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COMMUNITY STANDARDS MANUAL

Introduction

As a Jesuit and Catholic University, John Carroll University strives to foster the fullest development of its students in an atmosphere of care and concern. The Jesuit value of *cura personalis*, the care of each and every individual, along with the University's mission to inspire individuals to excel in learning, leadership, and service call us to promote the growth and development of the whole person. This is also articulated in the University's core values that call for the creation of a rigorous approach to scholarship, an inclusive community where differing points of view and experience are valued, a commitment to sharing our gifts, and an appreciation that our personal and collective choices can build a more just world. Our community holds high expectations of how we live and interact with each other as we are all interconnected and thus the actions of one of us has an effect on us collectively. Respect for self, respect for others, respect for property, respect for authority, and honesty, both within and outside the University community are the foundations for our standards of conduct. In order for our community to thrive, all members must be active in contributing to an environment where people feel safe, sustained, engaged, challenged, and appreciated. We must also hold ourselves and each other accountable for our actions as a part of our community life.

I. STUDENT CONDUCT SYSTEM

STUDENT CODE OF CONDUCT

Students enrolling in John Carroll University assume an obligation to behave in a manner compatible with the University's function as an educational institution. The purpose of the Student Code of Conduct, herein referred to as the Student Code, is to establish the expectations regarding students' behavior, and to expand upon the rights and responsibilities of students. These guidelines are not arbitrary legislation but have, as their primary purpose, the welfare of students and the entire John Carroll community. They have been formulated with the objective of directing and channeling the efforts of John Carroll students toward a successful university life.

The University is dedicated not only to learning and the advancement of knowledge, but also to the whole development of persons within the Catholic and Jesuit traditions. The University seeks to achieve these goals through a sound educational program that includes clear policies governing student rights and responsibilities. Since all members of this institution freely affiliate with this university, they make a decision to be bound by the rules, regulations, and principles of the University community. The Student Code of Conduct applies to behavior both on and off campus.

Certain behaviors, **whether attempted or completed**, are incompatible with the above standards and are unacceptable in the University community. For these reasons, they are subject to disciplinary action by the University. Examples of such behaviors include, but are not limited to, the following:

1. Lack of Respect for Self

- a. Violating the University alcoholic beverage policy. This includes, but is not limited to, such behaviors as underage students being in the presence of or using alcoholic beverages, possession of a false identification indicating an underage person is at least 21 years old, or any student being intoxicated and/or incapacitated, on or off campus. It should be understood that the effects of alcohol do not relieve individuals of their responsibility to themselves and/or the community. (See full University alcoholic beverage policy <http://sites.jcu.edu/deanofstudents/pages/community-standards/alcoholic-beverage-policy/>).
- b. Violating the University drug policy. This includes, but is not limited to,

drugs, or any controlled substance illegally. It must be understood that the effects of drugs do not relieve individuals of their responsibility to themselves and/or the community. (See full University drug policy <http://sites.jcu.edu/deanofstudents/pages/community-standards/university-drug-policy-2>).

2. Lack of Respect for Others

- a. Abusing, assaulting, threatening, bullying, endangering, or harassing any person physically or verbally either intentionally or recklessly. This includes all written, oral, and electronic forms.
- b. Engaging in harassment based on race, ethnicity, gender, sexual orientation, gender identity, gender expression, ability, or religious affiliation either intentionally or recklessly. This includes all written, oral, and electronic forms.
- c. Engaging in sexual assault, sexual exploitation, sexual harassment, non-consensual sexual contact, relationship violence and/or stalking as defined by the Interpersonal Violence Policy <http://sites.jcu.edu/deanofstudents/pages/community-standards/interpersonal-violence-policy>
- d. Participating in hazing, an act which does or could endanger the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, whether intentionally, for fun, or by consent.
- e. Engaging in retaliatory behavior based on reporting violations of this Code, cooperating with University investigations, and/or participating in conduct hearings.
- f. Misusing or interfering with fire equipment, or failing to follow fire drill or other emergency procedures. This includes tampering with, or disregard for, security precautions in the residence halls or other University premises.
- g. Interfering with the safety and/or health of a member of the University community, on or off campus.
- h. Possessing, using, or selling firearms, other weapons (such as pellet, paint, or BB guns, knives, and weapons used in the practice of martial arts) or incendiary or explosive devices including fireworks on University premises.
- i. Engaging in behavior that is disruptive of the living and learning environment on campus or the living environment off campus.
- j. Throwing food or engaging in other disruptive behavior in the dining hall, Inn Between or other food service locations.
- k. Participating in lewd or indecent misconduct.
- l. Hosting guests whose actions violate University policies. It is the responsibility of all students to inform their guest(s) of University policies and community expectations for behavior. Student hosts may be held responsible for the actions of their guest(s) on University premises and at University sponsored events off campus.
- m. Providing assigned residence as a place for violations of University policies to occur either intentionally or recklessly (leaving residence unsecured).

3. Lack of Respect for Property

- a. Engaging in the unauthorized entry into, use of, or occupancy of University premises.
- b. Engaging in the attempted or actual theft of, misuse of, damage to, or destruction of institutional, group, or private property, including library materials, computers, or computerized information.
- c. Engaging in arson or the irresponsible use of fire.
- d. Possessing property that is not your own, such as room keys or University identifications

- a. Interfering intentionally with any normal function of a University sponsored activity, on or off campus.
- b. Violating published policies and/or rules governing residence halls, student organizations, or the University.
- c. Engaging in illegal gambling.
- d. Failing to comply with directions of University employees acting in the performance of their duties. This includes, but is not limited to, JCUPD personnel, Residence Life staff, Cleaning staff, and JCU Dining staff.
- e. Engaging in acts or deeds that violate existing federal, state, county, or municipal laws or ordinances.
- f. Refusing to show or surrender University identification upon request by University employees acting in the performance of their duties.
- g. Failing to appear before the Dean of Students or designee.
- h. Failing to cooperate with any Student Conduct Administrator/Board by not being forthcoming and honest with information.
- i. Failing to comply with disciplinary actions imposed in a timely manner.
- j. Violating a printed policy issued by Academic Affairs.

5. Dishonesty

- a. Engaging in any form of dishonesty, including academic dishonesty. (See Academic Honesty Policy <http://sites.jcu.edu/deanofstudents/pages/community-standards/academic-honesty/>)
- b. Furnishing false identification to the University knowingly. Misrepresenting information about oneself or others when providing information to University officials acting in the performance of their duties.
- c. Engaging in forgery, alteration, or the unauthorized use of University records, documents, or instruments of identification.
- d. Misusing financial assistance (aid) through fraud and/or abuse.

The above examples are illustrative rather than exhaustive. In the event that there arises some ambiguity, inconsistency or need for clarification in this statement, such definition, interpretation or clarification shall be decided by the Dean of Students.

Students should consult the Undergraduate/Graduate Bulletins, the Community Standards Manual, the Residence Life housing contract, the Immersion and Study Abroad Agreements, and other published University policies for a more complete list of expectations and regulations.

II. DISCIPLINARY ACTIONS

If a student is found responsible for violation(s) of the John Carroll University Student Code, disciplinary action will be taken.

In most circumstances, standard actions will be used to address student behavior found to be in violation of the University's alcoholic beverage policy, drug policy, the policy regarding fire alarms and firefighting equipment, and sexual assault. In most other cases, there are no standard disciplinary actions for violation of the Student Code. Infractions lead to sanctions ranging from positive actions and University warnings to expulsion. The University seeks first and foremost to educate its students and make decisions regarding disciplinary actions from an educative perspective. The descriptions provided below are intended to inform students of the range of possible consequences for failing to uphold the Student Code. In each situation, factors such as the nature and gravity of the incident, the motivation underlying the behavior, the student's conduct history, and precedent in similar situations will be considered in determining the appropriate disciplinary action(s).

The disciplinary actions listed below may be used separately or in combination with one another. Failure to comply with any disciplinary action will result in additional conduct charges and may result in additional disciplinary action(s).

A. Positive Actions

Positive actions are required activities intended to engage students in a positive learning experience related to the students' inappropriate behaviors and allow students to reflect upon their decisions, learn new information about the behaviors in which they engaged and why it is inappropriate or unacceptable, and/or educate other students so they do not find themselves in similar circumstances. This type of disciplinary action may include, but is not limited to, engaging in a campus or community service project, attending or presenting a program related to the implications of the students' conduct, writing a paper, conducting interviews, or engaging in some type of personal assessment, mediation, advising, or counseling.

B. University Warning

A University Warning is a formal, written notice that the behavior or set of behaviors is inappropriate and violates the basic expectations of students as set forth in the Student Code.

