

2017-2018
STUDENT HANDBOOK



ST. GREGORY'S
UNIVERSITY

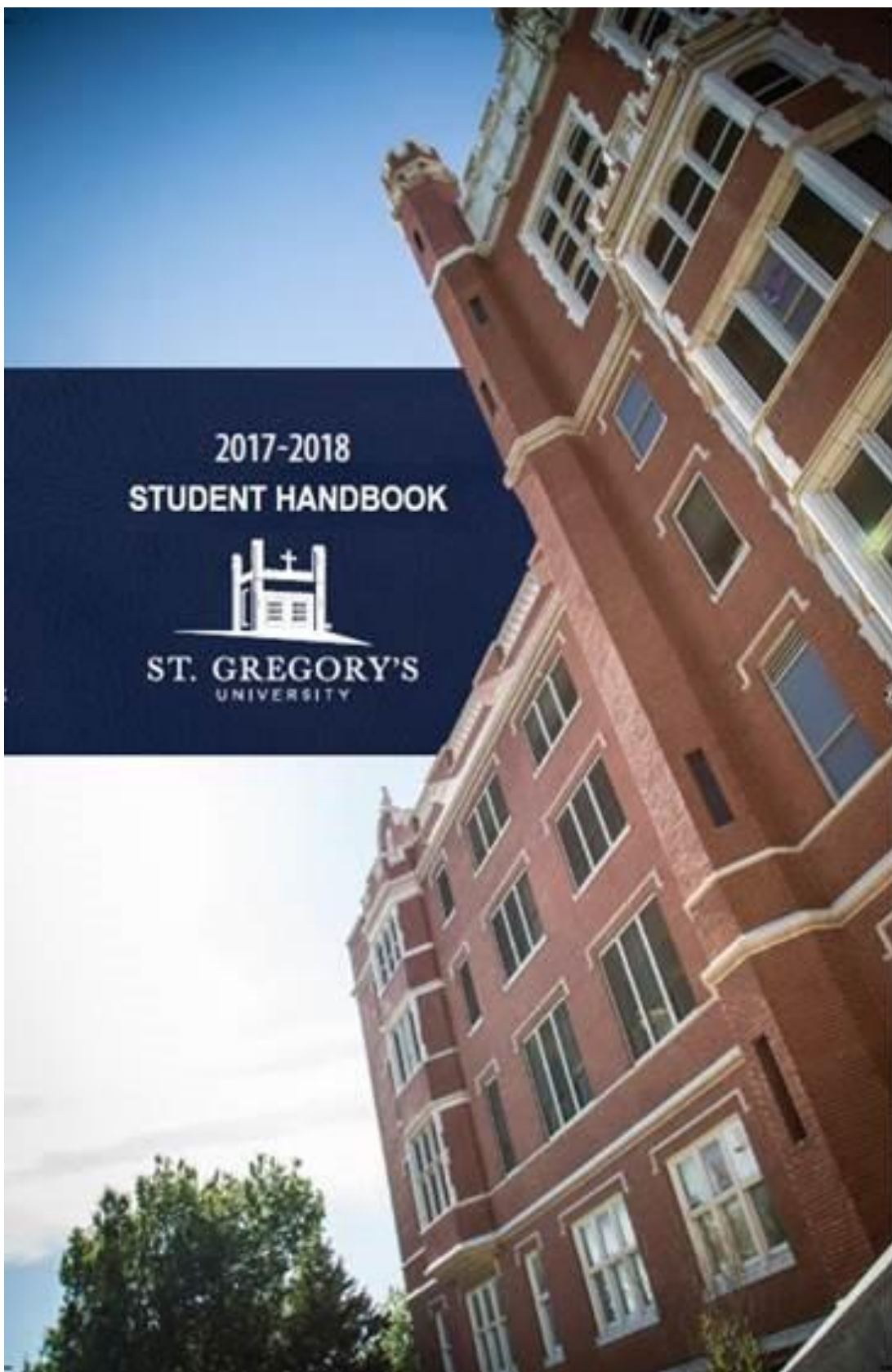


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ABOUT THE STUDENT HANDBOOK

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 this 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 ethical 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 at <http://www.stgregorys.edu/student-handbook>.

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 or his/her designee will determine the policy that will apply.

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 for the contents of the University's Student Handbook. Students are expected to become familiar with the Handbook and comply with all policies, rules, regulations, and procedures contained therein. Students who fail to comply with responsibilities and standards articulated in the Student Handbook can be subject to conduct sanction. Ignorance of the contents of the Student Handbook is not an acceptable defense for failure to uphold policies.

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.

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.

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. 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.

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):** Published by the Office of the Vice President for Academic Affairs, 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 or Housing Agreement.** A copy of this legally-binding agreement is given to each student at the beginning of their stay in the dormitories and copies can be obtained at the Student Life Office.
- **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.

ABOUT ST. GREGORY'S UNIVERSITY

MISSION

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.

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.

CORE VALUES OF A BENEDICTINE UNIVERSITY

Monks of the Order of Saint Benedict and subsequently all Benedictine colleges and universities subscribe to the following ten hallmarks:

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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.
8. **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.
9. **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.

10. **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.

HISTORY

St. Gregory's was founded in 1875 by the Benedictine monks who came to the United States 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.

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.



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.

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.

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.

Locations

St. Gregory's University has campus locations in Shawnee and Tulsa, Oklahoma. Additional learning locations are available in Little Rock, Arkansas and Oklahoma City, Oklahoma.

Shawnee Campus Buildings and Grounds

The traditional campus, located within the city limits of Shawnee, Oklahoma, 35 miles east of Oklahoma City, 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 auto (Interstate 40). Pocketed in the majestic plains of central Oklahoma, the city offers a commanding and inspiring view of the surrounding countryside. Both traditional and adult education programs are offered on this campus.

- **Benedictine Hall, the focal point of campus, was built in 1915** and has been subsequently renovated and 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.
- **The Rockwood Center (2001)**, provides a home for student activities and other services for students and faculty, including campus ministry, the Academic Success Center, student life offices, a multimedia computer lab, a student computer lab, the Cyber Cafe, a recreation room, and the Great Room, a comfortable gathering space for students.
- **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 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 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 Recreation and Child Development Center (1982)** includes the Don and Jenetta Sumner Fieldhouse, the Noble Racquetball Center, the Mabee Aerobic Center 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, and dry sauna are available for promoting health and fitness. Aerobics, fitness consultation, and racquetball 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.
- **Duperou Hall and DeGrasse Hall (1969)** provide residence facilities for students who reside on campus. In these halls, each pair of rooms forms a suite with bathroom included.
- **Mark Braun Hall (1960)** was renovated in 1997 to provide additional residence facilities. It contains bedrooms, lounges and communal bathroom facilities. It was updated in 2013-14 to provide laboratory, classroom and office space for the Life Science and Kinesiology Department and for the new School of Nursing program.

