hires upon employment. Written copies of St. Gregory's University policies pertaining to Title IX: Sexual Assault Policy will be distributed to all current faculty and staff, and will be provided upon hiring to all new employees. Other information and training will be scheduled throughout the year to reinforce the annual training.

## **RIGHTS OF THE ACCUSER AND ACCUSED**

If a person who has been sexually assaulted or harassed chooses to pursue internal judicial procedures, s/he, as well as the accused, can expect that the University will follow and conduct a confidential, fair and unbiased investigation. The rights of the accuser and the accused are listed below.

### **RIGHTS OF THE ACCUSER:**

- To protection under the applicable privacy laws (e.g. Family Education Rights and Privacy Act (FERPA) for students and Health Insurance Portability and Accountability Act (HIPAA) for faculty, staff, and students).
- To be informed of the University's policy.
- To have all informal proceedings arranged in a way that avoids having to be in the same room with the accused.
- To participate or decline to participate in the University investigation or judicial process.
- To the presence of an advocate/advisor of their choice at meetings during the informal and/or formal process as designated in the applicable investigative or judicial process. The advocate/advisor may advise the accuser and may participate directly in the process. However, the advocate/advisor may not question the accused directly but they will submit their questions to the hearing officer. The hearing officer will receive the answers to the questions from the accused and return them to the advocate/advisor. If follow-up questions are requested, the same procedure will be used.
- To not be asked questions about past sexual conduct unless relevant to the case.
- To refrain from making self-incriminating statements. However, the University will make a determination of responsibility with the information presented.
- To have the allegations investigated in a thorough and timely manner.
- To be informed of the outcome of the judicial or investigative process.
- There will be no retaliation against the Accuser by the University or University personnel for any report which was made in good faith.

### **RIGHTS OF THE ACCUSED:**

- To protection under the applicable privacy laws (e.g. Family Education Rights and Privacy Act (FERPA) for students and Health Insurance Portability and Accountability Act (HIPAA) for faculty, staff, and students).
- To be informed of the University's policy.
- To have all informal proceedings arranged in a way that avoids having to be in the same room with the accuser.
- To the presence of an advocate/advisor of their choice at meetings during the informal and/or formal process as designated in the applicable investigative or judicial process. The advocate/advisor may advise the accused and may participate directly in the process. However, the advocate/advisor may not question the accuser directly but they will submit their questions to the hearing officer. The hearing officer will receive the answers to the questions from the

accuser and return them to the advocate/adviser. If follow-up questions are requested, the same procedure will be used.

- To not be asked questions about past sexual conduct unless relevant to the case.
- To have the allegations investigated in a thorough and timely manner.
- To refrain from making self-incriminating statements. However, the University will make a determination of responsibility with the information presented.
- To be informed of the outcome of the judicial or investigative process.

## **INVESTIGATIVE AND JUDICIAL PROCESSES**

### **INFORMAL PROCESS**

The Informal Process provides the University and/or those who believe they have been sexually assaulted/harassed with a range of options designed to bring about resolution of their concerns. While an initial investigation will be pursued for every identified complaint, judicial or investigative action will not be taken against the accused unless the formal complaint process is initiated by the accuser or the University. Depending upon the nature of the complaint and the wishes of the accuser, informal resolution may involve one or more of the following:

1. Reviewing the University Sexual Assault and Harassment Policy with the accused.
2. Providing the opportunity for the accuser to express his/her feelings about what allegedly occurred. This can be expressed in writing or communicated through a designated University representative or in person via a privileged communication source if both the accuser and the accused agree to a facilitated meeting.
3. The determination of any future interaction as agreed upon by the accuser and accused.

### **FORMAL PROCESS**

The Formal Process is used when the person bringing the complaint wants to file a complaint of sexual assault/misconduct against another member of the community and/or if the University, after conducting an initial investigation, determines there is sufficient evidence to make a charge of sexual assault or sexual misconduct. The case will be referred to the Title IX Coordinator for investigation. The formal process will ensue as follows:

1. An accusation of sexual assault/misconduct is reported to the Title IX Coordinator from the victim or from a faculty, staff or student or from a limited confidential reporting source.
2. The Title IX Coordinator conducts a fact finding administrative investigation. This will involve interviewing parties and witnesses and reviewing all available statements from both the accuser and the accused, as well as any reports from the Dean of Students, Human Resources Director, Director of the College of Continuing Studies, or their designee, the Office of Campus Security, and available criminal or civil reports. As stated earlier, both the accuser and the accused may have representatives at the interview to provide advice but they can take no active role in the process. This process may take between 30-60 days.

3. Once the investigation is complete, the Title IX Coordinator develops a recommendation for resolving the case or a recommended sanction based upon the preponderance of the evidence. The Title IX Coordinator meets with each party individually and reviews the preliminary factual findings and any recommended sanction. If the accuser and the accused accepts the finding, the process ends and the case resolution/sanction will be enforced. If the accuser or accused disagrees with the recommendation, the process moves to the appropriate hearing phase. (see below)
4. If the Title IX Coordinator finds no sexual assault or misconduct occurred and dismisses the complaint, the accuser and the accused can appeal and ask the Title IX Coordinator to reconsider the finding. If no appeal is filed within five business days or the Title IX Coordinator does not act upon the appeal in five business days, the case is considered closed and the findings are final. An appeal to the President of the University can be made for reconsideration of the finding. If the President of the University does not respond to the appeal within five business days, the appeal is denied.

If any party determines that the Title IX Coordinator cannot be deemed impartial for a particular investigation, the Vice President of Operations will step in and conduct the investigation.

Please note, the accuser can withdraw their statement and complaint at any time. The process then will move back to the informal judicial process. The accused can accept the charges and withdraw their challenge to the initial investigation at any time.

## **RETALIATION FOR REPORTING**

No student or university personnel may retaliate against a person for filing or participating in the investigation of or proceedings involving a complaint. No complaint will be considered "false" solely because it cannot be corroborated. The University reserves the right to discipline members of the University community who bring false complaints of sexual assault. In such cases of proven false allegations, discipline may include up to, but not limited to, suspension or termination.

## **STUDENT HEARING PHASE**

Once the investigative phase is concluded, a formal recommendation will be made by the Title IX Coordinator on whether or not the reported sexual assault/misconduct occurred based upon the preponderance of the evidence standard. If it is determined that a sexual assault/misconduct did occur, the Title IX Coordinator will forward the case to the Dean of Students for a hearing to determine sanction against the accused. Both the accuser and the accused will have the right to present any additional evidence and ask questions through a third party of each other. Each side will also be able to present witnesses and other testimony regarding the incident.

The hearing will be heard by a panel consisting of a faculty member, a staff member and a member of the monastery. The panel will make a decision after reviewing the Title IX Coordinator investigative report and files and hearing all of the evidence. The Dean of Students will inform both parties of the decision in writing within five business days. Both parties have the opportunity to appeal the decision to the President of the University within five business days. If the President does not respond to the appeal within five business days, the sanction will be enforced.

## **TENURED FACULTY HEARING**

If the complaint is filed against a tenured faculty member and after an investigation and finding by the Title IX Coordinator, the Title IX Coordinator after consultation with the Provost may determine that the evidence is sufficiently clear and serious, warranting the commencement of a formal hearing by the Committee on Promotion and Tenure for final determination of the recommended sanction. (See Academic Policies for the Faculty, 2.3.8.)

**NON TENURED FACULTY and STAFF SANCTION**

If the complaint is filed against a non-tenured faculty or staff member and after the investigation and finding by the Title IX Coordinator, the non-tenured faculty or staff member may appeal the finding through the Standing Committee on Grievance and Complaints as outlined in the Faculty and Staff Handbook. (See 7.1.12 in Faculty and Staff Handbook)

**APPEAL TO THE PRESIDENT**

Once the final sanctions have been made by the University by a faculty, staff or student process, all parties may appeal that sanction to the President of the University within five business days. The appeal will state the reason for the appeal and any information on why the sanction should not be enforced. If the President does not respond within five working days, the sanction will be immediately enforced.