C. Restitution/Financial Penalties

Restitution requires a student to pay for damages to and/or destruction or loss of University property, property of members of the University community, or of visitors to the University. Restitution is also applicable for misappropriation of University funds, or for other expenses incurred as a result of violations of the Student Code. The amount of restitution is dependent on the extent of damage/loss as well as what is determined to be the most appropriate way for a student to make amends for the damage/loss caused. The amount and method of payment for restitution are decided by a Student Conduct Administrator. Financial penalties will be imposed on students who are dismissed from the residence halls and/or students who are suspended or expelled from the University.

D. Fines

For some behaviors, fines may be imposed and the amounts depend on the violations. Money collected will be used to support educational programming. Delinquent fines may be assessed to the student's billing statement.

E. Limitations on Activities and/or Access

Limitations on activities or access are assigned if the prohibition from participation in certain activities, events, or facilities has been determined to be in the best interest of the student and/or the University. Limitations on activities and/or access may include, but are not limited to, the following: a fixed period of ineligibility for service as an officer or member of any University organizations, or as a member of any University committees, boards, or councils, or as a participant in any intercollegiate activity; ineligibility to receive or maintain any award from the University; prohibition from attendance at social events; restricted entrance into various University buildings; or restriction from all forms of contact with certain person(s).

F. Community Probation

Community probation is a formal notice to the student that has engaged in behavior that is unacceptable in the general campus community, either on or off campus that if continued or other inappropriate behavior follows, more severe action may be taken, including the possibility of housing contract termination, University probation, deferred suspension, suspension, and/or expulsion from John Carroll University. Community probation is for a fixed period of time that is determined by the Student Conduct Administrator/Board. Official notice of community probation may be provided to the student's parent(s)/guardian(s) if the student is a dependent.

G. Residence Hall Reassignment

This action moves a student from the student's assigned room, floor/wing, or building for a specific period of time or permanently. This usually carries a visitation restriction to the previously assigned room, floor/wing, or building. It may be

becomes available.

H. Residence Hall Suspension

A responsible living environment in the residence halls requires all members of the community to respect other residents' rights to safety, security, and reasonable quiet. Serious disruption of, or continued disregard for, the hall community can lead to removal from that community. This action calls for separation of the student from the residence halls for a period of time, after which the student is eligible to return. Conditions for returning may be specified. Financial penalties will apply. Students who are suspended from the residence halls lose visitation privileges in any University housing during the period of their suspension. Written notification of this action may be provided to the student's parent(s)/guardian(s) if the student is a dependent.

I. Termination of Housing Contract

Repeated and/or serious violations of the terms of the housing contract or Student Code may result in the termination of the housing contract and the immediate removal of the student from the residence halls, financial penalties, and loss of visitation privileges in any University housing. Written notification of this action may be provided to the student's parent(s)/guardian(s) if the student is a dependent.

J. University Probation

University probation is a formal notice to the student that the activity in question is unacceptable and that, if continued or if other inappropriate behavior follows, more severe action may be taken, including possible suspension or expulsion from John Carroll University. University probation is for a specific period of time and can include such restrictions as denial of the opportunity to participate in extra-curricular activities or events, to perform in the name of the University, to serve as an officer of a student organization, or to reside in University housing. Additionally, students who have been placed on University probation for a period of more than 15 consecutive weeks will be limited in the options they may have for housing for the following year. Specifically, those students who are required to live in the residence halls for the following year will be assigned to a room by the Office of Residence Life after all other returning students have the opportunity to sign up. Written notification of this action may be provided to the student's parent(s)/guardian(s) if the student is a dependent.

K. Deferred Suspension

Deferred Suspension is for a specific period of time and is a formal notice to the student that the activity in question is unacceptable and very serious. Suspension will remain deferred unless disciplinary actions assigned are not completed and/or unless continued inappropriate behavior follows. Additional violations of the Student Code will most likely result in suspension or expulsion from the University. In addition to housing restrictions noted under University probation, students who have been placed on Deferred Suspension for a period of more than 15 consecutive weeks will not be permitted to reside in Bernet Hall or any off campus properties administered by the Office of Residence Life for the following year. Rising Juniors and Seniors wanting to live on campus will be required to meet with the Director of Residence Life for a one-on-one review of the student's conduct file. Written notification of this action may be provided to the student's parent(s)/guardian(s) if the student is a dependent.

L. Suspension

Suspension from the University involves the exclusion of the student from participation in any academic or other activity of the University for a specified period of time and may include prohibiting the student from being on University premises. Written notification of this action will be provided to the student's parent(s)/guardian(s) if the student is a dependent. Suspension during a semester in progress will result in withdrawing the student from all registered classes and the

Additionally, suspended students may not participate in housing selection, limiting the options they may have for housing upon their return. Students who have been suspended may not live in Bernet or Murphy Halls or any off campus properties administered by the Office of Residence Life.

Reinstatement from Suspension: When a student has concluded the suspension period and completed the conditions accompanying the suspension, the student must submit a letter to the Dean of Students or designee requesting reinstatement and provide information that the student has satisfied the terms of the suspension. The student may return to the University only after an affirmative decision has been made by the Dean of Students or designee. The student will be on probationary status for one year following completion of the suspension.

M. Expulsion

Expulsion is a serious University disciplinary action and involves the permanent exclusion of the student from the University. This action also includes being permanently prohibited from being on the campus and all University owned or controlled off campus properties. An expelled student is not eligible for re-admission. Financial penalties will apply. Written notification of this action will be provided to the student's parent(s)/guardian(s) if the student is a dependent.

N. Revocation of Admission

Admission to the University may be revoked if it was obtained through fraud or misrepresentation, or if the student or potential student otherwise violates University standards.

O. Revocation of Degree Awarded

A degree awarded from the University may be revoked if it was obtained through fraud or misrepresentation or for other serious violation of University standards committed by a student prior to graduation.

P. Denial or Postponement of Awarding of Degree or Honor

A degree not yet awarded may be withheld despite a student's completion of academic requirements, if the academic requirements were fulfilled through fraud or misrepresentation or the student committed a serious violation of University standards previous to graduation. A degree or honor may also be temporarily withheld while any student conduct procedures or actions are pending.

Student Organization Disciplinary Actions

The actions of undergraduate and graduate student organizations are expected to be consistent with the Student Code. If members of a student organization or students representing the group violate the Student Code, disciplinary action will be taken against the group as a whole, its officers, and/or individual members. The following actions may be imposed if a student group or organization is found responsible for violation of the Student Code:

1. **Actions Described above in Section II--** A. Positive Actions, B. University Warning, C. Restitution, D. Fines, or E. Limitations of Activity and/or Access.
2. **Notification--** to national organization representatives, officers, and/or advisors either verbally or in writing.
3. **Loss of Privileges—**Denial of access to University owned facilities, removal of services performed by the organization, and/or denial of attendance or participation in activities and programs.
4. **Social Probation—**Probationary status for not less than one month, during which time the organization is restricted from participating in any combined social function with individuals or other student organizations outside its own membership.

5. **Probation of Student Organization**—Probationary status for a specified period, typically not less than one semester, during which time the organization will be required to fulfill specific conditions before reinstatement to good standing.
6. **Suspension of Student Organization**—Separation from the University for a specified period, typically not less than one semester. This includes the loss of all rights and privileges of student organizations, including the use of University facilities. The organization will be on probationary status for one year following completion of the suspension.
7. **Termination of Student Organization**—Permanent separation of a student organization from the University.

All decisions about and actions imposed on student organizations or groups will be kept on file in the Dean of Students' office. Prior conduct actions will be reviewed if there are subsequent violations by the student organization. Such actions may be considered when deciding an appropriate disciplinary action.

III. STUDENT CONDUCT PROCEDURES

A. Overview

Community expectations pertain to all students attending John Carroll University. Students who are found responsible for violating University standards will receive one or more of the disciplinary actions noted above. To determine if a student is responsible for a conduct violation, the student conduct procedures described below will be followed.

Any member of the University community may report an alleged policy violation of the Student Code. The Dean of Students' office, the Office of Residence Life, and John Carroll University Police Department can assist with this process. Any report should be submitted as soon as possible after the event takes place, preferably within ten (10) business days. In incidents of serious misconduct, the University reserves the right to act on reports no matter when they are submitted. The University will investigate all reports.

In situations where there may be a witness to an alleged violation, or in situations where students who believe they have been the recipient of another student's misconduct requests that the University pursue the incident even though they are unwilling to further participate in the process, or in situations in which pursuing the incident is in the best interest of the University, the University reserves the right to pursue an incident to its conclusion.

A Student Conduct Administrator may conduct an investigation to determine if the report merits charging a student with a violation(s) of the Student Code. If a student is charged with a violation, the Student Conduct Administrator will decide whether the incident will be handled through an administrative hearing or a student conduct board hearing. In some cases, the Student Conduct Administrator may offer the student(s) involved in an incident the opportunity to substitute a student conduct hearing with a student conduct conference (described below).