- **Bernard Murphy Hall (1960)** contains the kitchen, student dining hall, and monastic dining room on the ground floor with the Fine Arts Center, comprised of studios for drama, music, dance, art, and photography on the upper floor.
- **Abbey and University Church (1941)** provides a beautiful setting for worship services for the Abbey and for the entire campus community.

NON-DISCRIMINATION POLICY

St Gregory's University does not discriminate on the basis of race, color, national origin, ancestry, sex, 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. Questions and concerns about this may be addressed to the U.S. Department of Education, Office for Civil Rights, at OCRCompliant@hss.gov.

OFFICE OF STUDENT LIFE

Mission

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.

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.

The Office of Student Life manages all matters pertaining to the residence halls; extracurricular activities; student government and student organizations; campus ministry; and student conduct. The Dean of Students is also responsible for maintaining these policies and procedures, tending to student general concerns, and implementing the student conduct code. The Student Life staff accompanies and assists students to live a fulfilling college life experience and participate in the realization of the Mission of the University. Four key principles make this possible: **Dialogue, Respect, Joy, and Virtue.**

STUDENT LIFE STAFF

The Dean of Students:

The Dean upholds university policy that pertains to student, such as the one found in this handbook, particularly related to the student code of conduct. The Dean also administers disciplinary measures for students and is in charge of judicial affairs. The Dean of Students is responsible for the general administration of the Student Life Department, extra-curricular and pastoral activities, co-curricular learning opportunities activities for students,

Residence Halls. The Dean is committed to ensuring that all students are successful during their time at St. Gregory's by providing support to them, as well as the university community, regarding issues concerning student life. The dean also oversees student organizations, and acts as representative of student concerns before the administration.

Residence Life Staff:

The residence life staff serves on-campus students and provides 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:

- **Residence Directors:** 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 (RAs):** Students who also live in the student residences who are employed by the University to assist the RDs in serving student residents. Resident Assistants 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.

Campus Ministry:

This office serves the pastoral need of the student body and the larger University community. At the time of publication, this office is under continuous development. A Campus Missionary is currently available at ext. x5481.

STUDENT CLUBS AND GREEK ORGANIZATIONS

St. Gregory's University recognizes that activities outside the classroom are an important part of the college learning experience. Student organizations at St. Gregory's University exist to help students reach their full potential as members of the community and contribute to the University's mission to "educate the whole person." Students can engage with their peers in organizations dedicated to specific cause or area of interest. Whether students join an organization to make friends or to effect a positive change, experience has shown that peer leadership and small communities have a positive impact on student retention and success. 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, unless given permission in writing by the Dean of Students. All deposits and expenditures must be made through the St. Gregory's University Business Office. Listed below are the recognized student organizations for the Academic Year 2017-2018:

- **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 can effectively voice their concerns or support for the policies and actions of St. Gregory's University.

- **Cav Crew:** Cav Crew drives other students to support the activities of student athletes in a positive environment at sporting events, and through peer support.
- **The Hispanic Awareness Student Association (HASA)** introduces the best of the Latin culture to the university community in a uniting and friendly way, including pageants, cultural, and gastronomical events.
- **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.
- **Knights of Columbus Ladies Auxiliary:** The Ladies Auxiliary is committed to being the sister organization to the Knights of Columbus on campus and provide support the Knights through service to the Church and the community. The Ladies also participate in the service projects and leadership workshops set forth by the Knights of Columbus.
- **The Nursing Club** promotes the nursing major at St. Gregory's University and keeps the freshmen and sophomore students connected to the nursing presence on campus.
- **Future Black Leaders** aims at enhancing the bond and relationship with fellow men and women by promoting diversity and fostering learning experiences, through engagement of the African American culture and history, and to encourage leadership for young, ambitious students through community service and educational experiences.
- **The Pro-Life Team** supports and coordinates pro-life activities that promote and defend the respect for human dignity from conception until natural death. These activities include prayer, supporting legislation, and making others aware of the atrocity of abortion.
- **Business Society** is made up of students who wish to bring their in-class experience to a higher level, increasing opportunities to become leaders in the business world, and participate in local business competitions.
- **The Teachers Education Association** aims 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. ** goal is to provide development opportunities - people from diff orgs come to give talk – as teachers candidates have to have hours of professional development
- **Stand for The Silent** is an organization which promotes anti-bullying education and action by engaging the university community, and helping provide a safe space for students to discuss issues on campus
- **The Psych Cru** is an organization designed to keep students interested in the field of psychology connected with others in and outside of the major.
- **The Renaissance Men** is a fraternal association of young men who desire to revive the lost art of authentic manliness
- **Jane Austen Society** is a group of women exploring the definition of an “accomplished woman” through the works of Jane Austen. In exploring the skill sets and accomplishments of women in the Regency Era and their treatment by Austen, the society looks at their application to modern life and what it means to be a fully developed, independent woman today.
- **Communication Student Alliance** is an organization dedicated to help students bring their in-class experience outside of the classroom to hone skills and prepare for life after graduation in the communication field or any field that requires these skills. They frequently participate in communication conventions.
- **Greek Council:** The Greek Council ensures the protection and distribution of equal rights and opportunities to all members of the Greek community including coordinating among all social service Greek organ-

izations, governing pledge seasons and rush weeks, and setting guidelines for all social service Greek organizations.

- **Alpha Psi Omega** is a nationally recognized, co-ed honor's society that offers interactive opportunities in the area of theatre for students and the university community.
- **Beta Phi Gamma** is a Fraternity that serves the St. Gregory's university and monastic community through enhancement of quality of life and promotion of school pride for all students.
- **Delta Chi Epsilon** is a sorority with focus on social service: Active giving back to the community; Believe in going green through recycling; Close knit sisterhood; Diversity in Majors, interest and personalities. This organization is a local chapter and is not affiliated with any national Greek organization.
- **Theta Chi Omega Sorority** is a sorority organized to provide an opportunity to give unselfishly to the community and university, and to develop the lives of its members intellectually, socially, spiritually, and physically. They participated with the Ronald McDonald House Charities, helping in hospitals, working with terminally ill children, engaging in community service to those in need.
- **Zeta Xi Lambda:** Zeta Xi Lambda is a social service organization that enhances the quality of campus life. They participate in relay for life efforts, to help in the cause to fight breast cancer, through research and fundraising.

Advisors to Student Organizations

Faculty and staff greatly impact student retention, cheerfulness, and success. Advisors have the opportunity to positively influence the lives of students through guidance and mentorship. The advisor's role is not one that takes on direct leadership – students grow in their leadership abilities when they are able to tackle challenges and solve problems –, instead, advisors help student leaders to have a “big picture” mentality within the university. Advisors are able to share their skills and expertise with students in a structured way, as a living resource to build themselves up and to help strengthen the St. Gregory's University community. The Student Life Office offers a guide for Advisors, for those who would like more information about their duties and responsibilities.

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. 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 that are needed according to the specific extra-curricular program in which they wish to participate.

Pursuant to the University's Emergency Suspension Policy, 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.