**RESOURCES FOR FACULTY, STAFF AND STUDENTS**

The following resources and options are available for individuals reporting a sexual assault. Similarly, the University recognizes that a person being accused of a sexual assault may also utilize the following resources and options as appropriate and applicable.

**ON-CAMPUS PRIVILEGED COMMUNICATION RESOURCES**

- University Counseling Center 405-878-5310
- University Chaplin 405-878-5411

**OFF-CAMPUS PRIVILEGED COMMUNICATIONS RESOURCES**

- Project Safe (Shawnee) 405-273-9953 24 hours
- OKC Rape Crisis / Sexual Assault 405-943-7273 24 hours
- Hotline
- Tulsa Rape Crisis / Call Rape 918-585-3143 24 hours

**ON-CAMPUS LIMITED CONFIDENTIAL RESOURCES**

- Campus Title IX Coordinator 405-878-5128 8:00-5:00 (M-F)
- [TitleIX@stgregorys.edu](mailto:TitleIX@stgregorys.edu)
- Campus Security 405-878-5392 24 hours
- Human Resources Office 405-878-5416 8:00-5:00 (M-F)
- Dean of Students 405-878-5152 8:00-5:00 (M-F)
- Resident Director 405-878-5145 8:00-5:00 (M-F)
- Director of Student Life 405-878-5481 8:00-5:00 (T-Sat)
- Resident Life Emergency Line 405-765-2314 afterhours

**OFF-CAMPUS LIMITED CONFIDENTIAL RESOURCES**

- Catholic Charities 405-523-5000



Shawnee Police Department	405-273-2121	24 hours
Shawnee Police Department	911 (Emergencies)	24 hours
St. Anthony's Medical Center	405-878-8120	24 hours
St. Francis Health System (Tulsa)	918-494-2200	24 hours
Tulsa Police Department	918-669-6000	24 hours
Tulsa Police Department	911 (Emergencies)	24 hours
Tulsa 211 Helpline	918-836-4357	24 hours
Tulsa Call Rape	918-744-7273	24 hours
Tulsa County Victim Witness Center	918-596-4915	24 hours

## **ALTERNATIVE HOUSING & ACADEMIC ACCOMMODATIONS**

In the aftermath of a sexual assault, the University will accommodate requests for alternative living, working, and academic arrangements as available and appropriate. This is available with all reporting options in both informal and formal choices of action.

## **COUNSELING**

Counseling may be pursued following a sexual assault, no matter how much time has elapsed since the incident. On-campus counseling services are available to all members of the University community for limited hours during the day. Emergency on-campus counseling can be arranged during the weekend through the Residence Life Office or Human Resources Office. There are off-campus resources available 24 hours a day, 7 days a week for students, faculty, and staff members.

On-campus counseling services are available for victims and non-victims at University Counseling Center on the first floor of Benedictine Hall. There is no charge and the services are privileged communications.

## **SHAWNEE POLICE DEPARTMENT'S SEX OFFENDER REGISTRY**

The University's Security Department regularly monitors the local sex registry website. To access the website please go to:

<http://www.shawneeok.org/publicsafety/police/registrants/>

## **BENEDICTINE PRINCIPLE AND SEXUAL MISCONDUCT AND SEXUAL ASSAULT**

Benedictine Principle: *Leviticus 19:18*

CCC 2258 "Human life must be respected because it is *sacred*. From its beginning, human life involves the creative action of God and it remains forever in a special relationship with the Creator, who is its sole end. It is not lawful for anyone directly to destroy an innocent human being. This is gravely contrary to the dignity of the person and the holiness of the Creator."

RB 70:2 "...no one has the authority to...strike any of his brothers..."

## **STUDENT SERVICES**

### **ACADEMIC ADVISING**

Each student is initially assigned an academic advisor who assists the student in defining educational and career goals, planning a course of study, and selecting and registering for classes. At any time a student may request a particular faculty member as an advisor

(normally in the student's major department). Such a request must be made with the Registrar, who notifies the new advisor. Students are strongly encouraged to meet with their academic advisor at least once each semester. While academic advisors will provide students with a degree plan, the final responsibility remains with the student to be aware of and to meet any and all degree requirements.

### **THE COUNSELING AND TESTING CENTER (SHAWNEE CAMPUS)**

The Counseling and Testing Center offers a variety of emotional wellness services provided by a professional staff. Basic to emotional health is the ability to put the past into perspective and plan for the future while living in the present. Confidential services provide opportunities for students to gain insight into personal problems, define goals, enhance personal relationships, and plan appropriate actions reflecting needs, interests, and abilities. Counseling of a personal nature is provided on campus and by referral to agencies and services in the community when appropriate. Testing services are also available, including ACT, CLEP, advanced standing examinations, personality, career, and interest testing.

### **THE COMPUTER HELP DESK AND THE LOCAL AREA NETWORK (SHAWNEE CAMPUS)**

The Computer Help Desk, located on the lower level of the Benedictine Hall, provides the campus community with technological assistance in the use of personal and university computers. The Local Area Network links the entire campus electronically, through wired and wireless ports, and provides internet and intranet access.

### **PARTNERS IN LEARNING (SHAWNEE CAMPUS)**

St. Gregory's University offers a unique opportunity for college-age students with specific learning differences to build their skills and become independent learners and self-advocates. Partners in Learning offers academic support through specialized, Individual Educational Plans for students accepted into the program who show motivation and potential for success in today's competitive academic environment. This program offers a variety of services such as oral and extended time for testing, trained professional and peer tutors and note takers, audio books, technology and computer-assisted learning, and other individual educational support as needed for the student to learn skills that will make them successful in their chosen area of study.

### **THE ACADEMIC SUCCESS CENTER (SHAWNEE CAMPUS)**

The Academic Success Center offers tiered academic support for all enrolled students, especially for those who are academically at risk. Sponsoring programs and services such as The Writing Center, Drop-in Tutoring, One-on-one Tutoring, Academic Coaching, and occasional Workshops, The ASC aims to meet one hundred percent of tutoring requests while at the same time conducting ongoing targeted outreach for students whose cumulative grade point average drops below the 2.5 threshold. The ASC works especially closely with the Academic Dean, the Director of Assessment, the Dean of Students, the Director of FIDE, and the Director of Athletics in order to identify at-risk students and collaborate on the Center's focused mission of helping students to the day of their graduation from St. Gregory's University.

### **NEW STUDENT ORIENTATION (SHAWNEE CAMPUS)**

All new students are required to participate in the New Student Orientation program, which is held the weekend before the start of the fall semester. Orientation activities are designed to acquaint students with the mission and values of St. Gregory's University, help students to better understand and adjust to the academic life of the university, and equip students for success in all aspects of the college experience.

## **CAMPUS MINISTRY (SHAWNEE CAMPUS)**

As a Catholic college, St. Gregory's University seeks to provide for the spiritual development and well-being of all members of the university community. The Campus Ministry Office coordinates and sponsors a variety of activities and events each semester, including Sunday night and Wednesday night celebrations of the Eucharist, student retreats, Bible studies, service opportunities and mission trips. In addition, all members of the University community are invited and encouraged to participate in the daily liturgical celebrations at the Abbey Church. In the planner portion of this handbook, weekly mass times are listed as well as major feast days.

The **Buckley Team** is an outreach ministry of the University, providing retreat opportunities for middle school and high school students throughout the state and region. Students interested in joining the Buckley Team may apply through the Campus Ministry Office. Students selected as members of the Buckley Team are awarded a scholarship for their participation.

## **FIDE (SHAWNEE CAMPUS)**

The Office for Faith Integration, Development, and Evangelization (FIDE) is tasked with integrating Catholicism both on campus and off. Integration of our Catholic Faith on campus requires both inter office communication and coordination to ensure that the entire St. Gregory's community understands and is able to articulate the mission of the University within the Church. Off campus, FIDE develops relationships with various Church offices, priests, and youth directors whereby fostering the understanding that St. Gregory's stands not as an entity in relation to the Church, but as a vital and integral part of the Church in Oklahoma.