The involved student(s) identified in the conduct referral will be notified and will be asked to appear at the hearing. All parties will be asked to provide written and/or verbal accounts and to explain what happened. A determination of responsibility will be based on conduct referrals and the information presented at the hearing. The standard for conduct decision-making at all levels of the Student Code's conduct process will be made on the basis of whether it is more likely than not that the respondent violated the Student Code.

The hearing shall follow the procedures outlined in Section III, D. During the hearing a respondent will have certain rights. (These are described in Section III, D, 2.) A

recommendations to a Student Conduct Administrator. At the conclusion of the hearing process, a respondent and a student who believes to have been the recipient of the respondent's misconduct will have the right to appeal the disciplinary decision based on the criteria listed in Section III, E.

B. Notification

1. The respondent will normally be notified by the Student Conduct Administrator at least two (2) business days before the hearing. Included in the notification will be the date, time, location, and nature of the hearing, including a description of the specific violations of the Student Code the student allegedly committed. All communications to the student may be verbal, but must subsequently be confirmed in writing.
2. The written hearing notification will be given to the student in person or sent to the student's John Carroll e-mail account. Students are expected to check their e-mail on a frequent and consistent basis and act in a timely manner as outlined in the Official Communication policy <http://sites.jcu.edu/deanofstudents/pages/community-standards/official-communication>.
3. The hearing notification will include a link to the University website where the student may access information describing the student conduct process, information about witnesses, advisors, and a listing of potential disciplinary actions. Also included in the notification will be a notice about whether the formal hearing will be held by a Student Conduct Administrator or a Student Conduct Board.

C. Determination of Hearing Body

The Dean of Students or designee will assign incidents to be resolved to the appropriate hearing body. The severity, complexity, and the timing of the incident are factors considered in making this decision. A description of the hearing options are listed below.

1. Administrative Hearing

An administrative hearing is a formal hearing conducted by one (or two) Student Conduct Administrators. The Student Conduct Administrator(s) will review all of the information, make a determination of responsibility or recommend the findings, and assign or recommend disciplinary action(s) as appropriate. The administrative hearing will follow the procedures outlined in Section III, D.

2. Student Conduct Boards

Student Conduct Boards (Student Union Hearing Board, University Hearing Board, or Hearing Panels) will conduct formal hearings on all cases assigned to them for the purposes of reviewing the information, and determining or recommending a finding of responsibility and disciplinary actions to the Student Conduct Administrator as appropriate. The non-voting board chairperson will arrange for the hearing, chair the session(s), and develop a written statement including the determination of responsibility or recommended findings and the assigned or recommended action(s) from the Student Conduct Board. The board hearing will follow the procedures outlined in Section III, D.

3. Student Conduct Conference

In some cases, the Student Conduct Administrator may offer the student(s) involved in an incident the opportunity to substitute a Student Conduct Conference for a student conduct hearing. In some cases, the Student Conduct Administrator may offer the student(s) involved in an incident the opportunity to substitute a Student Conduct Conference for a student conduct hearing. If the respondent accepts responsibility for the inappropriate behavior, and all parties elect the option of a Student Conduct Conference all parties waive the right to a student conduct hearing. A Student Conduct Conference involves the following elements:

- a. It replaces a conduct hearing;
- b. Does not require two (2) business days written notice;
- c. Usually does not involve in person witness information;

e. Can lead to the imposition of disciplinary action for inappropriate behavior. Following the conference, the Student Conduct Administrator will determine appropriate disciplinary action (with consultation as appropriate), and communicate the action to the student(s) in writing within five (5) business days following the conduct conference.

4. Organizational Hearing

An organizational hearing is a formal hearing conducted by one or more Student Conduct Administrators. This type of hearing is conducted when there is an alleged violation of the Student Code on premises rented, operated, or controlled by the organization; during an organization event; in any situation sponsored or endorsed by the organization; or in any event an observer would associate with the organization. The Student Conduct Administrator(s) will review all of the information, make a determination of responsibility or recommend the findings, and assign or recommend a disciplinary action for the organization and/or individual member(s) as appropriate. An organizational hearing differs from an administrative hearing in the following ways:

1. The organization's advisor is invited to attend the hearing.
2. The organization's president and executive officers will usually officially represent the organization at the hearing, although additional officers and/or members of the organization may be invited to the hearing.
3. The organization will be asked to submit a written statement about the incident and its members' involvement that will be used during the hearing. Otherwise, the organizational hearing will follow the procedures outlined in Section III, D.

D. Student Conduct Hearing Procedures

This section describes the format of the hearing and the rights of the respondent in a hearing process. It also includes information about witnesses, advisors, the decision-making process, and the communication process.

1. Hearing Format

- a. A single record consisting of written notes, or other methods selected by the Student Conduct Administrator will be made of all hearings. This record will be retained for one month following the hearing or until the conclusion of any appeal process, whichever is longer. The record will then be destroyed, except in cases of termination of a housing contract, suspension, expulsion, revocation of admission, revocation of degree awarded, or denial of awarding of a degree or honor, when the written record shall be retained with the student's record.
- b. The Student Conduct Administrator/Board Chair may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the students involved during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by other means, where and as determined in the sole judgment of the Dean of Students or designee, to be appropriate.
- c. At the beginning of the hearing the students involved and advisors will be introduced to others who are present.
- d. The respondent will be informed of the alleged violations of the Student Code and will be advised of rights specified in Section III, D, 2.
- e. The Student Conduct Administrator will read the alleged conduct charges and ask the respondent to reply.
- f. A description of what allegedly happened will be read and/or told, and the respondent will have the opportunity to reply.
- g. All communication between the students involved will be directed to the Student Conduct Administrator/Board Chairperson. The Student Conduct Administrator/Board Chairperson will decide which questions

- h. The Student Conduct Administrator/Board Chairperson may reasonably limit the scope and time devoted to each matter or item of discussion during hearings, as well as the number of persons presenting information.
- i. The Student Conduct Administrator/Board Chairperson will decide the order of witnesses and when they will be in the hearing room.
- j. During the hearing, the Student Conduct Administrator/Board Chairperson and/or members of the Student Conduct Board may ask questions of any person, except advisors.
- k. At the conclusion of the hearing, the students involved and advisors will be asked to leave the room. These individuals will not be present during the deliberations of a Student Conduct Administrator/Board.
- l. All procedural questions are subject to the final decision of the Student Conduct Administrator.

2. Student Rights

In the hearing notification letter and again at the beginning of the hearing, the respondent will be advised of the rights listed below. Students with any questions about their rights are encouraged to contact the Associate Dean of Students.

- a. The student is entitled to be given an explanation of the conduct system and charge(s).
- b. The student is entitled to freedom from harassment or retaliation by others involved in the situation.
- c. The student is entitled to the use of all available internal and external support services in dealing with the aftermath of the incident.
- d. The student is entitled to object to a member of a Student Conduct Board for reasons of official or personal conflict of interest.
- e. The student is entitled to choose one advisor. The advisor may accompany the student throughout the process including any initial meeting, conference, the hearing, and post-hearing meeting.
- f. The student is entitled to be present throughout the hearing but not during the deliberations of the Student Conduct Administrator/Board.
- g. The student is entitled to know all information presented against the student and to view pertinent materials supporting the allegation against the student.
- h. The student is entitled to present pertinent information and the information of witnesses excluding character witnesses to substantiate the student's position and to respond to the charges against the student. This includes proposing questions to be asked of others involved with the exception of advisors.
- i. The student is entitled to freedom from having irrelevant personal history discussed or considered during the conduct process. (The Student Conduct Administrator will determine relevance.)
- j. The student is entitled to remain silent (i.e. not to give information against oneself) but must be informed that the finding and outcome will be decided on the information presented.
- k. The student is entitled to written documentation of the outcome of the conduct hearing.
- l. The student is entitled to make a written appeal of the disciplinary decision within five (5) business days of the date of notification of that decision. University disciplinary actions are appealed to the Dean of Students.

All parties are entitled to freedom from harassment or retaliation by anyone due to their participation in the conduct hearing.

3. Attendance

All conduct hearings will be closed to everyone except those persons

If a student fails to attend a scheduled hearing, the hearing may proceed in the student's absence. Under these circumstances, the information in support of the charges shall be presented and considered. Absence from the hearing will not be considered grounds for appeal. An absence by the respondent will not be the reason to conclude that the respondent is responsible. An absence by the complainant or the student who believes to have been the recipient of the respondent's misconduct will not be the reason to conclude that the respondent is not responsible.

In incidents involving more than one respondent, a Student Conduct Administrator may decide to conduct the hearings separately or jointly.