OFFICIAL STUDENT IDENTIFICATION: THE CAV CARD

The official St. Gregory's University student identification is the "Cav Card." Each student is responsible for obtaining a Cav Card and carrying 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 can obtain a replacement for a fee. The Cav Card must be validated at the Business Office each semester, and serves as the following: Meal Card; Library card; Admission to University events; Visitation pass to residence halls.

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 AND EMERGENCY INFORMATION

It is necessary for the University to have a current address and current phone number for each student, including an emergency contact. This information enables the University to contact students, parent's, guardians (or any other person designated as emergency contact) 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.

STUDENT CODE OF CONDUCT

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.

In the Benedictine tradition, an enthusiastic commitment to the well-being of those with whom one lives 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. For this reason, it is the **responsibility of every student** enrolled at St. Gregory's to become well acquainted with these standards of conduct and all other university policies, and to abide by them. Ignorance of a communi-

ty 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.

STUDENT RESPONSIBILITY IN MATTERS OF CONDUCT

Students are responsible to the university for their conduct, at all times, 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. 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 SGU community, and acting out of its responsibility to facilitate the moral development of its students. St. Gregory's reserves the right to take all appropriate conduct action with regard to students who violates any federal, state or local laws while enrolled as a student at the University; or that fails to report or otherwise withholds information from the University about his/her past criminal history as part of the application for admission process.

Students who fail to conduct themselves in a manner consistent with the University's mission and values; fail to demonstrate an appropriate level of respect for the God-given dignity of others; endanger the welfare and safety of themselves and others; and evidence a blatant disregard for the policies and regulations of the University, will be subject to conduct sanctions up to and including expulsion.

Online Behavior

In today's well connected, technology immerse society, it is important to note that 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. This policy applies as long as the material which violates University policy is ultimately disseminated in a public forum and/or brought to the attention of the University.

Notifying the University Regarding Legal Violations, Restraining Order, or Criminal Charges

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.

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 appli-

cant 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. 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, can be subject to the University rescinding its offer of admission or other student conduct action up to and including suspension or expulsion.

Enrolled Students: Once an applicant is offered admission and enrolls as a student at the University, he/she is required to inform the Dean of Students regarding citations, charges, or being 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. 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 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 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.

Court Ordered Protection Orders: Each student is responsible to promptly notify the Dean of Students of any instance in which the student has been ordered by a Court to refrain from contact with another member of the University community. 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: Matthew 5:16

Catechism of the Catholic Church (CCC) 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 (SB) 2:12-13: "The abbot is to lead his disciples by a living example."

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. Conduct sanctions can be applied if a student refuses to comply with the directive of a university official or law enforcement official; provides false or misleading information or withholds information during an investigation; shows blatant disrespect for these officials; provides any university official with false information; or is in possession or is discovered distributing and or producing false documentation.

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.”

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. Moreover, failure to report a serious policy violation can lead to disciplinary measures taken against the student. The Dean of Student or his/her designee will determine appropriate penalties for those students who are complicit to breaking policy.

Benedictine Principle and Complicity

Benedictine Principle: 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...”

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 (see section on COMPLICITY) 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.

Oklahoma Hazing Laws

- 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 or 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 school or the institution of higher education.
- D. Any organization sanctioned or authorized by the governing board of a public or private school or of an 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 (\$1,500.00) 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 purposes of this section:
 - 1. "Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or 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 of 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 beverage as defined in Section 506 of Title 37 of the Oklahoma Statutes, low-point beer 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; and
 - 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.

Taken from <https://law.justia.com/codes/oklahoma/2016/title-21/section-21-1190/>

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 sta-

tus 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.

Gender discrimination

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.

Benedictine Principle on Harassment and Discrimination

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."

POLICY ON SEXUAL MISCONDUCT, DISCRIMINATION, AND HARASSMENT

Sexual assault is a crime of grave matter that can occur to both men and women. All members of the University community are expected to act toward one another in a manner consistent with the dignity afforded each person created in the image and likeness 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.

As Catholics, we understand that sex has its place 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 woman. In marriage, the physical intimacy of the spouse becomes a sign and pledge of spiritual communion."

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.

TITLE IX

St. Gregory's University complies with Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act and its regulations. Title IX is a federal statute prohibiting sex discrimination. A person's sex cannot be a basis for a person's exclusion from participation in, denial of benefits, or subjecting him or her to discrimination under any education program or activity, including employment. This includes: admissions, financial aid, academic advising, housing, athletics, recreational services, college residential life programs, health services, counseling and psychological services, registrar's office, classroom assignments, grading and discipline, recruiting for employment or the benefits of employment. The statute applies equally to men and women.

A person who alleges that s/he has been the victim of sexual harassment, sex discrimination, or sexual assault/misconduct may file a complaint in writing with the University Title IX Office. The Title IX Office will work in conjunction with the Human Resources Director and Dean of Students to implement this policy. This policy covers unwelcome conduct of a sexual based nature, whether committed on campus or off-campus, where the University has authority over the perpetrator or the context of the harassment. Consensual romantic relationships between members of the University community may be subject to other University policies and subsequent investigations. 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 University policy.

SEXUAL HARASSMENT

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.

Students who are the **victims** of harassment or discrimination are encouraged to:

- If possible, confront the individual who is misbehaving, harassing, or discriminating. Be direct and definitive, unless doing so would unreasonably subject a student to the threat of physical violence or humiliation, or such efforts would be futile given the circumstances.
- If the problem continues, document the facts of the situation 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 student found in violation of this policy will result in disciplinary action up to and including dismissal from the University.

Witness of Harassing or Discriminatory Behavior

Students who believe they have been witness to these types of behavior should immediately contact the Dean of Students, Director of Residence Life, Security, 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.

To view the complete Sexual Assault Policy and Investigation Process,
including details on how to recognize and report
sexual harassment, please visit:

<https://www.stgregorys.edu/campus-life/security/title-ix>

For information on resources to report this type of harassment, please see the section RESOURCES FOR FACULTY, STAFF AND STUDENTS REPORTING A SEXUAL ASSAULT, at the end of this Handbook.

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 week. Emergency on-campus counseling can be arranged during the weekend through the Residence Life Office or Human Resources Office. There are *off-campus, third party* 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. There is no charge and the services are privileged communications.

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..."

POLICY ON TOBACCO, ALCOHOL, AND DRUGS

TOBACCO & VAPOR-FREE CAMPUS

St. Gregory's University is an alcohol and tobacco 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 AND OTHER DRUGS

St. Gregory's University prohibits the unlawful possession, use, manufacture, or distribution of illicit drugs, narcotics, the abuse of a prescription and over the counter drugs, and alcohol on University Property and during all official University sanctioned events. 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 away from campus 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 Statues. 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.

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 includes empty alcohol bottles/containers. Alcohol depictions of any kind (posters, lights, signs, etc.) are not permitted in any residence hall. This policy includes all parties (student, faculty, staff, and guests). The use of alcohol on campus is only allowed during special events in which faculty and staff are present, all applicable federal, state and local laws are followed, and approval has been given in advance by the President or his/her designee.