## **ATHLETICS AND INTRAMURALS (SHAWNEE CAMPUS)**

St. Gregory's University is a member of the National Association of Intercollegiate Athletics (NAIA) and the Sooner Athletic Conference. Varsity sports include men's and women's basketball, men's and women's soccer, men's baseball, women's softball and women's volleyball. Intramural athletics activities, including sand volleyball, dodge ball, flag football, and basketball among others, are scheduled throughout the academic year. Students are encouraged to suggest and take leadership roles in planning and implementing intramural activities.

## **COLORS AND MASCOT**

The official colors of St. Gregory's University are cardinal, navy, and white. Any team, club, or organization should contact Public Relations for specific color information. The mascot of St. Gregory's University is the Cavalier.

## **HEALTH SERVICES**

A full-service regional hospital is located within one mile of St. Gregory's University Shawnee Campus. Area clinics also are within a short driving distance. Students needing medical assistance may contact a member of the Student Life team.

## **DINING OPTIONS (MEAL PLAN) (SHAWNEE CAMPUS)**

St. Gregory's University offers meal plans to students, faculty, and staff for the Murphy Dining Hall and Cyber Café (located in the Rockwood Center). Meals include breakfast, lunch, and dinner on throughout the academic year. Hours of operation and the Cyber Cafe will be posted and announced at the beginning of each semester. Students on the plans should note:

- Any entrance to the dining hall counts as a meal; missed meals are not credited to the following week, and contracts are not transferable. Meal plans do not cover dining service during semester breaks or holiday periods when classes are not in session. Shirts and shoes are required at all meals. All diners are expected to carry their own dishes to the washing window.

The University requires all resident students to purchase the meal plan (10, 15, or 19), and the meal plan is identified by the Cav Card at the dining hall entrance. All students should be prepared to show their Cav card upon entering the dining hall.

Only extraordinary medical conditions, verified in writing by a physician, may exempt students from the requirement to purchase the meal plan. The written request form the medical doctor must be presented to the Dean of Students.

Diners are not permitted to remove food, dishes, glassware, utensils or filled personal beverage containers from the dining hall. Students requiring special consideration due to class schedules or on-campus job responsibilities may request alternate meal times or box meals from the Director of Food Services. Request concerning special dietary or preparation requirements should be directed to the Director of Food Services.

Commuter students may purchase meal plans in 5, 10, 15, and 19 packages. All plans come with "Cyber Cash" which can be recharged through the semester. For more information on purchasing a meal plan, contact the Office of Fiscal Affairs.

## **JAMES J. KELLY LIBRARY**

Benedictine Hall, 2nd floor Phone: Ext. 5111 or 5295

- 8 a.m. to 10 p.m. Monday through Thursday
- 8 a.m. to 4 p.m. Friday
- Closed Saturday
- 4 p.m. to 10 p.m. Sunday

Library hours vary during intercessions and summer sessions with extended hours of operation in effect the week before finals and finals week.

### **CHECK OUT POLICY**

**SOULS**, the online catalog is available 24/7 at <http://library.stgregorys.edu>. Students will need a validated Cav Card to check out materials from the library. Most items check out for a three (3) week period, and may be renewed if there is no one waiting. An after-hours book depository is available in Benedictine Hall on the 2nd floor landing of the west stairway.

### **FINES AND FEES**

Fines accrue at the rate of ten (10) cents per day, to a maximum fine of \$5 per item. If books are not returned there is a minimum \$25 lost book replacement fee and a \$10 lost book processing charge.

### **RESERVE BOOKS**

Faculty members may request limited checkout for class assignment materials. These items may have a two (2) hour in-library use checkout period, or a one (1) day checkout and are available at the Checkout Desk. Reserve items are listed in the online catalog under "Course Reserves".

### **ELECTRONIC RESOURCES**

E-books as well as full-text online articles from journals, newspapers, and magazines are available through the Library's webpage.

### **OK SHARE CARD**

This cooperative library card enables SGU students and faculty to check out materials from any participating college/university library in Oklahoma. Cards may be obtained from a SGU librarian.

### **ILL (INTERLIBRARY LOAN)**

Borrow books or request articles from another library by completing the online form

under “Library Services” at <http://intranet.stgregorys.edu/Places/Library/default.htm>

**Computers, a network printer, and a photocopier are available in the Library.**

## **MAIL SERVICES**

Every resident student is assigned a mailbox. Off campus students may also request an on-campus mailbox. Mailboxes are located on the West end of the lower level of Benedictine Hall. Students may mail letters, packages, and buy stamps and envelopes. Students must use their combination to receive their mail, if you have problems unlocking please ask the mailroom attendant. Hours of operation are 8:00 a.m. to 1 p.m. and 2:30 p.m. to 4:30 p.m. Monday through Friday.

## **REGISTRAR'S OFFICE**

Students may register and enroll in courses, obtain class and semester exam schedules, and receive grade point information from the Registrar. All academic FERPA requests are made with the Registrar. This office also maintains student academic records and official transcripts; students needing an official university transcript may make a request with the Registrar. All students wishing to terminate enrollment must officially withdraw through this office.

## **FOUNDERS BOOKSTORE**

In addition to textbooks and school supplies, a variety of other items are available for your convenience including University apparel. The Founders Bookstore is located on the 1st Floor of The Rockwood Center.

## **MABEE AEROBIC CENTER/NOBLE AQUATIC COMPLEX**

This facility provides a wide variety of services and is open to all students with a validated Cav Card. A weight room, cybex room, two full-size gyms, two racquetball courts, indoor walking track, indoor swimming pool, aerobics room, and whirlpool/sauna are located at this facility.

Bench aerobics, fitness consultations, and volleyball are a few of the programs offered at the Mabee Aerobic Center. For additional programs and classes refer to schedule posted at the MAC.

Students must scan their validated Cav Card at the reception desk for admission.

## **FINANCIAL AID**

Although the cost of financing a college education is an important consideration of both students and parents, it is important to realize that a St. Gregory's University education is affordable and can be made financially possible through the many types of financial aid administered by the Student Financial Aid Office.

It is the basic premise of financial aid programs that the primary responsibility for meeting college costs lies with the family. Because many factors contribute to the need for financial assistance, students can never be certain whether they will qualify for assistance unless they actually apply. Some SGU students who receive assistance are from middle-to-upper income families who consider themselves comfortable financially; however, they are eligible for financial assistance because the total cost of attendance at St. Gregory's University is higher than the family's contribution can meet. Students should apply for financial aid if the cost of St. Gregory's University is more than they feel that they or their family can afford.

## **FEDERAL AID APPLICATION (FAFSA)**

Applicants should use the Free Application for Federal Student Aid (FAFSA), provided by the U. S. Department of Education. (There is no processing fee for this application. The form is available upon request by calling 1-800-4FEDAID.) This application is used

to apply for federal and state grants, work study and loans (see descriptions which follow). Students are encouraged to file the FAFSA online at <http://www.fafsa.ed.gov>.

Applications for federal aid must be submitted *annually*, preferably in January for the following academic year. *Students who apply early have the best chance of receiving all the aid for which they are eligible.* The Financial Aid Office at St. Gregory's University provides assistance to students and parents with completion of their FAFSA online.

## **TYPES OF FINANCIAL AID**

### **SCHOLARSHIPS**

St. Gregory's University offers many scholarships based on academic achievement and activities. Need-based scholarships and grants are also offered. Many SGU students also receive scholarships from outside funding sources, such as churches, civic groups, professional affiliations of parents, etc. For proper recognition of outside scholarships, students must report such scholarship awards to the financial aid office. New students wishing to apply for scholarships should contact the St. Gregory's University Admissions Office.

### **GRANTS**

The U.S. Department of Education offers Pell grants, Supplemental Education Opportunity Grants (SEOG), Academic Competitiveness Grant (ACG) and the National Science and Mathematics Access to Retain Talent (SMART) Grant to students who demonstrate financial need. The Oklahoma State Regents for Higher Education offers Oklahoma Residents the Oklahoma Tuition Aid Grant (OTAG) and the Oklahoma Tuition Equalization Grant (OTEG), which are need-based programs. Complete the FAFSA application to apply for these grant programs.