Where two or more incidents involving common occurrences or the same student(s) are pending simultaneously, the Student Conduct Administrator may decide to consolidate the hearing of such incidents, or hear them separately.

4. Witnesses

The respondent is responsible for arranging for witnesses appearing on the student's behalf at the hearing. Students who believe they have been the recipient of the respondent's misconduct, and the Student Conduct Administrator may also invite witnesses to appear at the hearing. In the exceptional event that a witness is unable to attend the hearing, the witness may write or record a statement and discuss the statement with the Student Conduct Administrator before the scheduled hearing. The Student Conduct Administrator is to be notified not less than one (1) business day before the hearing, of those persons intending to provide information, whether in person or in writing. The Student Conduct Administrator may reasonably limit the scope and time devoted to witness statements. Witnesses are typically asked to comment only on the event(s) pertinent to the charges, not the character of the person.

5. Information

In all situations, the procedures will not be subject to limiting rules of information. Information will consist of oral and written accounts, incident reports, and any other material directly related to the incident. Other information may also be considered and will consist of such things as second hand reports and circumstantial information. The Student Conduct Administrator/Board Chairperson may reasonably limit the scope of information considered in the hearing.

If during the course of the hearing the facts bear out that the respondent student is responsible for any other violation(s) of the Student Code, it is the responsibility of the Student Conduct Administrator/Board to make a determination of responsibility or recommend the findings and assign or recommend the disciplinary action, as appropriate, for such violations.

6. Advisors

The respondent and a student who believes to have been the recipient of the respondent's misconduct may have one advisor of their choosing present at the hearing. If the student wants to have an advisor present, the student must notify the Student Conduct Administrator of this fact in writing no later than two (2) business days before the hearing. The advisor is intended to be of direct assistance to the student before, during, and after the hearing and therefore shall be invited to attend the entire portion of the hearing at which information is received (excluding deliberations). The students involved are responsible for presenting their own information, answering questions asked and presenting questions. Therefore, advisors are not permitted to speak at a hearing or provide answers to the student when a student is asked a

A student should select an advisor who can attend at the scheduled date and time of the hearing because delays will not usually be permitted due to the scheduling conflicts of an advisor.

7. Substitution of Members/Quorum

When members of the Student Conduct Board believe that they are not qualified to serve on the board for personal or official reasons, they may disqualify themselves. A student whose case is before the board may not object to the membership of the board except for reasons of official or personal conflict of interest. The Board Chairperson will determine the validity of such objections and that determination shall be final. If necessary, the Board Chairperson will replace the disqualified board member with a substitute.

For the purpose of hearing any case that comes before a board, the presence of five voting members shall constitute a quorum. A decision agreed to by a majority of the sitting board shall be the decision of the board.

8. Decisions and Communications

The standard for conduct decision making at all levels of the conduct hearing process is whether it is more likely than not that the respondent violated the Student Code.

At the conclusion of the conduct hearing, the respondent will be informed as to when the decision will be made and communicated. Conduct decisions that result in positive action, university warning, restitution, fines, and/or community probation will be made by the Student Conduct Administrator/Board and communicated to the respondent in writing within five (5) business days of the conclusion of the hearing. All other findings and disciplinary actions will be made after consultation with and approval by the university official indicated below:

Disciplinary actions of limitation on activities, residence hall reassignment, residence hall suspension, termination of housing contract, university probation, and/or deferred suspension will be reviewed and approved by the Associate Dean of Students.

Disciplinary actions of suspension, expulsion, revocation of admission, revocation of degree awarded, denial or postponement of awarding of degree or honor will be reviewed and approved by the Dean of Students.

The official receiving the recommendation may accept or change the recommended finding and/or disciplinary action. The final decision will be communicated in writing to the respondent by the Student Conduct Administrator within five (5) business days of the conclusion of the hearing. In the event that the written notification is delayed, notification of the delay and when the decision should be expected will be communicated. When a hearing involves a student who believes to have been the recipient of the respondent's misconduct the same process will be followed to communicate decisions to the student.

All communication to students will be transmitted through the University's e-mail system and/or in person. Individual circumstances may permit or require communication by whatever means is necessary to reach the student promptly and reliably. Following reasonable efforts to deliver any communication to a student personally, an indirect or substituted mode of delivery may be attempted.

E. Appeals

1. Overview

A conduct decision made or disciplinary action(s) assigned may be appealed by the respondent or the student who believes to have been the recipient of another student's misconduct. The Associate Dean of Students* will determine if there are grounds to warrant an appeal. *(Note—For cases in which the Associate Dean of Students makes the conduct decision, the Dean of Students will assume the appeal role described in this section. For cases in which the Dean of Students makes the conduct decision, the Vice President for Student Affairs will assume the appeal role described in this section.)

Except as required to explain the basis of new information, an appeal shall be limited to review of the written notes from the initial hearing and supporting documents for one or more of the following grounds:

- a. A procedural error occurred that significantly impacted the outcome of the hearing.
- b. To consider new information, unavailable during the original hearing or investigation, that could substantially impact the original finding or disciplinary action. (Failure to provide information during or participate in an investigation or a hearing, even resulting from concern over pending criminal or civil proceedings, does not make information “unavailable” at the time of the hearing.) A summary of this new information and its potential impact must be included.
- c. The disciplinary action(s) imposed are substantially outside the parameters or guidelines set by the university for this type of violation or the cumulative conduct record of the responding student.

2. Time Line

Appeals must be filed in writing with the Dean of Students within five (5) business days of the notice of the outcome to the hearing barring exigent circumstances. Any exceptions are made at the discretion of the Dean of Students and, when appropriate, the Title IX Coordinator. Failure to appeal within the five (5) business day period waives the right to appeal. Disciplinary actions will not be implemented while an appeal is under consideration unless emergency action has been taken.

3. Documentation

The appeal must be in writing and must contain the following:

- a. The completed on-line Request for Appeal Form that includes a statement explaining in detail why the student is contesting the findings or the action(s)
<http://sites.jcu.edu/deanofstudents/pages/student-conduct/request-for-appeal/> .
- b. Copies of any documents that will substantiate or clarify the appeal request should be attached to the form.

4. Review of an Appeal Request

Within five (5) working days of the receipt of the material pertinent to the appeal, the Appeal Review Officer will notify the student in writing of the decision to deny the request for an appeal, to inform the student of the outcome of an administrative appeal decision, or to accept the appeal for review by the University Appeals Board. If a delay occurs in the receipt of the supporting material, or additional time is needed to review the material, this

appeal filing date.

5. Administrative Appeal Option

An administrative decision to grant or deny an appeal may be made at the discretion of the Appeal Review Officer who may decide one of the following actions:

- a. Affirm the conduct decision and thus deny the appeal;
- b. Modify the conduct decision;
- c. Return to the original Student Conduct Administrator/Board for a new or partial rehearing;
- d. Refer the case to a new Student Conduct Administrator/Board (make up) for a new or partial rehearing;
- e. Overturn the conduct decision.

6. University Appeals Board

If an appeal is referred to the University Appeals Board (UAB), the student will be informed of the date and time when the board will review the student's written appeal material. The Appeal Review Officer will promptly provide all appeal materials to the UAB for its consideration. The UAB will confine its review to the issues raised in the written appeal and will consider the appeal based only on the material, questions, and information from the original hearing submitted in writing and the written notes of the hearing. The student or others, including witnesses, will not appear before the board unless specifically invited by the board in order to obtain clarification about a specific point in the appeal.

Upon completing the review of the appeal, the board will submit its recommendation to the Appeal Review Officer in writing within two (2) business days. The board is limited to recommending one of the five (5) actions listed in Section III, E, 5, of this document.

The student will be informed in writing of the decision of the Appeal Review Officer within five (5) business days after the board has made its recommendation. The disposition of the case by the Appeal Review Officer shall be final.

IV. SPECIAL CIRCUMSTANCES

INTERPERSONAL VIOLENCE OR OTHER ACTS OF VIOLENCE

The person who believes to have been the recipient of the respondent's misconduct is entitled to an explanation of available options for redress, including an explanation of the student conduct system.

A no contact directive may be issued by a Student Conduct Administrator or JCUPD to parties involved in the case, including third parties. The person who believes to have been the recipient of the respondent's misconduct will be notified should that occur.

A person who reports being the recipient of behavior that violates the Interpersonal Violence Policy or other acts of violence by a John Carroll University student shall have additional rights under the Student Code:

- a. The student is entitled to be given an explanation of the conduct system and the charge(s).
- b. The student is entitled to freedom from harassment or retaliation by others involved in the situation.
- c. The student is entitled to the use of all available internal and external support services in dealing with the aftermath of the incident.
- d. The student is entitled to object to a member of the Student Conduct Board for reasons of official or personal conflict of interest.