Any student or employee of the University who has violated this policy can be subject to disciplinary action including, but not limited to, fines, removal from residence halls, community service, probation, suspension, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate approved/certified rehabilitation program. Other possible outcomes are detailed in the Sanctions section.

Students who are caught in the possession of illicit drugs can face immediate suspension and a report of mandated counseling may need to be submitted to the Dean of Students or his/her designee if the student is allowed to return to the University.

Alcohol and Drugs: Presence, Consumption, and Related Paraphernalia

- Alcohol or drug/illicit substance displays of any kind (posters, lights, signs, etc.) are not permitted in any residence hall.
- Public intoxication on campus is not permitted, regardless of the age of the individual.

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 explained here: www.drugabuse.gov

Reporting Alcohol and Drug Use

Residents should never hesitate to seek help for their peers' personal welfare in drug and/or alcohol or other emergencies. Students may also contact their Resident Assistant, Residence Director, or the Dean of Students at any time. If the person doing the reporting wishes to remain anonymous, please mention this to the staff member who is receiving the reporting and a student's anonymity will be protected. See the section on the Behavioral Intervention Team for further information.

Benedictine Principle: Alcohol and Drugs

Benedictine Principle: Ephesians 5:18; Corinthians 6:19

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."

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."

RB 40:5-7: "...for wine makes even wise men go astray."

SANCTIONS

When it has been determined that a student has violated University 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.

SANCTIONS AND DISCIPLINARY STATUS

The conduct officer or, when necessary, the 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:

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 the 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.

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 or permanently.

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 Dean of Students to re-enter the residence halls after the period of dismissal has expired.
- 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 or Expulsion 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 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.

Final Appeal in Cases of Dismissal or 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.

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 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 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 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.

Students who fail to comply with assigned sanctions outcomes may face additional ones.

Benedictine Principle on Sanctions

Benedictine Principle: 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 CONDUCT PROCESS

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

The Student Code of Conduct is not intended to be an all-encompassing legal code that addresses all eventualities for student conduct, nor function as a court of law. 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 officials that it is more likely than not that a violation of policy occurred, the student may be disciplined for an infraction of policy. 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. Additionally, disciplinary officers at SGU are responsible for implementing and enforcing the procedures in the most consistent and fair manner possible.

The fundamental principle of the standards 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.

Violations of the Student Code of Conduct are normally addressed in an individual conduct hearing between the student and the appropriate University Conduct Officer, or, if necessary, the Student Conduct Board. The Student Conduct Process is confidential. 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 confer-

ence 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 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.

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), and matters pertaining to non-serious disciplinary action, the Dean of Students 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 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 or Director of Security may make a report to appropriate law enforcement officials. Reports by legal authorities and related to the conduct at issue may be utilized in the investigation.

DETERMINATIONS IN MATTERS INVOLVING SERIOUS MISCONDUCT

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

1. If there is not a preponderance of the 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").
2. If the Dean of Students determines that there is a preponderance of the evidence in support of 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 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 he or she is required to schedule a conduct hearing with the Dean of Students or his/her designated assistant within five (5)

business days.

- a. At the hearing, the Dean of Students 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 forfeit any right to appeal.
2. If the accused student wishes to contest the determination of the Dean of Students he or she must give notice to the Dean of Students 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 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 request a hearing with Student Conduct Board, then within five (5) business days, the Dean of Students will administer an appropriate conduct sanction to the student and the student shall forfeit any right to further appeal in the matter.

THE STUDENT CONDUCT BOARD

The Dean of Students 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 Vice President for Academic Affairs will consider the appeal and his/her determination will be final.

- If the Dean of Students calls the Student Conduct Board to render recommendations for sanctions, the Board's decisions will be presented to either the Dean of Students and/or his/her designee. The Dean of Students 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 calls the Student Conduct Board to serve as a hearing body, their decision is communicated to the student by the Dean of Students and/or his/her designee, and any appeal may be made to the Vice President for Academic Affairs 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 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
- The Student Government Association will recommend four male and four female students to the Dean of Students, who will select two to participate

- One Monastic community member appointed by the Dean of Students

The Dean of Students 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 re-appointed 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 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:

- A. The chair of the board coordinates the hearing schedule with the Dean of Students.
- B. A quorum of three is necessary for the board to conduct a hearing.
- C. 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.
- D. All hearings of the board shall be conducted in private and are closed to the media.
- E. 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.
- F. Only members of the board, the advisor, the Dean of Students 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, the board is obligated to restrict the appearance of those in attendance to separate times.
- G. 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.
- H. 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 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.

- I. 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.
- J. 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.
- K. The Dean of Students 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 his/her designee, outlining the charges and all evidence gathered in the investigation.
- L. The Dean of Students 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 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.
- M. 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 to verbally summarize the information for the board.
- N. 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.
- O. 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.
- P. 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 or his/her designee.
- Q. All procedural questions are subject to the final decision of the Dean of Students.
- R. 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.
- S. **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
 - 3. To determine the accused is responsible for violations other than those determined by the dean of students or his/her designee.
- T. 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.

- U. 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 questions 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 Vice President for Academic Affairs for resolution without recommendation.
- V. Once the board has come to a determination of responsibility, it will then make recommendations of sanctions to be applied.
- W. 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 his/her designees) are informed of the determination(s) to the extent provided by FERPA.
- X. 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 Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs 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 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.

- If the hearing officer for the case is a Residence Hall Director then the appeal may be made to the Dean of Students in writing within five (5) business days of the date on the sanction notification.
- The Dean of Students 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 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, 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 calls the Student Conduct Board to serve as a hearing body, their decision is communicated to the student by the Dean of Students or his/her designee and any appeal may be made to the Vice President for Academic Affairs 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 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 Vice President for Academic Affairs, whose decision is final and binding upon the student.

STUDENT ACADEMIC POLICIES

Student Conduct matters also pertain to student behavior and student integrity in the classroom and in all academic matters. Students are responsible to the university for the way in which they conduct themselves in class, in their assignments and examinations, before faculty members, advisors, peers, and administrative staff. For this reason, the student will be held to the same standard of conduct described here in all academic matters.

All policies pertaining Academic Integrity, Classroom behavior, Grades, Assessment, Curriculum, Graduation, etc. can be found in the St. Gregory's University Academic Catalog, published yearly and accessible through the University's website: <http://www.stgregorys.edu/academics/academic-catalogues>.

The Academic Catalog also contains information regarding Financial Aid Services, adding and dropping courses, and details regarding the various programs offered at St. Gregory's University. Therefore, it is the responsibility of every student to become well acquainted with the contents of the Academic Catalog.

SERVICES AND RESOURCES FOR STUDENTS

Below are some of the resources available to students. All contact information for these can be found in this section or in the OTHER RESOURCES section at the end of this Handbook.

ACADEMIC SUCCESS CENTER (SHAWNEE CAMPUS)

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 located in the second floor of the Rockwood Center and it is open Monday through Friday. Hours and tutor availability are posted at the beginning of each semester. 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. Marcel Brown, is available to assist

students in choosing the right tutor and making arrangements for a tutoring session. For more information about services offered by the ASC, please contact Dr. Brown at mabrown@stgregorys.edu, (405) 878-5140.