### **STUDENT EMPLOYMENT**

The Financial Aid Office awards work (on a first-come, first-serve basis) to students who are eligible for Federal Work Study and whose answers on the FAFSA indicate interest in student employment. A wide range of jobs exists; however, the number of jobs is limited, so students should submit their FAFSA early to secure work. Students who are awarded work allowances are permitted to work on campus at minimum wage, usually for a maximum of 20 hours per week, and earn approximately \$3,000 during the academic year.

### **LOANS**

Students and parents may secure federally-insured loans to complete their financing of college through the FFEL or Direct Loan Programs. The amount of a student's loan is limited by regulation, based on year in college. Parent loans are limited to the difference between the total cost of attendance and the sum of other aid received by the student. Most loans are disbursed from a lender (chosen by the student) to the student's account on the first day of class, depending on the student's application completion process.

### **REPAYMENT OF LOANS**

Repayment on student loans begins six months after the student has either graduated or fallen below a half-time status. Repayment on parent loans normally begins within 60 days of full disbursement. A parent may apply for loan deferment of payments with their lender.

### **OTHER TYPES OF AID**

St. Gregory's University cooperates with Native American tribal agencies, Vocational Rehabilitation Services, and the Veteran's Administration in processing student applications for funds from these agencies. Students should check with the financial aid office if they need the university's assistance in completing applications for other types of aid.

The Alternative Loan Program is a private loan program designed to help finance educational costs beyond what federal programs fund. For students who need additional money for college, the Alternative Loan may help fill in the gap in meeting their total educational costs. For more information, contact the Financial Aid Office at 405-878-5412.

## **HOW TO QUALIFY FOR FEDERAL AID**

Eligibility for need-based grants, work and loans is based on the FAFSA results. The University receives an electronic FAFSA report for every student who lists SGU as a college choice. This report is received at the Financial Aid Office around the time the student receives his/her report. Students must be in compliance with the Satisfactory Progress Policy (see below) in order to receive federal aid. Students enrolled in a program of study abroad approved by St. Gregory's University may be considered enrolled at SGU for the purpose of applying for Title IV (federal) assistance.

For further information: contact 1) the Office of Student Financial Aid at St. Gregory's University; 2) Federal Student Aid Information Center, P.O. Box 84, Washington, D.C. 20044, (800-433-3243); or 3) Student Information Services, Oklahoma State Regents for Higher Education (800-858-1840).

## **SATISFACTORY PROGRESS POLICY FOR FINANCIAL AID**

Students must be making satisfactory progress toward a degree to receive financial aid. Progress is measured both qualitatively (academic) and quantitatively (cumulative hours). The requirements of the St. Gregory's University Satisfactory Progress Policy are as follows:

### **GENERAL REQUIREMENTS**

Students receiving federal financial aid through SGU must be admitted to the University as a degree-seeking student, must be enrolled in SGU courses that will count toward that degree, and must be in good standing (eligible to re-enroll). In addition, students must have a GED or high school diploma.

The policies below assume full-time enrollment. A full-time student is one who is enrolled in 12 or more semester credit hours of coursework (fall, spring or summer). A student who enrolls less than full time is expected to complete a proportionate number of hours. Annual compliance checks will be made by the Financial Aid Office following the end of the spring semester.

### **ACADEMIC REQUIREMENTS**

Federal aid applicants must comply with the academic standards set forth in the University Catalog. A student placed on academic probation is also considered to be on financial aid probation.

### **CUMULATIVE HOURS REQUIREMENTS**

Satisfactory academic progress is met if the undergraduate student successfully completes 12 semester credit hours per semester of SGU coursework, or 24 semester credit hours in an award year (fall, spring, and summer).

Full time undergraduate students are expected to complete their degree in a maximum time frame of 180 semester credit hours attempted. When the requirements for the degree have been met or when the student has attempted a total of 180 credit hours, federal aid will no longer be available. Aid may be received for a second baccalaureate degree, provided a credit-hour limit of 240 semester credit hours attempted has not been reached.

A student who does not successfully complete the required hours during the fall and/or spring semesters may make up the hours during the summer term. An "I," "W," "N," "AW" or "F" represents a course not successfully completed. Failure to complete the required number of hours will result in financial aid probation. Students who completely

withdraw after the beginning of the sixth week of any semester are automatically suspended from financial aid for their next semester of enrollment.

## **TRANSFER STUDENTS**

To receive aid at St. Gregory's University, students must have an overall GPA in accordance with standards set forth in the University Catalog and/or be admitted to the University. Transfer students admitted on probation are also considered to be on financial aid probation. Transfer hours will count toward the maximum hours limit. Satisfactory progress guidelines take into account the student's academic performance throughout the course of study, regardless of whether the student received aid.

## **FINANCIAL AID PROBATION**

Any student admitted on probation or placed on probation must complete 12 credit hours during the probationary semester and must achieve at least a 2.00 GPA for that semester in order to have aid restored in a subsequent semester.

## **FINANCIAL AID SUSPENSION**

During suspension, a student is not eligible to receive Title IV aid. Aid may be restored when the student has completed at least 12 additional credit hours *and* achieved a *cumulative* grade point average of 2.00 or above.

## **APPEALS PROCESS**

Exceptions to this policy will be considered on a case-by-case basis when unusual circumstances warrant such action. Examples of unusual circumstances are: personal injury, illness, or death of an immediate family member. Students may contact the Financial Aid Office for an appeal form. Appeals will be accepted through the first week of the semester in which the student is requesting reinstatement. If financial aid is reinstated, the student is considered to be on financial aid probation.

## **SCHOLARSHIP POLICY**

St. Gregory's University offers scholarships to new students and to continuing students. New students who have been accepted for admission to St. Gregory's University may apply for scholarships based on need, academic achievement and/or ability to participate in university activities.

Amounts of scholarships vary. Amounts are stated as an annual award, to be applied equally to fall and spring semesters. Students enrolled less than full time are not eligible for scholarships. Students who are admitted on probation are not eligible for most SGU scholarships. For a list of scholarships, or for further information on scholarships, contact the Office of Admissions.

## **RETENTION**

St. Gregory's University scholarships normally are awarded for two semesters, fall and spring, comprising the academic year. Renewable scholarships received for the first semester are continued if:

- the recipient's cumulative GPA is at least 2.00, although a higher standard may be imposed for some scholarships;
- the recipient is in good standing with the University; and
- if applicable, the recipient has performed satisfactorily in an activity or program for which the scholarship was awarded.

St. Gregory's University scholarships may not be retained beyond the first eight full-time semesters. Determination of eligibility for renewal for another year will occur at the end of each academic year, i.e., at the end of the spring semester. Scholarships will be cancelled for the following year for recipients who are not in compliance with all applicable retention criteria. However, in some cases scholarships may be cancelled after only one



semester. For example, activity scholarships may be cancelled when the sponsor or coach recommends cancellation due to unsatisfactory performance. Scholarships may be cancelled or rescinded at any time for violations of the Academic Integrity Policy or the Student Code of Conduct.

A student may appeal the decision to cancel or rescind a scholarship. Students wishing to make such an appeal must follow the appeal process described in the Satisfactory Progress Policy section above.

## **FINANCIAL RESPONSIBILITY**

### **STUDENT EXPENSES**

St. Gregory's University is a non-profit corporation having as its principal endowment the contributed services of the Benedictine Fathers and Brothers who conduct it. It is this living endowment, together with the generosity of alumni and friends, which has made it possible for the university to maintain and expand its programs of Catholic education. The yearly income derived from tuition and other fees paid by the student covers approximately one-half of the cost of the student's education.

St. Gregory's University offers various payment plan options. Students should contact the Office of Fiscal Affairs to make arrangements on a payment plan.

### **STUDENT ACCOUNTS**

At the end of any semester, a student with an outstanding balance who does not return may be turned over to collections within 90 days after their last day of classes. The collection company fee will be added to the student account and must be paid by the student.

Statements of student accounts are mailed by the 1st of each month. Failure to receive a statement does not affect the responsibility of the student to make timely monthly payments.

Students will be responsible for all charges reflected on their student account as well as any charges posted after the previous statement (e.g. fines, damages, library fines, additional fees, etc.).