- e. The student is entitled to choose one advisor. The advisor may accompany the student throughout the conduct process including any initial meeting, conference, and the hearing.
- f. The student is entitled to be present throughout the hearing but not during the deliberations of the Student Conduct Administrator/Board.
- g. The student is entitled to view pertinent materials involved in the incident. The student is entitled to present pertinent information and the information of witnesses, excluding character witnesses to substantiate the student's allegation. This includes proposing questions to be asked of the respondent and witnesses.
- h. The student is entitled to freedom from having irrelevant personal history discussed or considered during the conduct process. (The Student Conduct Administrator will determine relevance).
- i. The student is entitled to written documentation of the outcome of the conduct hearing.
- j. The student is entitled to make a written appeal of the disciplinary decision within five (5) business days of the date of notification of that decision. University disciplinary actions are appealed to the Dean of Students.

The John Carroll community encourages the reporting of crimes by recipients of behavior considered misconduct to University officials and if appropriate, outside law enforcement authorities. Sometimes, recipients of another student's misconduct are hesitant to report to University officials because they are concerned that they themselves may be accused of policy violations, such as underage drinking. It is in the best interest of this community that all interpersonal violence offenses and other acts of violence are reported to University officials. To encourage reporting, it is the University's practice to address minor policy violations related to the incident by a person reporting being the recipient of interpersonal violence or other acts of violence through informal means.

The welfare of each member of our community is very important. At times, community members on and off campus may need assistance. John Carroll encourages all students to offer help and assistance to others in need. There may be times when students are reluctant to help out of concern that they may face disciplinary action for a policy violation such as underage drinking at the time of the incident. While policy violations cannot be overlooked, for minor violations, an educational and/or health conversation/intervention may be required as an alternative to disciplinary sanctions. For additional information regarding the Good Samaritan Policy, go to <http://sites.jcu.edu/deanofstudents/pages/community-standards/good-samaritan-policy> .

A. Off Campus Cases

The University reserves the right to investigate and subsequently take University action for behavior of John Carroll students in off campus situations when such behavior is believed to have an impact on the John Carroll community, such as alleged instances of criminal activity commencing on campus but relocated off campus; harassment of or assault on a University person; criminal activity involving a student, whether as an individual student or as a member of a University recognized organization; violations of city ordinances such as public intoxication, noise, and vandalism; student conduct violations in organized group living situations or in University owned housing. The decision to take action in such cases will be determined by the Dean of Students or designee. This provision is also applicable to students participating in service, studying abroad, participating in immersion trips, participating in student teaching or internships, participating in conferences or retreats, and/or visiting other college/university campuses.

B. Emergency Administrative Action

In certain circumstances, the Dean of Students, or designee, may impose an interim action step prior to a hearing before a Student Conduct Administrator/Board. This action may be taken at any time during the academic year, including Fall Orientation (Streak Week), midterms, final exams and Senior Week. This action may be taken against a graduating senior and may preclude the student from participation in graduation, pending the outcome of a formal conduct hearing.

1 Interim Suspension

University property; or 2) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

- b. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or to all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Students or designee may determine to be appropriate.
- c. A student will be notified in writing of this action, and the reasons for the interim suspension.
- d. The student may, within two (2) business days of the imposition of the interim suspension, petition the Dean of Students or designee for reinstatement. The petition must be in writing, and must include supporting documentation or information that the student does not pose, or no longer poses, a significant risk of substantial harm to the health or safety of others or to property. A decision on such petition will be reached and communicated without undue delay by the Dean of Students or designee.
- e. This interim suspension does not replace the regular conduct process which will proceed on the normal schedule, up to and through a Student Conduct Board hearing, if required. This interim suspension shall remain in effect until the conclusion of a full hearing and administrative decision, including the appeal process.

2. No Contact Directive

In situations involving allegations of assault, injury, interpersonal violence or harassment, or when there is reason to believe continued contact between the respondent and others involved may interfere with those persons' safety, or ability to fully participate in the University community, the Dean of Students, or designee, may issue a no contact directive to the respondent.

- a. The student will be notified in writing of this action, and the reasons for the no contact directive.
- b. The student may, within two (2) business days of the imposition of the no contact directive, petition the Dean of Students or designee for removal or modification of the directive. The petition must be in writing and must include supporting documentation or information that the student does not pose, or no longer poses, a risk of harm to the health or safety of others. A decision on such petition will be reached and communicated without undue delay by the Dean of Students or designee.

3. Interim Suspension of Organizational Privileges

The Dean of Students or designee may give notice that a student organization be immediately denied University privileges and be excluded from activities on University premises when the student organization's continued activity may be a significant risk to the safety of the University community or its property.

- a. The student organization will be notified in writing of this action, and the reasons for the interim suspension of privileges.
- b. The student organization may, within two (2) business days of the imposition of the interim suspension of organizational privileges, petition the Dean of Students or designee for removal or modification of this action. The petition must be in writing and must include supporting documentation or information that the organization does not pose, or no longer poses, a risk to the safety of the University community or its property. A decision on such petition will be reached and communicated without undue delay by the Dean of Students or designee.

Violation of Law and Student Code

The University may institute conduct proceedings against a student for a violation of the Student Code, regardless of pending civil litigation, criminal arrest, and/or prosecution arising out of the same factual situation. Conduct proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. University disciplinary action will not be subject to challenge on the grounds that civil or criminal charges involving the same incident have been dismissed or reduced.

When students are charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for the individuals because of their status as students. If the alleged offense is also being processed under the Student Code, the University may advise off campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community. The University will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or disciplinary actions).

V. STUDENT CONDUCT RECORDS

Because the Family Educational Rights and Privacy Act (FERPA) defines the records of a student engaged in the conduct process as an educational record, it is a private record. In situations involving both respondent (s) (or group or organization) and student(s) claiming to be the recipient of another student's misconduct, the records of the process and of the disciplinary action taken, if any, shall be considered to be the education records of both the respondent and the student(s) claiming to be the recipient of the behavior because there may be an impact on the educational career and chances of success in the academic community for each student. Information about the situation may only be shared with the student found responsible, the student(s) claiming to be the recipient of the behavior, their parent(s)/guardian(s) if a dependent, their academic college dean or advisor, and school officials with a legitimate educational interest. A student must give written permission for anyone else to have access to this information, unless otherwise permitted by federal or state law. For additional information regarding FERPA, go to <http://sites.jcu.edu/deanofstudents/pages/community-standards/the-family-educational-rights-and-privacy-act-2>.

A. Retention of Conduct Records

At the completion of the disciplinary action(s) the student's record shall be returned to good standing, but the disciplinary action(s) and supporting material shall be retained in the student's conduct file. Such a record may be introduced and given due consideration in any subsequent incident in which the student may be involved. Upon graduation, the student's conduct file will usually be destroyed unless the student is continuing at the University as a graduate student or participating in a John Carroll post-baccalaureate program. A student conduct file that includes termination of a housing contract, suspension, or postponement of awarding of a degree or honor, shall be destroyed seven (7) years after final disciplinary action(s) have been completed. A student conduct file that includes revocation of admission, revocation of a degree awarded, denial of awarding a degree or honor, or expulsion will be kept indefinitely.

If a student is found not responsible for all the charges filed against the student, or if a student is exonerated or the charges dropped, the contents of the file directly related to the incident will be removed and destroyed at the conclusion of the conduct process.

VI. SOURCES AND LIMITS OF AUTHORITY

Ultimate University authority and responsibility in matters of student conduct reside with the President of John Carroll University. The President has delegated immediate authority and responsibility for

of Students.

The Dean of Students shall develop policies for the administration of the Student Conduct System and procedural rules for conducting hearings that are consistent with the provisions of the Student Code. The Dean of Students or designee shall determine the pool of Student Conduct Administrators, composition of hearing boards and appellate boards, and shall determine which board, or administrator shall be authorized to hear each matter. During break periods, including summer, the Dean of Students may alter the process to provide for a timely resolution to a complaint filed.

The standard for conduct decision-making at all levels of the Student Code of Conduct process will be made on the basis of whether it is more likely than not that the respondent violated the Student Code.

Any question of interpretation or application of the Student Code shall be referred to the Dean of Students for final determination.

A. Student Conduct Administrators

The Dean of Students or designee shall designate Student Conduct Administrators who will assume responsibility for administering cases assigned to them and conducting administrative hearings.

B. Student Conduct Boards

The Dean of Students or designee shall create student conduct boards to hear cases referred to them. Student Conduct Boards at John Carroll University include the Student Union Hearing Board, the University Hearing Board, Hearing Panels, and the University Appeals Board. Membership on these boards is by appointment or election and can include students, faculty, and staff members. Student Conduct Boards will be chaired by a non-voting student or conduct administrator. These boards are authorized by the Dean of Students to recommend whether a student has violated the Student Code, and to recommend disciplinary actions when appropriate.