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.

PARTNERS IN LEARNING (PIL)

The Partners In Learning (PIL) program is a comprehensive fee-based program that provides students with learning disabilities, attention-deficit/hyperactivity disorder (AD/HD), autism spectrum disorder (ASD), and Intellectual disabilities with the skill sets to succeed academically and eventually transition to employment. The program is a unique educational experience that provides specialized, individual attention to help students better manage the learning, application and cognitive-based aspects of academic success. In short, the PIL program takes a "life skills coach" approach to higher learning. It is a program that goes above and beyond the basic requirements of the Americans with Disabilities Act (ADA). This is accomplished through an interactive, collaborative effort, the PIL program utilizes faculty, staff and campus resources to enhance a student's learning experience and to facilitate personal development all the while keeping to the Catholic Benedictine value system that stresses attentiveness, service and integrity. The PIL program staff is committed to students with all types of learning styles and needs. 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. The PIL office is located within the Disabilities Resource Center, (405) 878-5155 or email Anne Machado at aemachado@stgregorys.edu.

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.

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.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

St. Gregory's University endeavors to create an environment that is accessible to its entire community. Questions or concerns of accessibility should be directed to the ADA Compliance Coordinator—physical, programmatic, policy/procedure, web and electronic/information technology. For Further Information Contact: ADA Compliance Coordinator St. Gregory's University Shawnee OK 74804. You can also email: compliancecoordinator@stgregorys.edu, and hr@stgregorys.edu.

Website: <http://www.stgregorys.edu/admissions/traditional-learning/ada-compliance>

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 first floor 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.

BEHAVIORAL INTERVENTION TEAM (BIT)

Recognizing that each member of the St. Gregory's community has been created in the "image and likeness of God" (Gen. 1:26) and has been endowed with a fundamental dignity, the University community endeavors to provide appropriate concern and beneficial resources to its members who require them. This policy outlines a procedure for such care when it is needed.

Mission

The Behavioral Intervention Team is to provide a timely intervention resource for students, faculty and staff in order to address faculty, staff and student behavioral issues and promote student academic success and faculty, staff and student safety through appropriate and timely response. The BIT Team serves serve as a central network focused on preventive and timely intervention before a crisis arises. The BIT Team is a resource for faculty, staff and students by which they can report student behaviors of concern. Examples of such instances include, but are not limited to: behavior or actions which appears to be dangerous or threatening to oneself or others, troubling behavior, angry, hostile, or abusive behavior or other behavior that is inappropriate or disruptive. This behavior may also appear in social media such as Twitter or Facebook postings. In some cases, there may be no violation of the St. Gregory's University Student Code of Conduct or the Faculty and Staff Handbook, but the behavior may evoke alarm or concern among involved persons. The BIT team seeks to meet the needs of the referred person while keeping their personal information as confidential as possible. BIT is not a crisis response team but acts in a proactive manner to assist individuals once identified and acts to assist in student success, recognize the early development of issues that may interfere with that success and safety, and ideally to prevent violence on campus.

Responsibilities

In partnership with other university offices, the BIT Team will:

- Educate the campus community on active by-stander intervention, bias incidents, crisis management, monitoring behavior and threat assessment.
- Serve as consultants to members of the St. Gregory's community to support in monitoring and assessing behavior and developing a plan of action to manage the behavior.
- Assess available institutional and community resources and follow up on interventions, referrals, and reports.
- Develops needed policies, protocols and procedures to support BIT functions around reports of concern.
- Develop and implement education and outreach plans to ensure that the campus community is aware of processes and contacts.
- Develop and disseminate informational materials focused on identification and prevention of disruptive behavior.
- Make recommendations to university officials on appropriate action(s) consistent with university policies and procedures.
- Coordinate with Marketing Department the university response to potentially harmful/disruptive situations.

Referral Process

Members of the St. Gregory's community may refer themselves or other individuals of concern to BIT through the Dean of Students or the Human Resources Office. The Behavior Intervention Form is accessible on the campus Intranet. Depending on the situation, any form of communication, even an anonymous notification, will suffice to alert a member of the BIT form. This form can be submitted online or downloaded, completed and turned in to the Dean of Students or the Director of Human Resources. Anonymous submissions are permitted. All referrals and files will be kept confidential and separate from judicial files until such time the behavior becomes a Student Code of Conduct or Faculty and Staff Handbook violation.

If a student believes an individual or a member of the community is in immediate danger, please contact the Shawnee Police at 911 or Campus Security.

REGISTRAR'S OFFICE

St. Gregory's Registrar's Office provides registration services and transcripts to students and alumni. The office manages student records, provides academic schedules, and grade point information. The office also houses all registration activities and assist students with competing university enrollment and submit graduation applications. In addition, the office provides a variety of related services to students, academic departments and other constituents. The Registrar's Office is located on the first floor of Benedictine Hall on our Shawnee campus.

All academic FERPA requests are made with the Registrar.

Withdrawal from the University

St. Gregory's University has a fair and equitable refund policy under which the University makes a refund of un-earned 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. 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. For information on adding or dropping courses, charges, refunds, and other matters pertaining to the Registrar's office, please visit: <https://www.stgregorys.edu/academics/registrar>

For more information regarding University policy on transfers, withdrawals, con-current enrollment, graduation requirements, academic probation, readmission, leaves of absence, etc. please consult the Academic Catalog that is published yearly in the University webpage: <https://www.stgregorys.edu/academics/academic-catalogues>

NEW STUDENT ORIENTATION (SHAWNEE CAMPUS)

All new students are required to participate in the New Student Orientation program, which is held a few days 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 Liturgical services, 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.

The Buckley Team

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.

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.

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.
- Diners are not permitted to remove food, dishes, glassware, utensils or filled personal beverage containers from the dining hall.

The University requires all resident students to purchase a meal plan 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 from the medical doctor must be presented to the Dean of Students. 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. 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

The James J. Kelly Library is committed to the University's mission as a Christian community of learning by providing convenient and effective access to high quality library services, collections in a variety of formats, and information resources designed to meet the educational, professional, intellectual, and creative needs of the SGU community. Students can access computers, network printer, and a photocopier at the library, as well as study spaces and consult with librarians about research or assignments. The Library is located in Benedictine Hall, 2nd floor Phone: Ext. 5111 or 5295. Hours of Operation:

- 7:45 am to 8 pm. Monday through Thursday
- 8 am to 5 pm Friday

Library hours vary during intercessions and summer sessions with extended hours of operation in effect the week before finals and finals week. For details on library policies, procedures, fines, reservations, inter-library loans, etc., please visit: <http://sgulibrary.stgregorys.edu/>

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 a student encounters problems unlocking mailboxes, please ask the mailroom attendant for assistance. The Mail room operates Monday through Friday, 8 am to 4:30 pm.

MABEE AEROBIC CENTER

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, 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.