Student accounts reflecting a credit, due to overpayment by federal aid or by the student, are entitled to a refund of that credit. Refunds will be issued no later than 14 days after credit occurs. Any credit reflected on a student account may be used as payment towards an upcoming semester.

St. Gregory's University will not release grades or transcripts to any student with an outstanding balance on his or her account. At the time of enrollment or graduation, accounts must be paid in full in order to participate in any enrollment period and/or graduation ceremony. Pre-enrollment may be permitted if scheduled payments are all made accordingly. Resident students receive their meal tickets only after the first one-fourth payment is made. All resident students are required to participate in a meal plan. The meal plan will be billed to accounts automatically.

### **GENERAL EXPENSES**

Any additional charges payable to the University, if incurred during the semester, will be submitted to the student as they become payable. A student will not receive a diploma or a transcript of credits until his/her account with the University has been paid in full. If a student still owes an outstanding balance from the previous semester, he/she will not be allowed to move into the residence halls or complete enrollment until the account is paid in full.

Books and supplies are sold at the University Book Store. Bookstore items may not be charged to a student's account. Student financial aid, if any, may not be available at the time that books are purchased. Students should plan to pay for books at the time of purchase from other funds.

Scholarships, loans, grants, etc. approved by the financial aid office may be deducted at the rate of one-half of the total annual award per semester. Financial aid probably will not cover the entire cost of college, and the student is required to pay the balance or make arrangements for payment of the balance before completing enrollment.

*Note: The expenses described in this section of the Student Handbook include only those weeks during which classes are in session. Residence halls are not open during the Christmas break.*

## **WITHDRAWAL FROM THE UNIVERSITY**

St. Gregory's University has a fair and equitable refund policy under which the University makes a refund of unearned tuition, fees, room and board and other charges to a student who does not register for the period of enrollment for which the student was charged. Failure to notify the Registrar's Office by completing proper withdrawal form will incur charges until such withdrawal is properly processed.

## **PROCEDURES FOR WITHDRAWAL FROM THE UNIVERSITY**

Students unable to remain at the University to complete their courses for the term should process a full withdrawal by completing the following steps:

1. Obtain a Withdrawal Form at the Registrar's Office;
2. Obtain the authorized signatures;
3. Return the Withdrawal Form to the Registrar's Office.

Withdrawals are not complete until validated by the Registrar. Refunds, if any, are based on the date of Registrar validation. Failure to withdraw using these procedures will make a student liable for any and all charges due.

No refunds are calculated for students who do not officially withdraw, except when Federal refunds are required (see federal refund section below). In such cases, the student's withdrawal date is the last recorded date of class attendance by the student, as documented by the University.

## **DROPPING COURSES**

Procedures and deadlines for dropping courses are described in the Academic Regulations section of this catalog. Course drops are not complete until validated by the Registrar's Office. Tuition adjustments, if any, are based on the date of Registrar validation. Usually, federal financial aid is not affected if courses are dropped after the start of the third week of classes. However, students should check with a financial aid counselor regarding their future eligibility for federal aid.

## **NON-REFUNDABLE CHARGES**

The following charges are not refundable for course drops or withdrawals: admission and application fees, registration fees, room deposit, general fees and technology fees.

## **UNIVERSITY REFUND FORMULA FOR DROPPING COURSES AND FULL WITHDRAWALS**

Adjustments for dropping courses are figured from the official date of registration to the date the drop is validated by the Registrar. Adjustments for full withdrawals will be made only for tuition, housing and meal charges, figured from the official date of registration to the date the withdrawal is validated by the Registrar.

For refund schedules and scales, please contact the Office of Fiscal Affairs.

## **TECHNOLOGY POLICIES**

The computing resources at St. Gregory's University support the educational, instructional, research, and administrative activities of the University and the use of these resources is a privilege that is extended to members of the St. Gregory's community. As a

user of these services and facilities, you have access to valuable University resources, to sensitive data, and to internal and external networks. Consequently, it is important for you to behave in a responsible, ethical, and legal manner.

In general, acceptable use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements. If an individual is found to be in violation of the Acceptable Use Policy, the University will take disciplinary action, including the restriction and possible loss of network privileges. A serious violation could result in more serious consequences, up to and including academic suspension or termination from the University. Individuals are also subject to federal, state and local laws governing many interactions that occur on the Internet. These policies and laws are subject to modification as state and federal laws develop and change.

This section of the Student Handbook establishes specific requirements for the use of all computing and network resources at St. Gregory's University.

## **SCOPE**

This policy applies to all users of computing resources owned or managed by St. Gregory's University. Individuals covered by the policy include (but are not limited to) St. Gregory's faculty and visiting faculty, staff, students, alumni, guests or agents of the administration, external individuals and organizations accessing network services via St. Gregory's computing facilities.

Computing resources include all university owned, licensed, or managed hardware and software, and use of the university network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

These policies apply to technology administered in individual departments, the resources administered by central administrative departments (such as the University Libraries and Computing and Information Services), personally owned computers and devices connected by wire or wireless to the campus network, and to off-campus computers that connect remotely to the University's network services.

## **STUDENT PRIVILEGES AND RESPONSIBILITIES**

The University provides students with the use of scholarly and/or work-related tools, including access to the Library databases, to certain computer systems, servers, software and databases, to the campus telephone and voice mail systems, and to the Internet. Students have a reasonable expectation of unobstructed use of these tools, of certain degrees of privacy, and of protection from abuse and intrusion by others sharing these resources. Students are responsible for knowing the regulations and policies of the University that apply to appropriate use of the University's technologies and resources. Students are responsible for exercising good judgment in the use of the University's technological and information resources. Just because an action is technically possible does not mean that it is appropriate to perform that action.

As a representative of the St. Gregory's University community, students are expected to respect the University's reputation in your electronic dealings with those outside the University.

## **ACCEPTABLE USE**

- Students may use only the computers, computer accounts, and computer files for which they have authorization.
- Students may not use another individual's account, or attempt to capture or guess other users' passwords.
- Students are individually responsible for appropriate use of all resources assigned to them, including the computer, the network address or port, software and hardware. Therefore, students are accountable to the University for all use of such resources. Stu-

dents may not enable unauthorized users to access the network by using a St. Gregory's computer or a personal computer that is connected to the St. Gregory's network.

- The University is bound by its contractual and license agreements respecting certain third party resources; students are expected to comply with all such agreements when using such resources.
- Students should make a reasonable effort to protect their passwords and to secure resources against unauthorized use or access. Students must configure hardware and software in a way that reasonably prevents unauthorized users from accessing St. Gregory's network and computing resources.
- Students must not attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.
- Students must comply with the policies and guidelines for any specific set of resources to which you have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.
- Students must not develop or use programs that disrupt other computer or network users or that damage software or hardware components of a system.
- Students are to not download and/or use tools that are normally used to assess security or to attack computer systems or networks (e.g., password "crackers", vulnerability scanners, network sniffers, etc.) unless you have been specifically authorized to do so by IT Security in CIS.

## **FAIR SHARE OF RESOURCES**

Computing and Information Services, and other university departments which operate and maintain computers, network systems and servers, expect to maintain an acceptable level of performance and must assure that, excessive, or inappropriate use of the resources by one person or a few people does not affect the performance for others. The University may choose to set limits on an individual's use of a resource through quotas, time limits, and other mechanisms to ensure that these resources can be used by anyone who needs them.

## **ADHERENCE WITH FEDERAL, STATE, AND LOCAL LAWS**

Students are expected to uphold local ordinances and state and federal law. As a user of St. Gregory's computing and network resources students must be expected to:

- Abide by all federal, state, and local laws;
- Abide by all applicable copyright laws and licenses the University has entered into via contract with a third party;
- Abide by copyright law as it applies to music, videos, games, images, texts and other media in both personal use and in production of electronic information. Students are not to use, copy, or distribute copyrighted works (including, but not limited, to Web page graphics, sound files, film clips, trademarks, software and logos) unless you have a legal right to use, copy, distribute, or otherwise exploit the copyrighted work. Doing so may provide the basis for disciplinary sanction, civil litigation and criminal prosecution.