C. Confidentiality

Student Conduct Administrators, members of Student Conduct Boards, members of the Appeals Board, and advisors to students, while acting in their official capacities in such positions, shall be deemed to act as special assistants to the Dean of Students, solely for the purposes of imparting to the hearings the confidentiality provided by regulations governing colleges and universities. Confidentiality also applies to the complainant(s), and all students involved.

VII. AMENDMENTS

Please be aware that the provisions of this manual are not to be regarded as an irrevocable contract between John Carroll University and its students. The University reserves the right to change any provision or any requirement at any time.

Amendments to these procedures may be proposed in writing to the Dean of Students by any member of the University community. The Dean of Students, following consultation with the Office of Legal Affairs as well as others who may be pertinent, shall make a recommendation to the Vice President for Student Affairs. Reasons are to be given for the recommendation along with the specific wording of the proposed amendment, and the probable effects of implementation.

The Vice President for Student Affairs will consider the proposal and the recommendation of the Dean of Students. If the change proposed is editorial or of a minor nature, the Vice President can approve or disapprove the change. If the change proposed is substantial, the Vice President will provide a recommendation to the President of the University. The President, after reviewing the proposed amendment and the recommendation of the Vice President for Student Affairs, shall determine whether to approve the amendment, and if so, its effective date.

The Dean of Students shall fully review the Student Code at least every three (3) years. The

VIII. APPENDICES

A. Definitions

1. The term "University" means John Carroll University.
2. The term "student" includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate, professional, or extension studies and those who attend post-secondary educational institutions other than John Carroll University and who reside in the University's residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "students".
3. The term "faculty member" means any person hired by the University to conduct classroom activities. In certain situations, a person may be both a "student" and a "faculty member".
4. The term "University official" includes any person employed by the University who performs assigned administrative or professional responsibilities.
5. The term "member of the University community" includes any person who is a student, faculty member, University official, or any other person employed by the University. A person's status in a particular situation shall be determined from the surrounding facts by the Dean of Students or designee.
6. The term "organization" means any number of students joined together in the pursuit of a common purpose, which is in support of the mission, goals, and values of John Carroll University.
7. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
8. The term "Student Code" refers to any published policy, rule, or regulation found in, but not limited to, the most recent edition of the Community Standards Manual on line at <http://sites.jcu.edu/deanofstudents/pages/community-standards/>, Residence Life contracts and publications, and the Graduate/Undergraduate Bulletins.
9. The term "complainant" includes any University official who submits a report alleging that a student violated this Student Code.
10. The term "respondent" means any student charged with violating this Student Code.
11. The term "Student Conduct Administrator" means a University official authorized on a case-by-case basis by the Dean of Students to recommend disciplinary actions upon any student(s) found to have violated the Student Code. A Student Conduct Administrator will be assigned as a non-voting member of the University Hearing Board and will run those hearings.
12. The term "Student Conduct Board" means any group of persons authorized by the Dean of Students to determine or recommend whether a student has violated the Student Code, and to determine or recommend disciplinary actions, as appropriate. Student Conduct Boards at John Carroll University include the Student Union Hearing Board, the University Hearing Board, Hearing Panels, and the University Appeals Board. Membership on these boards is by appointment or election and can include students, faculty, and staff members.
13. The term "business day" refers to any weekday that the University is open to do business. The University calendar should be consulted for days the University is officially closed.

Academic Policies

Academic Honesty

Academic honesty, expected of every student, is essential to the process of education and to upholding high ethical standards. Cheating, including plagiarism, inappropriate use of technology, or any other kind of unethical or dishonest behavior, may subject the student to severe academic penalties, including dismissal.

All work submitted for evaluation in a course, including tests, term papers, and computer programs, must represent only the work of the student unless indicated otherwise.

Material taken from the work of others must be acknowledged. Materials submitted to fulfill requirements in one course may not be submitted in another course without prior approval of the instructor(s).

Concerns about the propriety of obtaining outside assistance and acknowledging sources should be addressed to the instructor of the course before the work commences and as necessary as the work proceeds.

Instructors should indicate specific penalties for academic dishonesty in their course syllabi. Penalties, appropriate to the severity of the infraction, may include zero for the assignment or failure in the course. In cases of academic dishonesty where the student chooses to withdraw from a course rather than receive a course grade of "F", the grade of "F" instead of "W" may be assigned at the faculty member's discretion. In egregious cases and/or cases of repeat dishonesty, additional penalties may be determined by the dean, such as suspension or dismissal from the University. In a case of dismissal, Academic Dismissal will be noted on the transcript.

Any appeal by a student is to be made first to the instructor. If disputes of interpretation arise, the faculty member and chair will attempt to resolve the difficulty with the student. If this does not lead to a resolution, the appropriate associate academic dean normally will rule in the matter. A written report of the incident by the instructor or department chair will be sent to the dean of the College of Arts and Sciences, who will keep a written record of the complaint when it is filed, and will forward a copy of the complaint to the appropriate associate dean's office at the time. The associate dean will place a copy of this record in the student's file and provide the student with a copy. A written record of the complaint is kept for cases of repeat violations. The associate dean will review the case and determine if, in light of other information and records, further disciplinary action is warranted.

The student has the right to appeal the accusation of academic dishonesty if the student believes it to be in error. The Policy and Procedure for Appeal of a Charge of Academic Dishonesty can be found on pages 108-109 of the *2015/2017 Undergraduate Bulletin*. The Bulletin can be accessed at: <http://sites.jcu.edu/undergraduatebulletin/home/2015-2017-bulletin/>

Dress Code

Students are expected to adhere to dress codes that individual faculty may establish for their classes.

Accommodations for Students with Disabilities

I. POLICY

In furtherance of its non-discrimination policies, it is the policy of John Carroll University (“John Carroll”) to comply fully with state and federal laws, including the Americans with Disabilities Act (the “ADA”) and Section 504 of the Rehabilitation Act of 1973 (“Section 504”), and to establish a procedure to ensure that grievances are fairly heard and resolved. Grievances arising under this Policy include allegations concerning accessibility, discriminatory treatment, harassment, retaliation, and other allegations of disability-related violations.

II. PURPOSE

The purpose of this Policy is to establish a grievance procedure that provides grievants with a fair and effective mechanism for resolving disability-related disputes.

III. APPLICABILITY

This Policy applies to complaints by persons alleging discrimination carried out by John Carroll faculty, staff, employees, students and third parties contracted on behalf of the University.

IV. NOTICE

John Carroll students, faculty, administration and staff shall receive notice of this Policy through a posting on the John Carroll Office of Students with Disabilities website located at: <http://www.jcu.edu/disabilities/> and publication in Student Bulletins.

V. POLICY ELABORATION

John Carroll strongly urges that —when appropriate — parties resolve disputes through informal and direct contact between the affected individuals and the office of Services for Students with Disabilities (“SSD”). However, there may be instances when informal efforts are ineffective or otherwise not appropriate. Persons are not required to engage in an informal resolution process, and persons who are engaged in informal resolution efforts may, at any time, elect to engage the formal grievance process set forth below.

Step 1: The grievance must be presented in writing to the Director of SSD. The SSD office is located on the Garden Level of the Administration Building, in Room A-7. The SSD mailing address is Services for Students with Disabilities, 1 John Carroll Boulevard, University Heights, Ohio 44118. The SSD phone number is (216) 397-4967. In the event the grievance is against the Director, the grievant should file the grievance with the Dean of the College of Arts and Sciences. The office of the Dean of the College of Arts and Sciences is located in the B Wing of the Administration Building in Room B101. The mailing address is Office of the Dean of the College of Arts and Sciences, 1 John Carroll Boulevard, University Heights, Ohio 44118. The phone number of the College of Arts and Sciences is (216) 397-4215.

Any grievance shall: (a) clearly identify the facts and events related to the grievance; (b) identify all relevant persons and their respective roles in the dispute; (c) explain all efforts undertaken to resolve the issue prior to filing a grievance; and (d) identify any specific relief sought. Upon receipt of a grievance, the Director or the Dean shall contact the parties and provide them the opportunity to submit evidence and identify witnesses. Witness statements may be submitted in writing or be heard by the Director or the Dean. All evidence shall be submitted within twenty-one (21) days following the submission of the written statement.

The Director or the Dean shall review all relevant evidence, and shall, if appropriate, interview the parties and other witnesses. The Director shall then consult as necessary with John Carroll’s legal counsel. Subsequently, within fourteen (14) days of receiving the evidence, the Director or the Dean shall make a finding, provided in writing to all parties, that shall identify any violations of the ADA and/or Section 504

effects. After the Director or the Dean has issued a finding, any party may make a written request that the Director or Dean engage Step 2 within ten (10) business days after receiving the written finding.