FIREARMS, WEAPONS, AND OTHER DANGEROUS MATERIALS

St. Gregory's University prohibits the use, possession, display or storage of any weapons (any object or substance designed to inflict a wound, cause injury, or incapacitate), ammunition, explosive device, fireworks, or knives with blades three inches long or more on University property or at University events. Also prohibited are replica or imitation firearms including toys. 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. Those individuals with permission to carry weapon may keep it inside their vehicle in University parking. Students in possession of unauthorized weapons, ammunition, explosive devices, or fireworks on campus may, depending on the circumstances, be subject to conduct sanction up to and including expulsion from the University. All weapons, ammunition, explosive devices or fireworks discovered in student possession will be confiscated by University officials and the decision on the return of the confiscated items rests solely with the Dean of Students and Security. In addition, the individual may also be subject to criminal prosecution.

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 can include monetary fines and/or further disciplinary action determined by the Residence Life Staff or the Dean of Students.

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, Hotplates, 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.
- Hot plates are not permitted, since they can also become fire starters. Outdoor barbequing is permitted in barbeque 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 barbeque 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: 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.”

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.

ELIGIBILITY FOR ST. GREGORY’S UNIVERSITY RESIDENCE LIFE PROGRAM

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 over 25 years of age are not held by this requirement. 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.

On-Campus Living Requirement

All new, first-time, transfers, and any student who left St. Gregory's University (SGU) and returned after a semester are required to live on-campus for the first three years of attendance at SGU.

Exceptions

Exceptions to this requirement may be made at the discretion of the Dean of Students on a case-by-case basis. *Students are not automatically guaranteed approval* to live off campus, even if they do meet an exemption requirement. Matters pertaining to the student academic performance, behavior, and wellbeing will be taken into consideration. Students can apply to live off campus using one of the provisions listed below:

1. 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 fifteen (15) miles from campus.
2. The student is twenty three (23) years of age or older at the time of admittance to the University. Alternatively, if the student turns twenty three (23) at any point of his/her time at St. Gregory's, the student is free to apply for an exception that would be applicable to the first full semester after the birth date.
3. 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.
4. The student is the legal custodial parent or court appointed custodial guardian of a minor, child or children.
5. 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.
6. The student is registered in the Student Disability Services program with a documented disability and is able to provide appropriate documentation to verify the need for 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 this should submit a request to the Dean of Students.

7. The Student has a registered service, support, or comfort animal and can provide supporting documentation and doctor's recommendation.
8. The student is suffering from an illness which makes his/her living on campus a burden on the student's recovery. The student needs to provide medical documentation to substantiate this claim.

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 ten (10) 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.

Students must check with Financial Aid before receiving final clearance to live off-campus. Many scholarships are tied to the student living on-campus and the student may lose that financial aid if they move off-campus. It is the students' responsibility to weigh their options in terms of financial aid packages and choose their best option. Exceptions are NOT granted for scholarships tied to on-campus living.

The student who receives approval to live off-campus must renew his/her approval if the original circumstance for requesting the exception changes. 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.
- Other disciplinary measures can apply according to the gravity of the situation.

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 or 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 typically assigned to room with other first year students. Transfer students are generally assigned to room with returning students where possible.
- 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, and to ensure that all finances are finalized at the start of each semester, the Residence Directors shall consolidate placements and assignments in student residences where vacancies exist at midterm of each semester and also before the deadline for 100% withdrawal on 16 week classes during each 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. This depends on eligibility and availability. Request to have room status changed to that of a single room and to make arrangements with the business office for payment of the additional fees attached to singly-occupancy rooms.

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, Residence Life Staff will generally ask students to wait until after the second week of classes to request changes. This is so everyone who has been accepted for placement in the residence life program has a place; this also helps with students who arrive late, or have sudden emergency needs. 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 res-

idence 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 near campus. 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.

CHECKING IN OR OUT OF ON-CAMPUS STUDENT RESIDENCES

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 or Student ID 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 determined by Residence Life Staff.

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, or other members of the Residence Life Team.

- 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 to 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.
- 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: 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.

OTHER SERVICES AVAILABLE TO STUDENT RESIDENTS

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.

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 may submit a maintenance work request through the university’s online system. If students have issues submitting a request they are asked to contact their Resident Assistant 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 or security 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:

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

- E. 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.
- F. 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, Vice President for Academic Affairs, or Director of Security. At least one University staff member, who may include Resident Assistants, 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.
- G. 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.
- H. 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 Resident Assistants. During these inspections the dwelling will be checked for maintenance and safety concerns. The Residence Life 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 univer-

sity 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 Resident Assistant who will inform the appropriate personnel.

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. Residence Life Staff might post different times according to circumstances.
- 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.”

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.

In keeping with the 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. As private property, staff entrusted with the stewardship of this areas may access them when needed, following the protocol established in this section.
- 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.
- 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.
- Overnight guests of the same gender are permitted but should be limited to no more than two consecutive days and must be registered with the floor Resident Assistant and the Resident Director prior to the guest's arrival (see section on OVERNIGHT GUESTS for more information)
- A student may not have overnight guests more than five nights per semester.
- Excessive visitation or abuse of the student's room, 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 those hours posted by Residence Life staff at the beginning of every semester.
- Students are responsible for signing in all opposite gender guests with Residence Life Staff at The Pointe during approved hours.
- Guests are not permitted during breaks.
- There is no visitation during finals. Starting the Saturday before finals, floor lounges will be open for quiet study 24/7.

Other Considerations

- Visitation hours apply equally to family members of students as well as visitors who are not related by kin to the student.
- Residence Life staff or the Dean of Student, using prudential judgment according to the situation, may remove or change these privileges if needed.
- Residence Life staff may alter visitation hours due to availability of check-in staffing, or special circumstances.
- The Great Room and Game Room are 24/7 visiting areas for all residents and guests.
- Students may be asked to leave an area of the Residence Halls of the Great room if their behavior is disruptive or inappropriate.
- Animals are not allowed in the Residence Halls or buildings. For exceptions to this provision related to ADA compliance, and emotional support/comfort animals, please see the section: ANIMALS ON CAMPUS.

Benedictine Principle and Visitation

Benedictine Principle: 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 (student ID) 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.

Expectations and Behavior during visitation

- Room Doors are to remain unlocked and open a shoe-with 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 a shoe-with.) This policy applies to both men’s and women’s residence halls.
- Hosts are required to stay with their guest at all times.
- The host and guest are required to stay in the room which they signed into or may post a note on their door stating that they are visiting in the common area of their floor.”
- Any time the host and guest leave the room/residence hall, they must check out even if they intend to return.
- As mentioned in the student code of conduct: The fundamental principle of the standards of conduct 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.
- Resident Assistants and other residence life staff monitor the Visitation policy, they are authorized to request any resident to promptly comply with their request if they have witness actions that indicate the

policy violation.

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 one overnight guests of the same gender at a time. 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.

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 sanctions determined by the Residence Life staff and/or the Dean of Students. Students who wish to receive additional formation in the Church's teaching on sexual morality are encouraged to contact the Student Life Staff.