## **PROHIBITED ACTIVITIES**

Use St. Gregory's computing facilities and services are intended for those activities that are consistent with the educational mission of the University. Other prohibited activities include:

- Harassing other users;
- Engaging in illegal activities;
- Contributing to unwelcome and/or unwarranted commercial pressure;

- Accessing and/or using accounts of others without their permission.
- Giving away or selling information about accounts to allow other non-owners to access or use accounts;
- Destroying or damaging equipment, software, or data belonging to others;
- Disrupting service to other users or the system;
- Monitoring electronic communications without authorization;
- Disclosing passwords to others;
- Using illegally obtained software on the system;
- Copying, altering, or deleting someone else's files without that person's permission;
- Forging messages;
- Cracking passwords and systems;
- Sending unauthorized anonymous messages;
- Sending bulk unsolicited messages;
- Reading someone else's files without permission;
- Contributing to system attacks, denial of services, and other malicious uses of the network and systems;
- Libeling or slandering any person;
- Invading another person's privacy;
- Activities that would jeopardize the University's tax-exempt status and;
- Use of St. Gregory's computing services and facilities for political or personal economic gain.

## **PRIVACY**

All users of the university's network and computing resources are expected to respect the privacy and personal rights of others.

While the University does not generally monitor or limit content of information transmitted on the campus network, it reserves the right to access and review such information under certain conditions. These include: investigating performance deviations and system problems (with reasonable cause), determining if an individual is in violation of this policy, a conduct violation investigation approved by the Dean of Students, or, as may be necessary, to ensure that St. Gregory's is not subject to claims of institutional misconduct.

Access to files on university owned equipment will only be approved by specific personnel when there is a valid reason to access those files. External law enforcement agencies and Security may request access to files through valid subpoenas and other legally binding requests. All such requests must be approved by the Dean of Students. Information obtained in this manner can be admissible in legal proceedings or in a University hearing.

## **PRIVACY IN EMAIL**

While every effort is made to insure the privacy of St. Gregory's University email users, this may not always be possible. In addition, since employees are granted use of electronic information systems and network services to conduct University business, there may be instances when the University, based on approval from authorized officers, reserves and retains the right to access and inspect stored information without the consent of the user.

## **TAPE RECORDING**

It is a violation of St. Gregory's University Policy to record conversations with a tape recorder or other recording device unless prior approval is received from the university official, faculty or staff member or all parties to the conversation give their consent.

The purpose of this policy is to eliminate a chilling effect on the expression of views that

may exist when one person is concerned that his or her conversations with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed.

Violation of this policy will result in judicial action up to and including immediate expulsion.

## **USER COMPLIANCE**

When students use University computing services, and accept any University issued computing accounts, they agree to comply with this and all other computing related policies. Students have the responsibility to keep up-to-date on changes in the computing environment, as published, using University electronic and print publication mechanisms, and to adapt to those changes as necessary.

## **POLICYMAKING**

Policymaking at St. Gregory's University is collegial. Students participate in campus governance through committees, the Dean's Advisory Board, and the Student Government Association. Students serve on every university committee that impacts student life and academics. The SGA President serves as the student representative to the University Board of Directors.

## **STUDENT GOVERNMENT ASSOCIATION (SGA)**

The Student Government Association is the voice for students at St. Gregory's University. Membership in the SGA is extended to all students, full and part-time, residents and commuters, undergraduate, and graduate students. The SGA Senate consists of the Executive Board, Class Officers, and representatives of all recognized students organizations of St. Gregory's University (approximately 30 students). SGA minutes are regularly posted for all students to review. The SGA Executive Board assigns senators to be on various committees such as: the Student Life Committee, the Faculty Life Committee, the Academic Standards Committee, and the Student Conduct Board. The SGA has the authority to establish ad-hoc committees to address specific student issues.

## **THE DEAN OF STUDENTS**

The Dean of Students represents and relays student interests to the Executive Committee of the University, the Provost, and the President. He/she serves as the official liaison between the University administration, faculty, staff and the students of St. Gregory's. The Dean of Students has an open door policy and students should bring any concerns to the Dean.

## **FACULTY LIFE COMMITTEE (4 FACULTY AND 2 STUDENTS)**

The Faculty Life Committee considers faculty matters including evaluation of faculty, salaries, benefits, duties, and responsibilities of faculty members. Student members are selected by the Student Government Association and approved by the Dean of Students.

## **ACADEMIC STANDARDS COMMITTEE (4 FACULTY AND 2 STUDENTS)**

The Academic Standards Committee considers admission policies, retention, academic affairs, and library issues. Student members are selected by the Student Government Association and are approved by the Dean of Students.

## **STUDENT LIFE COMMITTEE (3 FACULTY, 3 STUDENTS, 1 MONASTIC REP)**

The Student Life Committee is concerned with student activities, athletic matters, residence hall life, and social regulations. It also serves as a sounding board for student opinion and recommends revisions in the Social Code to the Dean of Students. Student members are selected by the Student Government Association and approved by the Dean of Students.

## **STUDENT CONDUCT BOARD (TWO FACULTY, TWO STAFF, AND TWO STUDENTS AND ONE MONASTIC MEMBER)**

The Student Conduct Board serves as both a conduct and appeals board, pending each case and circumstance. For more details on the Student Conduct Board, see the Conduct Process section of this handbook.

## **FERPA RIGHTS AND CONDUCT RECORDS**

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of and gives students certain rights to their education records. The following is St. Gregory's University Policy Statement regarding FERPA. Students are entitled to:

#### **1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.**

Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Office of the Registrar does not maintain the specific record(s) requested, the Registrar will advise the student of the correct official to whom the request should be addressed.

While students may inspect and review their records, they cannot be photocopied or taken from the office. All records are confidential and are maintained for five years after graduation or withdrawal from the college. Academic transcripts are permanent records, which are never destroyed; all other information is purged after five years.

#### **2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.**

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to the college official responsible for the record, clearly identify the part of the record they wish to be changed, and specify why it is inaccurate or misleading.

FERPA was not intended to provide a process to be used to question substantive judgments, which are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

#### **3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to university officials with legitimate educational interests. A university official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including security and athletic training staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, or official of the National Student Loan Clearinghouse); a person serving on the Board of Directors; or a student serving on an official committee, such as a conduct or appeals committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The University may disclose education records in certain other circumstances:

- To comply with a judicial order or a lawfully issued subpoena;
- To appropriate parties in a health or safety emergency;
- To officials of another school, upon student request, in which a student seeks or intends to enroll;
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
- To accrediting organizations to carry out their functions;
- To organizations conducting certain studies for or on behalf of the University; or
- The results of an institutional disciplinary proceeding against the alleged of a crime of violence may be released to the alleged victim of that crime with respect to that crime.

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605.

**For purposes of compliance with FERPA, the University considers all students independent.**

## **DIRECTORY INFORMATION**

St. Gregory's University designates the following as public or "Directory Information": the student's name, addresses, telephone number, school or college, major field of study, degree sought, expected date of completion of degree requirements and graduation, degrees and awards received, dates of attendance, full or part time enrollment status, the previous educational agency or institution attended, participation in officially recognized activities and sports, weight and height of athletic team members and other similar information.

Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as indicated in point #3 above. To do so, a student must make the request in writing to the Office of the Registrar by the end of the first week of each semester.

## **WAIVER FOR RELEASE OF STUDENT FILE INFORMATION**

In accordance with the Family Educational Rights and Privacy Act (FERPA), St. Gregory's University may not release information concerning student attendance, academic performance, disciplinary matters, or other private information normally kept in student files to third parties, including parents. To access the above noted information, third parties must either prove financial dependency upon them according to the dependency test as defined in Section 152 of the Internal Revenue Code of 1986, or the student must grant a waiver of their rights.

The University has initiated a waiver form to facilitate the release of this information. Upon enrollment, students have the option to waive their rights and thus give permission to the University to release the above noted information to parents and/or designated third parties. The waiver terminates upon graduation or official withdrawal from the college unless revoked earlier by the student.



## **STUDENT CONDUCT RECORDS**

Student Conduct Records are part of a student's formal educational record and are centrally maintained in the Dean of Students Office. Typically, a Student Conduct Record is established when a written report or information on a student is received by the Dean of Students (or other appropriate university official, as may be provided for by the applicable university policy).