Step 2: The Director shall submit a written statement of the matter, including the finding identified in Step 1, to the Dean of the College of Arts and Sciences. If the grievance is against the Director, the Dean shall submit a written report to the Provost and Academic Vice President (the "Provost"). The Dean or the Provost shall then contact all involved parties to discuss the grievance, and shall conduct further investigation as s/he deems necessary. The Office of the Provost is located in the Administration Building, Room AD133. The mailing address is Office of the Provost and Academic Vice President, 1 John Carroll Boulevard, University Heights, Ohio 44118. The phone number is 216-397-4207.

Within twenty-eight (28) days after receiving the Step 1 findings, the Dean or the Provost shall provide all involved parties with a written decision as to whether discrimination did or did not occur as found in Step 1. All parties shall receive a copy of the written decision. In the event that the Dean or the Provost determines that a violation of the ADA and/or Section 504 has occurred, the written decision shall outline the steps that John Carroll will take to correct any discriminatory effects and to prevent recurrence of any discrimination.

Alcoholic Beverage Policy

The primary educational focus of the University is to create a safe and comfortable environment that fosters learning. Therefore, the University is committed to establishing a comprehensive program to prevent high-risk drinking behaviors as well as prevent the unlawful use, possession or distribution of alcoholic beverages. The University will work to provide an environment that supports those who choose not to drink as well as those of legal age who choose to consume alcohol responsibly.

The University expects students to recognize their personal responsibility in contributing to this learning and living environment by considering the impact of their decisions on themselves as well as the community regarding the use of alcohol. Behavior that infringes on the physical and emotional well-being of oneself or others and/or their pursuit of scholarship is unacceptable. The University does not condone underage drinking and considers intoxication (identified by slurred speech, erratic behavior, or difficulty with physical coordination), disorderliness, and/or offensive behavior deriving from the use of alcoholic beverages to be unacceptable, regardless of the person's age. Intoxication or alcohol abuse will not be accepted as an excuse for unlawful behavior or misconduct.

Persons under the age of 21 are not permitted to consume or possess alcoholic beverages under any circumstances regardless of location and may not be in the presence of those using alcohol in University assigned residences regardless of age. (See Residence Life Policies here <http://sites.jcu.edu/deanofstudents/pages/community-standards/residence-life-2> for more detailed expectations regarding alcohol.)

Drinking and the carrying of open containers in public areas on University premises are not permitted (unless specifically authorized in designated areas for special events). The sale, manufacture, or purchase of any alcoholic beverage on University premises is prohibited. Drivers or passengers in University vehicles and University-sponsored vehicles may not possess or consume alcoholic beverages.

Students are responsible for the activity that occurs in their residence whether on or off campus. Therefore, students providing their residence as a place for those under 21 to consume alcoholic beverages, either intentionally or recklessly (leaving residence unsecured, not monitoring guests), is not permitted.

Student safety and drinking responsibly are the University's main priority with regard to the legal consumption of alcohol. Therefore, we expect students of legal drinking age to set a positive example

University residences in the privacy of their rooms with the door closed and in a manner that recognizes the rights of others. (See Residence Life Policies <http://sites.jcu.edu/deanofstudents/pages/community-standards/residence-life-2> for more detailed expectations regarding the use of alcohol).

Members of the University community are expected to be aware of and obey federal, state, and municipal laws or ordinances regulating the use, possession, sale or manufacture of alcoholic beverages. Those who are cited for violations of law or ordinances by municipal, state, or federal authorities will also face University conduct proceedings.

The University reserves the right to take disciplinary action against any student for off-campus behavior that violates this policy. This includes study abroad and immersion experiences.

Students found responsible for first and second time violations of this policy through the conduct process will be assigned disciplinary actions that include a combination of the following: a disciplinary status such as University Warning, Community Probation, or University Probation; an educational program; a reflection exercise; community work hours; fines up to two hundred and fifty dollars (\$250.00); coach notification if applicable; parent/guardian notification; and mentoring. (Go to <http://sites.jcu.edu/deanofstudents/pages/student-conduct/minimum-disciplinary-actions/> for a specific list of actions associated with alcohol violations).

UNIVERSITY SOCIAL EVENTS WITH ALCOHOL

1. The Assistant to the VP of SA or designee must approve events involving alcohol where students are present, additionally provisions for security must be coordinated with the Assistant to the VP of SA.
2. All alcohol must be purchased, sold, and handled by JCU Dining Services for events held in areas where JCU Dining Services holds the contract rights. Persons sponsoring activities with alcohol held in other areas of campus must obtain the appropriate permits. Alcoholic beverages are not to be sold at any event held in a University facility not covered by a state liquor license.
3. Students will be admitted to events only with a validated John Carroll University ID card and current state identification.
4. At all events where alcohol is served, non-alcoholic beverages must be provided by the sponsor in adequate proportion to the alcoholic beverages on hand. The sponsor also must provide food.
5. No one should be coerced, even subtly, to drink or overindulge. A social event that encourages drunkenness as a theme, or the advertisement of such an event, is unacceptable and will not be permitted. Advertising or promoting alcohol as a primary attraction of an event and the marketing of alcohol by beverage manufacturers, distributors, clubs, or organizations are prohibited.
6. Alcohol cannot and will not be served to intoxicated persons.
7. For off-campus activities with alcohol, a third party vendor is required.

GUIDELINES FOR THE PROMOTION OF EVENTS WHERE ALCOHOL WILL BE SERVED

1. All marketing and publicity used on-campus must never encourage violating any University policy.
2. Marketing and publicity materials must neither encourage any form of alcohol abuse nor make reference to the amount of alcoholic beverages.
3. Alcoholic beverages must not be provided as awards to individual students or campus organizations.
4. No uncontrolled sampling as part of campus marketing programs shall be permitted and no sampling or other promotional activities shall include "drinking contests".
5. Where controlled sampling is allowed by law and University policy, it must be

6. Promotional activities must not be associated with otherwise existing campus events or programs without the prior knowledge and consent of the Office of Student Engagement.
7. Display or availability of promotional materials must follow the posting policy developed by the Office of Student Engagement go to <http://sites.jcu.edu/deanofstudents/pages/community-standards/posting> .
8. The Office of Student Engagement must approve advertising or marketing for an event that has alcohol available.

Cleaning and Maintenance Policy

Cleaning of the public areas in the academic and administrative buildings on campus is performed Sunday through Thursday nights on 3rd shift. Cleaning in the public areas in each of the residence halls is done on a daily basis, including weekends. A schedule for daily trash removal and cleaning of the restrooms will be posted on each restroom door. Students with a concern about cleanliness or maintenance of any area are asked to submit a work request with specific details so the issue can be resolved in a timely manner.

When the housekeeping or the maintenance staff are in a restroom to clean or make repairs, the entrance(s) will be closed and blocked or roped off. It is mandatory that students use another restroom during that time. The university reserves the right to take disciplinary action against any student that violates this policy.

Demonstration Policy

As an academic community, John Carroll University is committed to creating an environment of inquiry which embraces Jesuit, Catholic education in a search for truth where faith and reason complement each other in learning. At times this spirit of inquiry may produce conflicts of ideas, opinions, and proposals for action. The university recognizes its responsibility to provide effective channels for internal communication, free discussion, and rational persuasion as the normal and preferred means to airing and recognizing differences.

On occasion the expression of dissent through individual or collective activity may take the form of demonstration. In such cases the University must seek to ensure a fair and reasonable balance between two sets of rights. The first is the right of the members of the university community to freely pursue their objectives without unreasonable obstruction or hindrance. The second is the right to communicate, by peaceful demonstration and dissent, the positions that they conscientiously espouse on vital issues of the day. This balance requires respect for the rights and responsibilities of both the institution and the individuals involved in the demonstration.

However, neither set of rights justifies jeopardizing or threatening the safety of persons or property, including overcrowding of campus areas; interference with processes or procedures of instruction, research, administration or student activities authorized to be conducted in university facilities or on university property; violation of established building hours; or obstruction of authorized access to, use of or egress from university facilities. Such conduct is contrary to the policies and objectives of the university community. Students who participate in demonstrations and similar activity which interfere with the rights of others or the orderly functioning of the university or civic community are subject to disciplinary action according to the university student conduct procedures as well as legal action as appropriate.

For reasons of general information, assistance, courtesy and good order, and to assure that the University is in compliance with legal and code requirements, the university process requires that students contemplating demonstration and similar activities make their intentions known in advance to the Dean of Students through a meeting to discuss the arrangements for the event and completing a demonstration registration form for approval at least 7 days before the event date.