Modesty

Although students are expected to dress modestly at all times in public, when hosting guests, even in the privacy of their rooms, residents are required to maintain the same level of modesty that is appropriate in public. Partial or total nudity during inter-sex visitation is inappropriate. Residence Life staff alerted to this behavior are authorized to ask the resident and guest to end visitation, as well as dispense disciplinary sanctions, if the situation calls for it.

VIDEO MONITORING

St. Gregory's University monitors entrances to residence halls as well as halls using video cameras. These are meant to provide information in the event of an investigation related to student conduct, safety, or disruption of the environment. For this reason, students should be mindful of their attire outside the privacy of their rooms. Students who attempt to tamper with this technology can be subjected to conduct sanctions.

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."

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. Playing soccer, or volleyball inside a residence or office building such as the Rockwood center, is considered dangerous as well. Students who violate this policy are subject to confiscation of equipment and 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 that involve university property, phone solicitation conducted from campus phones, 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 ap-

plied include, but are not limited to, restriction of visitation hours, expanded quiet hours, curfews and/or requirements for community service.

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 and property correctly and only when authorized. In addition, each student is responsible to 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.

Littering, Damages

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.

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 may 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 may be assessed equally for the damages.

Benedictine Principle and Stewardship

Benedictine Principle: 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 another person's property without permission or legal right, no matter the value of the item taken is a

crime. If an item is left unattended or a door unlocked, please notify appropriate university personnel. 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 the 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, the threat of violence, or inappropriate restraint 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, Residence Directors, Resident Assistants, 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.

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, including parking rules, which are found at the St. Gregory’s University website under the Security section:

<https://www.stgregorys.edu/campus-life/security>

Benedictine Principle and Vehicles

Benedictine Principle: 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.”

ANIMALS ON CAMPUS

St. Gregory's University complies with the Americans with Disabilities Act and the Rehabilitation of 1973, Section 504, which states, "No otherwise qualified person with a disability in the United States...shall, solely on the basis of a disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal assistance." The American with Disabilities Act (ADA) defines a service animal as "any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability." A service animal is not a pet, but can perform some of the functions and tasks that an individual with a disability cannot perform himself or herself. Animals are considered "service animals" under ADA, if they meet this definition, regardless of whether they have been licensed or certified by a state or local government. Therapy or emotional support animals are not considered service animals.

Emotional Support or "Comfort Animals" may not reside in the residence halls without expressed advance approval of the Dean of Students (DOS) and must abide by all housing policies. For the purposes of this policy, emotional support or comfort animals (ESCA) refers to trained dogs and cats. The University will not consider animals that traditionally provoke a rational fear in others (e.g. snakes or spiders), or that are inappropriate for the facilities and resources available on campus. An individual requesting an ESCA must provide to the DOS appropriate documentation prior to moving into campus housing. Animals will not be allowed to reside in the Residence Halls if this condition of reasonable advance notice is not fulfilled in a timely manner.

Please visit the Student Life Office to obtain all policies and procedures regarding animals (visiting, ADA, or ESCA) on campus.

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, students have access to valuable University resources, to sensitive data, and to internal and external networks. Consequently, it is important for students 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 grave 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 electronic and online 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. Students 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 they 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 a student has been specifically authorized to do so by IT staff.

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 the student has 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 via University technological services, online forums, social media;
- 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.

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.

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.

POLICYMAKING

Policymaking at St. Gregory's University is collegial. Students participate in campus governance through committees 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. 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 Vice President of Academic Affairs, 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 him/her.
- **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):** 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (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, aca-

demic 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.

PERSONALLY IDENTIFIABLE INFORMATION

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a student at a postsecondary institution regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance. The school may non-consensually disclose information under this exception if the school determines that the student has committed a disciplinary violation with respect to that use or possession and the student is under 21 years of age at the time of the disclosure to the parent.

Personally Identifiable Information (consent needed)

- Personal email address
- Date and place of birth
- Social Security number
- Campus ID or digital identity
- Citizenship
- Race
- Gender
- Religion
- Grades including mid-semester evaluations
- Schedule of classes

- Withdrawal date
- Vehicle registration plate number
- Driver's license number
- Credit card numbers
- Criminal record
- Name(s) of student family members
- Address(es) of student family members

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.

Directory Information (no consent needed for release)

- Name
- Address
- Telephone number
- SGU e-mail address
- Individual photograph or electronic image
- Class standing
- Age in years (does not include birthdates of individual student)
- Academic Major
- Dates of attendance
- Degree(s) earned
- Honors, awards, special recognitions, scholarships
- Participation in officially recognized University activities, events, and sports
- Height and weight (student athletes only)
- Student's most recent educational institution attended

WAIVER FOR RELEASE OF STUDENT FILE INFORMATION

For purposes of compliance with FERPA, the University considers all students independent. 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.

NON FRATERNIZATION POLICY

St. Gregory's University expects all staff members, including teachers, coaches, counselors, administrators, board members, support staff and others, to maintain the highest professional, moral and ethical standards in their conduct with students. St. Gregory's University prohibits any type of close personal relationship between an employee and a student that may reasonably be perceived as unprofessional, including, but not limited to the perception of a dating relationship. University employees shall not entertain students, socialize with students, or spend an excess amount of time with students in such a manner as to reasonably create the impression to staff, other students, their parents, or the public that an unprofessional relationship exists.

St. Gregory's University also prohibits any type of sexual relationship, sexual contact, or sexually-nuanced behavior between a school employee and an enrolled student without regard to the student's age. This includes interactions over social media, cell phones, and all other forms of electronic or other types of communication. This prohibition applies to students of the same or opposite sex of the school employee. It also applies regardless of whether the student or the school employee initiated the sexual behavior, and whether or not the student welcomes the sexual behavior and/or reciprocates the attention. The University shall promptly investigate all reasonable allegations of prohibited staff/student relationships.

GRIEVANCES

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.

Step 4 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.

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 Academic Catalog, the Student Handbook, and the Faculty Handbook, not by the following complaint procedure stated below.

In a conference with the student, it should be explained that student concerns are taken seriously by the administration; for this reason, students should be made aware 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 Vice President for Academic Affairs. In no case should an inappropriately addressed complaint affect decisions of retention, promotion, and tenure. Anonymous complaints do not permit resolution and may be disregarded if there is no substantial evidence available.

Informal Concern/Complaint:

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.

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.

Formal Concern/Complaint:

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 the Vice President for Academic Affairs for resolution.

If the faculty member disagrees with the resolution from the Dean and/or Vice President for Academic Affairs, 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. If, however, the panel rules that the concern/complaint is valid, the panel will submit their findings to the Vice President for Academic Affairs, who will determine the appropriate sanction to the faculty member, as well as place a note regarding this in the Faculty member's file.