All Student Conduct Records are maintained in accordance with the Family Education Rights and Privacy Act (FERPA). Student Life staff will abide by all laws requiring confidentiality and privacy with regard to the student conduct system. In cases involving alleged violent or injurious behavior, Student Life staff will inform the victim, as allowed by law, of the outcome of the proceeding. Except as provided below, all Student Conduct Records are maintained for five years after the graduation date of the student and then destroyed in a manner which will preserve confidentiality:

- If a student receives the sanction of expulsion from the University, the Student Conduct Record will be retained permanently;
- If a student is involved in litigation with the University, the Student Conduct Record may be kept indefinitely;
- If a student transfers and then graduates from another college or university, Student Life will destroy the Student Conduct Record five years after the date of transfer.

## **STUDENT GRIEVANCES**

### **FACULTY RELATED CONCERNS**

Students may have concerns or complaints about a faculty member. For example, a student might believe that a faculty member has violated a University policy, or that a faculty member has behaved inappropriately. These concerns or complaints should first be addressed informally. If they are not resolved informally, they may need to be addressed formally. Students should be advised that disputes over grades, discrimination, or sexual harassment should be addressed by procedures described in the University catalog, the Student Handbook, and the Faculty Handbook, not by the following complaint procedure.

In a conference with the student, it should be di that accusations against faculty members may have serious consequences. The student should be reminded that disputes may arise simply because the people involved have different points of view, different opinions, and different personalities. These types of disputes are best resolved by discussion between the two parties involved. The Benedictine core values of love, stability, obedience, discipline, and community are best served when disputes are addressed directly between the affected parties. Similarly, Jesus gives a model for addressing grievances that begins with conversation between the two parties (Mt. 18:15-20).

In the event that a complaint is brought to an administrator or other University official (including the student's academic advisor), the person receiving the complaint should have the student contact the faculty member or their immediate supervisor. Complaints received via electronic mail should be followed up to explain the appropriate complaint procedure. The student bringing the complaint electronically then has the opportunity to either pursue the complaint procedure or the complaint is considered dropped. Complaints should normally be filed within 60 days of the incident and should be addressed in person, unless an exception is made by the appropriate Dean and/or Provost. In no case should an inappropriately addressed complaint affect decisions of retention, promotion, and tenure. Anonymous complaints do not permit resolution and are to be disregarded.

#### **A. Informal Concern/Complaint:**

1. The student should first develop written notes about the concern or complaint, then, the student should make an appointment for a confidential conversation with the faculty member. If necessary, the Department Chair, the immediate supervisor of the faculty member involved, or the student's academic advisor may moderate or facilitate a meeting between the student and faculty member. If the student and faculty member cannot mutually resolve the issue, the student may continue the informal process by discussing the concern or complaint with the appropriate Department Chair or the immediate supervisor of the faculty member involved.

2. The Department Chair or immediate supervisor will meet with the student, have the student fill out an Inquiry Form, and arrange a meeting to discuss the matter. The Chair or supervisor, the student, and the faculty member will all participate in the meeting. If the issue is not resolved in this manner, the Chair or supervisor will fill out a Formal Complaint Form.

### **B. Formal Concern/Complaint:**

1. The Department Chair or immediate supervisor will fill out a Formal Complaint Form. This form will include comments and/or observations from the chair/supervisor, the faculty member, and the student. This form will be presented to the appropriate Dean, who may consult with the Provost for resolution.

2. If the faculty member disagrees with the resolution from the Dean and/or Provost, he or she may request a panel hearing. The panel will consist of two faculty members appointed by the Faculty Council, the student's academic advisor, and two students appointed by the Student Senate. The panel will be able to review all written reports regarding the issue. The panel may also interview the faculty member involved, the student filing the complaint, and other individuals that the panel deems necessary. If the panel rules that the concern/complaint against the faculty member is groundless, the incident will not be added to the faculty member's file. Instead, the Inquiry Form and the Formal Complaint Form will be labeled as groundless and placed in the student's file.

## **NON-ACADEMIC CONCERNS**

**Step 1:** Each student with a non-academic grievance against the St. Gregory's University should seek first to discuss the situation and problem directly with an employee in the department complained against. Each student with a non-academic grievance against university employee(s) should seek first to discuss the situation and problem directly with the employee(s) complained against or with their immediate supervisor.

Employees and supervisors are expected to provide a supportive environment that fosters open communication and are encouraged to resolve grievances in an informal manner, if possible. It is the expectation of the University that both students and employees will treat one another with respect and civility at all times during the process.

Under this step of the process, it is the responsibility of the employee to file a report with Dean of Students using the Student Grievance Report Form (available in print in the Dean of Students Office or online). The Dean of Students is responsible for keeping a log of all student grievances which indicates the current status or outcome of the grievance.

**Step 2:** If the grievance is not resolved at Step 1, the student shall present a written grievance (via email) to the supervisor identified in Step 1. After complete investigation of the alleged grievance, including discussion with the student, the supervisor shall make a decision in writing addressed to the student within a reasonable period of time, considering the facts of the matter. More serious matters are expected to take longer to resolve. It is the responsibility of the supervisor to provide a copy of the grievance submitted by

the student as well as a copy of his/her written response to the Dean of Students. The Dean of Students is responsible for keeping a log of all student grievances which indicates the current status or outcome of the grievance.

**Step 3:** If the grievance is not resolved at Step 2, the student may choose to appeal the decision to successively higher supervisors in the department up to the level of the appropriate vice president. Each appeal must be made in writing within ten (10) working days of the decision.

Each appeal must be decided in writing within a reasonable period of time after the receipt of the appeal. It is the responsibility of the supervisor to provide a copy of the grievance submitted by the student as well as a copy of his/her written response to the vice president for student development. The Dean of Students is responsible for keeping a log of all student grievances which indicates the current status or outcome of the grievance.

The decision of the vice president will be final except in the case where the initial grievance involves the actions or a decision made by a vice president. In such a case, the initial written grievance should be submitted to the President who will appoint someone to investigate the matter for him/her. The decision of the President in such a case is final.

## HAZING

Hazing violates the God-given dignity of others and is incompatible with the practice of the Benedictine value of respect. Many acts of hazing are illegal and it is a behavior strictly prohibited by NAIA and other organizations with which St. Gregory's University is affiliated. This policy is intended to establish that hazing of any kind, is unacceptable at St. Gregory's University and will not be tolerated. Below is the Oklahoma statute that defines hazing in the state of Oklahoma, which by definition we as an institute of higher education in Oklahoma accept as our standard.

Individual students found to violate the hazing policy will be referred to the student conduct process of the University, with consideration of information turned over to local authorities. It is important to note that St. Gregory's University is a value centered university, and it will hold students accountable for having knowledge of hazing activities and not reporting these illegal events to the Dean of Students.

Student organizations that violate the hazing policy will be referred to the Dean of Students for consideration of loss of recognition from the University and a requirement to disband the organization.

The following is an excerpt of an amendment to 21 O.S. 1981, Section 852. If you have any questions regarding this law, call the office of the dean of students at (405) 878-5152.

### OKLAHOMA HAZING LAWS

A new section of law has been codified in the Oklahoma Statutes as Section 1190 of Title 21, reads as follows:

- A.** No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.
- B.** Any hazing activity described in subsection "F" of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.
- C.** A copy of the policy of the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be given to each student enrolled in the school or institution and shall be deemed to be part of the bylaws of all

organizations operating at the public or private school or the institution of higher education.