CAMPUS REFERENCE GUIDE AND COMMUNITY RESOURCES

QUICK REFERENCE GUIDE FOR STUDENTS

OFFICE/DEPARTMENT	PHONE	CONTACT EMAIL
St. Gregory's Abbey Spiritual guidance and support, liturgical services, sacrament of reconciliation.	(405) 878-5490	lrhail@stgregorys.edu
Academic Success Center Tutoring (drop in and one-on-one), academic coaching, writing center.	(405) 878-5140	mabrown@stgregorys.edu
ADA Coordinator Service and Emotional comfort animal, advice on issues with faculty and staff.	(405) 878-5416	hr@stgregorys.edu
Business Office Replace CAV card, account balances, meal plan, and fines.	(405) 878-5415	cnogama@stgregorys.edu
Campus Missionary Relational ministry, pastoral activities, campus evangelization.	(405) 878-5481	mhunter-kilmer@stgregorys.edu
Counseling Help with stress management, depression, anxiety, dealing with conflict and addiction.	(405) 878-5310	maharrington@stgregorys.edu
Dean of Students Report issues, student conduct, general help and guidance, extracurricular activities, off-campus housing.	(405) 878-5152	studentlife@stgregorys.edu
Facilities Management Broken furniture, electrical, plumbing, ventilation, general maintenance. You can also submit work orders online. Visit Student Life for instructions.	(405) 878-5164	msaunders@stgregorys.edu
Financial Aid Scholarships, Federal aid, work study, FASFA, state grants, and any other financial aid	(405) 878-5396	lkdeardorff@stgregorys.edu
IT Help Desk Wi-Fi issues, help with devices connecting to the internet, help logging into portal, student email.	(405) 878-5686	cafly@stgregorys.edu
Library Books, magazines, research, online databases, study space.	(405) 878-5295	amsemtner@stgregorys.edu
Mail Services Purchase office supplies (pens, notebooks, highlighters), set up mailbox.	(405) 878-5424	tdformby@stgregorys.edu
Partners In Learning Accommodations and disability services.	(405) 878-5103	aemachado@stgregorys.edu
President's Office Set up meetings with President to seek advice, share good news, and discuss issues. The President keeps an open door and looks forward meeting you.	(405) 878-5422	tabragg@stgregorys.edu

VP of Academic Affairs

(405) 878-5350

rsmeloche@stgregorys.edu

The Vice President of Academic Affairs is the last resort in the event of Academic issues/conflicts. Visit this office to set up an appointment or for general advisement.

Residential Life

(405) 878-5145

eggrim@stgregorys.edu

Roommate conflicts, room changes, visitation, access to dorms, general concerns about residence halls and incidents.

Registrar's Office

(405) 878-5634

regoffice@stgregorys.edu

Add/drop classes, class scheduling, student records, official transcripts, FERPA (privacy rules), graduation readiness. Use the Student Portal *my.stgregorys.edu* to: Register/Unregister for courses, check course availability, view class schedule, check grades, unofficial transcripts, degree progress audit, change in program or area of study.

Security

(405) 765-8563

lrusgrove@stgregorys.edu

Entry assist, noise complaint, suspicious odors, Maintenance issues, on campus transportation, lost items, minor bodily injuries, flooding, suspicious person/activity. **CALL 911** in the event of: serious bodily injuries, car crash, weapons on campus, imminent threats. Download the RAVE Guardian Mobile App, to access all available Security services: **www.raveguardian.com**

Title IX Coordinator

(405) 878-5611

rwdiggs@stgregorys.edu

Report sexual misconduct, discrimination, harassment, and domestic violence

RESOURCES FOR FACULTY, STAFF AND STUDENTS REPORTING A SEXUAL ASSAULT

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	(M-F)
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Off-Campus Privileged Communications Resources

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

Tulsa Rape Crisis / Call Rape	918-585-3143	24 hours
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On-Campus Limited Confidential Resources

Campus Title IX Coordinator	405-878-5611	8:00-5:00 (M-F)
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TitleIX@stgregorys.edu

Campus Security	405-765-8563	24 hours
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Human Resources Office	405-878-5416	8:00-5:00 (M-F)
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Dean of Students	405-878-5152	8:00-5:00 (M-F)
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Resident Director	405-878-5145	8:00-5:00 (M-F)
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Off-Campus Limited Confidential Resources

Catholic Charities	405-523-5000	
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Pottawatomie County Sheriff office	405-273-1727	Non-Emergency
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Police	9-1-1	Emergencies
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St. Anthony's Medical Center	405-878-8120	24 hours
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St. Francis Health System (Tulsa)	918-494-2200	24 hours
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Tulsa Police Department	918-669-6000	24 hours
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Tulsa Police Department	911 (Emergencies)	24 hours
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Tulsa 211 Helpline	918-836-4357	24 hours
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Tulsa Call Rape	918-744-7273	24 hours
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Tulsa County Victim Witness Center	918-596-4915	24 hours
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OTHER RESOURCES FOR STUDENTS

ON-CAMPUS RESOURCES

University Counseling Center	405-878-5310	maharrington@stgregorys.edu
Partners in Learning (PIL)	405-878-5103	aemachado@stgregorys.edu
Dean of Students	405-878-5152	studentlife@stgregorys.edu
Title IX Coordinator	405 878-5611	rwdiggs@stgregorys.edu
Residence Life	405-878-5145	studentlife@stgregorys.edu
Campus Security	405-765-8563	Download SGU's security app http://www.raveguardian.com/

OFF-CAMPUS RESOURCES

Gateway to Prevention and Recovery	405-273-1170	
Center for Substance Abuse Treatment Information and Referral Line	800-662-4357	www.drughelp.org
St. Anthony's Medical Center www.saintsmedicalgroup.com/	405-878-8120	
National Council on Alcoholism	800-622-2255	
National Institute on Drug Abuse	800-729-6686	www.drugabuse.gov
National Institutes of Health	800-487-4889	www.nida.nih.gov
Reach-Out Hotline	800-522-9054	
Oklahoma Quit Line	800-784-8669	

SHAWNEE COMMUNITY RESOURCES

Counseling, Mental Health, and Crisis services

Center for Christian Counseling	405-275-2222	
Unzer Child Advocacy Center	405-273-0323	
Project Safe	405-273-9953	(domestic violence)
Red Rock Behavioral Services	405-275-7100	
House of Hope (Native American)	405-275-3176	(domestic violence)

Health and Clinic

Shawnee Family Medical Center	405-395-0399	
Downtown Clinic	405-275-1457	
Free Clinic	405-273-2157	

Employment

Express Personnel	
Freedom Personnel	405-275-7575
Manpower	405-275-9675

Food Pantries

Galilee Baptist Church	405-878-1160	
Spirit Rain	405-275-0020	
St. Benedicts Church	405-273-5371	
Mission Shawnee	405-273-2248	(+ bill pay assistance)
Shawnee Rescue Mission	405-878-8700	(+ homeless help)

Homeless assistance and others

Family Promise	405-273-0161
Salvation Army	405-275-2243

Prescription Assistance

RX Oklahoma	405-275-6060
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Public Assistance Programs

Department of Human Services	405-878-4000
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Addiction

Quit Now (smoking)	800-784-8669
Gateway to Prevention and Recovery	405-273-1170