- D.** Any organization sanctioned or authorized by the governing board of a public or private school or institution of higher education in this state which violates subsection “A” of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars (\$1,500) and the forfeit for a period of not less than one (1) year all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.
- E.** Any individual convicted of violating the provisions of subsection “A” of this section shall be guilty of a misdemeanor, and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars (\$500.00), or by both such imprisonment and fine.
- F.** For purpose of this section:
1. “Hazing” means an activity which recklessly or intentionally endangers the mental health or physical safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or any institution of higher education in this state.
  2. “Endanger the physical health” shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverages as defined in Section 506 of Title 37 of the Oklahoma Statutes, non-intoxicating beverage as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, drug controlled dangerous substance or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual.
  3. “Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

## **HARASSMENT AND DISCRIMINATION**

St. Gregory’s University does not condone harassment or discrimination of any kind, against any group or individual, because of race, color, religion, national origin, ethnic identification, age, disability, gender, veteran status or any other category protected by law. The University’s ability to achieve its mission is dependent on the cooperative efforts of its faculty, staff and students. For such cooperation to exist, an atmosphere of professionalism, marked by mutual trust and respect is essential. Harassment, a type of conduct which violates this atmosphere, is unprofessional, illegal and unethical. It is therefore unacceptable behavior and will not be tolerated.

St. Gregory’s University prohibits such conduct by anyone on its premises including but not limited to: faculty, staff, students, managers, supervisors, co-workers and non-employees such as visitors, vendors and contractors. Harassment is generally defined as verbal or physical conduct which harasses, disrupts, or interferes with another student or employee’s academic or work performance or which creates an intimidating, offensive, or hostile environment for the recipient of the harassment.

Examples of impermissible harassment include, but are not limited to:

- The use of physical force or violence to restrict the freedom of movement of another person or to endanger the health and safety of another person based on that person’s race, color or other protected category as outlined above;

- Physical or verbal behavior that involves an express or implied threat to interfere or has as its purpose or has the reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, participation in University-sponsored extracurricular activities because of that individual's race, color, or other protected category as outlined above, and which causes that individual to have a reasonable apprehension that harm is about to occur;
- Any type of conduct that has the effect of unreasonably interfering with an individual's academic performance or creates an intimidating, hostile or offensive learning environment; and
- Epithets, slurs or derogatory comments based on a person's race, color, or other protected category as outlined above.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct based on a person's gender. Examples of sexual harassment include, but are not limited to:

- Where submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic advancement;
- Where submission to or rejection of such conduct by an individual is used as a basis for decisions affecting such academic advancement;
- Where such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive learning environment;
- Sexual flirtations, touching, advances or propositions;
- Verbal abuse of a sexual nature;
- Graphic or suggestive comments about an individual's dress or body;
- Sexually degrading words to describe an individual; and
- The display of sexually suggestive objects or pictures, including nude photographs, in any form, including those accessed or displayed on the University's Network System.

Gender discrimination is defined as differential treatment of others based solely on that person's gender, and includes, but is not limited to, derogatory references made about another person's gender, or characteristics and stereotypes related to that person's gender. Like sexual harassment, gender discrimination will not be tolerated by the University in any form or fashion whatsoever.

## **WHAT TO DO IF YOU ARE BEING HARASSED**

- Inform the individual that you feel you are being harassed. Be direct and definitive in your approach, unless doing so would unreasonably subject you to the threat of physical violence or humiliation, or such efforts would be futile given the circumstances, in which case you should move directly to the next step.
- If the problem continues, document the facts of the situation (as contemporaneously as possible) and consult the Dean of Students, Director of Residence Life, or the Counseling Center Director. All persons involved in the complaint and the investigation will keep all information related to the complaint and the investigation confidential to the greatest extent possible. This means all persons involved in the investigation will share such information only with persons who have a need to know.
- The University will strive to conduct an investigation of any formal harassment and/or discrimination complaints as quickly and as fairly as possible for all involved parties.
- Any proven violation of this policy will result in disciplinary action up to and including dismissal from the University.

If you believe you have witnessed harassing or discriminatory behavior, immediately contact the Dean of Students, Director of Residence Life, or the Counseling Center Director. St. Gregory's University prohibits any type of retaliation against any student who in good faith files a complaint under this policy (on his or her own behalf or on the behalf of another student or University employee) or against anyone who assists in the investigation of a complaint. Any student who intentionally makes a false allegation of discrimination or harassment will be subject to disciplinary action, which may include, but is not limited to, written warning, suspension, or dismissal from the University.

St. Gregory's University seeks to eliminate harassment in the workplace and the academic setting by periodically informing students about this policy statement and the obligations hereunder.

St. Gregory's University complies with Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act and its regulations: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance."

### **BENEDICTINE PRINCIPLE ON HARASSMENT**

Benedictine Principle: *Genesis 1:27*

*CCC 1702* "The dignity of the human person is rooted in his or her creation in the image and likeness of God. Endowed with a spiritual and immortal soul, intelligence and free will, the human person is ordered to God and called in soul and in body to eternal beatitude."

*RB 4:68-72* "Do not love quarrelling; shun arrogance... Pray for your enemies out of love for Christ."

### **CLUBS AND ORGANIZATIONS**

St. Gregory's University recognizes that activities outside the classroom are an important part of the college learning experience. As University sanctioned organizations, the University reserves the right to have a representative present for and apart of all organizational meetings. Student organizations are not permitted to open their own separate bank accounts - all deposits and expenditures must be made through the St. Gregory's University Business Office. Listed below are the recognized student organizations.

#### **ALPHA PSI OMEGA**

Alpha Psi Omega offers interactive opportunities in the area of theatre for the students and the university community. Candidates will be elected to membership by a majority vote of the active membership after eligibility criteria are evaluated. Eligibility will be determined based upon the local point system.

#### **BETA PHI GAMMA**

Beta Phi Gamma is a social service organization that enhances the quality of campus life. This organization is a local chapter and is not affiliated with any national Greek organization.

#### **DELTA CHI EPSILON**

Delta Chi Epsilon is a social service organization that enhances the quality of campus life. This organization is a local chapter and is not affiliated with any national Greek organization.

#### **GREEK COUNCIL**

The Greek Council ensures the protection and distribution of equal rights and opportuni-

ties to all members of the Greek community including coordinating among all social service Greek organizations, governing pledge seasons and rush weeks, and setting guidelines for all social service Greek organizations.

### **HASA**

HASA introduces the best of the Latin culture in an uniting and friendly way.

### **HUMAN RIGHTS ACTION COMMITTEE**

The mission of the Human Rights Action Committee is to take action focused on raising awareness about, preventing and ending grave abuses of the rights to physical and mental integrity, freedom of conscience and expression, and freedom from discrimination, while working to promote all human rights.

### **KAPPA PHI OMEGA**

Kappa Phi Omega is a Catholic-Christian sorority committed to promoting the 5 Basic Human Goods according to St. Thomas Aquinas. These include life, community, education, recreation, and spirituality. They uphold the sanctity of life by promoting healthy habits among each other and others.

### **KNIGHTS OF COLUMBUS**

The Knights of Columbus is a fraternal organization for Catholic men which provides service to the Church and the community and participates in service projects and leadership workshops. This organization is affiliated with the national Knights of Columbus organization.

### **PRO-LIFE TEAM**

The purpose of the Pro-Life Team is to support activities dealing with pro-life issues, from conception until natural death. These activities include prayer, supporting legislation, and making others aware of the atrocity of abortion.

### **STUDENT GOVERNMENT ASSOCIATION**

Student Government Association (SGA) provides communication and cooperation between the students, administration, faculty and staff of St. Gregory's University, increase awareness of and promote social, intellectual, and cultural activities and opportunities and provide a means by which students of SGU can effectively voice their concerns, approval and/or disapproval of the policies and actions of St. Gregory's University.

### **STUDENTS IN FREE ENTERPRISE**

The Students in Free Enterprise (SIFE) Team educates for business success and independence through a multitude of interactive endeavors for our diverse local and global communities.

### **STUDENTS OKLAHOMA EDUCATION ASSOCIATION**

The objectives of the Students Oklahoma Education Association is to advance the interests and welfare of students preparing for a career in education; stimulate the highest ideals of professional ethics, standards, and attitudes; develop in prospective educators an understanding of the education profession; influence the conditions under which prospective educators are prepared; and to promote and protect human and civil rights.

### **THETA CHI OMEGA**

Theta Chi Omega is a social service organization that enhances the quality of campus life. This organization is a local chapter and is not affiliated with any national Greek organization.

### **ZETA XI LAMBDA**

Zeta Xi Lambda is a social service organization that enhances the quality of campus life. This organization is a local chapter and is not affiliated with any national Greek organi-

zation.