Drug Policy

ILLEGAL AND PRESCRIPTION DRUGS

The University prohibits the illegal use, possession, sale, distribution, manufacture, and/or growth of illegal, synthetic, or counterfeit drugs on University premises (includes property operated off the main campus), at any University sponsored event or program (including study abroad and immersion experiences) regardless of where it takes place. Association with (including the presence at) gatherings involving such use, possession, sale, distribution, manufacture or growth is also prohibited. Possession or use of equipment, products, or materials, that are used or are reasonably anticipated to be used in the manufacture, growth, distribution, sale, or use of illegal, synthetic, or counterfeit drugs or in the misuse, sale or distribution of prescription drugs is prohibited. Examples of equipment, products, and materials include but are not limited to bongos (purchased or home-made), pipes, rolling papers, vaporizers, scales, and grinders.

The misuse of prescription and over the counter drugs is not permitted. This includes sharing a prescription with unauthorized persons, selling a whole or partial prescription to unauthorized persons, intentionally combining a prescription with other substances, possessing/using a prescription drug not prescribed to you, and intentionally exceeding the prescribed dosage of a drug.

Students found responsible through the conduct process for the sale, distribution, manufacture, and/or growth of illegal, synthetic, and/or counterfeit drugs should expect to be suspended or expelled from the university. This also applies to students found responsible for the sale and/or distribution of prescription drugs.

Members of the University community are expected to be aware of and obey federal, state, and municipal laws or ordinances regulating the use, possession, sale, distribution, manufacture, and/or growth of illegal, synthetic, or counterfeit drugs. Those who are cited for violations of law or ordinances by, federal, state or municipal authorities may also face University conduct proceedings.

The University reserves the right to take disciplinary action against any student for off-campus behavior that violates this policy.

Students should be aware of the penalties for drug violations. Students who are criminally convicted of drug offenses may lose federal or state financial aid. Students who lose aid due to drug violations can contact the Financial Aid Office at 216-397-4248 to be provided with written notice describing the ways in which the student can regain eligibility.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

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 registrar, dean, chair of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that person will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to amend such a record, should write to the University official responsible for the record, clearly identify the part of the record s/he wants changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested, 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.

Student requests for formal hearings must be made in writing to the academic vice president who, within a reasonable time of receiving such requests, will inform students of the date, place and time of the hearing. The academic vice president, the vice president of student affairs, the associate dean for Graduate Programs, and the academic dean of the student's college or school will constitute the hearing panels for challenges to the content of education records. Upon denial and subsequent appeal, if the University still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

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 that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance 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 responsibilities for the University. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The University may disclose student information to a student's parent during health and safety emergencies, or when that student is a financial dependent of the parent, or when the student is under age 21 and has violated Federal, State or local law, or of any rule or policy of the University - governing the use or possession of alcohol or a controlled substance.

4. The right to withhold directory information. The University has designated the following as directory information: student name, address (including e-mail address), telephone number, date and place of birth, photograph, major field of study, class year and enrollment status. dates of attendance. degrees and awards received. the

teams.

Students may refuse to allow the University to designate the above information about them as directory information by notifying the registrar in writing within two weeks after the first day of class for the fall semester. Students must submit an annual written notification of refusal to allow the designation of directory information.

5. The right to annual notification. The University must notify students annually of their rights under FERPA. The actual means of notification is left to the discretion of the University.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by John Carroll University to comply with the requirements of FERPA.

Students may file complaints with The Family Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-5901.

Firearms and Weapons Policy

John Carroll University is committed to maintaining an environment that is free of violence. This commitment includes eliminating recognized hazards from the campus community that might contribute to violence or serious harm.

It is the policy of John Carroll University, that any student, and any other person ("Person") while on University property, is prohibited from introducing, possessing, using, buying, selling, carrying, or displaying any weapon or replica. Weapons are defined as any device or substance that is designed, used, or likely to be used to cause bodily harm, or property damage. Firearms are defined as any gun, rifle, pistol, handgun or device designed to fire bullets, BBs, pellets, or shots (including paint balls), or other projectiles, regardless of the propellant used. Other weapons include but are not limited to taser/stun guns, knives with fixed blades, switchblades, spring-loaded knives, pocket knives with blades longer than 2 ¼ inches, any item including kitchen utensils used for an inappropriate purpose, martial arts weapons, bow and arrows of any type, swords, brass knuckles, sling shots, explosives, or incendiary devices. This policy also covers any other items deemed by John Carroll Police Department to be dangerous, including hazardous chemical or biological material of any sort. Also included are displays/collections of the above named items, ornamental weapons and ornamental ammunition.

Any prohibited items are subject to confiscation and permanent forfeiture without any expectation of return or reimbursement.

Any Person who becomes aware of a violation of this policy has a duty to immediately notify the JCUPD (216-397-1234).

Failure to adhere to this policy is considered a serious matter. JCUPD will investigate all violations and refer to the appropriate University department or external agency all information necessary for enforcement and resolution.

The above prohibition applies regardless of whether the Person has a valid state permit to carry a firearm.

The following firearms are excluded from this prohibition:

1. A firearm in the possession of an on-duty law enforcement officer, duly authorized to carry the firearm by his/her employing law enforcement agency,

2. A firearm in the possession of a campus ROTC member when part of an official ROTC function, when authorized by a professor of Military Science and after notification of the Director of JCUPD.
3. A firearm in the possession of a person who has received prior written authorization from the Director of JCUPD.

As with our other conduct policies, John Carroll students are responsible for the behavior of any guest they have on campus. John Carroll students will be held accountable through the Student Conduct Process if their guests violate this policy. If you have any questions contact the Director of the John Carroll Police Department.

Good Samaritan Policy

At John Carroll University, the safety and welfare of each member of our community is critical. At times, community members on and off campus may need assistance. John Carroll expects all students to take responsible action when others have a medical emergency or are in crisis by contacting appropriate officials even when violations of the Student Code may have occurred. At the time of the incident, students may be reluctant to help for concern that they may face disciplinary action for a policy violation. The University strongly considers the positive impact of taking responsible action when determining the appropriate response for alleged policy violations relating to the incident. Therefore, the Good Samaritan Policy is in place to alleviate such concerns and reduce hesitation by John Carroll students to seek assistance.

The Good Samaritan Policy allows for the elimination of disciplinary consequences, as articulated in the Student Conduct System, for a student(s) who may be under the influence of alcohol or other substances, who make(s) a good-faith call for medical or emergency help on behalf of another student or guest. This statement applies to situations that occur on and off campus and requires documentation by John Carroll Police Department, other law enforcement and/or other emergency personnel. The Good Samaritan Policy applies in situations involving alcohol, other drugs, interpersonal violence, and other situations considered dangerous by a reasonable person. **This means that no formal University disciplinary actions or sanctions will be assigned to the reporting student(s) for minor violations relating to the incident.** The incident will still be documented and educational and/or health conversations/interventions may be required as an alternative to disciplinary sanctions.

This policy does not protect repeated, flagrant, or serious violations of the Student Code (e.g. abusive conduct, interpersonal violence, distribution of alcohol and/or other drugs, hazing, theft, property damage, etc.) or violations that harm another person requiring emergency response, nor does the policy preclude or prevent action by police or legal authorities.

In a situation involving imminent danger to the health and/or safety of any individual(s), students are expected to:

1. Contact JCUPD (216-397-1234), Residence Life, or other emergency officials to report the incident;
2. Remain with the individual(s) needing emergency treatment and cooperate with emergency personnel as long as it is safe to do so;
3. Meet with appropriate University officials after the incident and cooperate with any University investigation.

Failure of students to take responsible action under this policy where action is clearly warranted and harm results may, in egregious circumstances, constitute "endangering any person either intentionally or recklessly" under the Student Code and could result in disciplinary action through the Student Conduct System. This policy does not provide amnesty for students who report their own medical emergency.

Hate Free Policy

John Carroll University is committed to fostering ethical and moral values that are consistent with Jesuit and Catholic traditions. Among the central values of the University are the inherent dignities of every individual as well as the right of each person to hold and to express his or her viewpoint. When these views conflict it is the obligation of members of the community to respect other perspectives.

The University welcomes students, faculty, staff, and visitors from diverse backgrounds and it works to ensure that they will find the University environment free of discriminatory conduct. It is unacceptable and a violation of University policy to harass, abuse, or discriminate against any person because of age, race, gender, ethnicity, sexual orientation, religion, or disability.

Furthermore, each member of the John Carroll University community is expected to take an active role in fostering an appreciation for diversity and inclusion and sending the message that bias-related acts will not be tolerated. "Bias" is defined as intentional or unintentional actions targeting a person because of a real or perceived aspect of that person's identity, including (though not limited to) age, gender, religion, race, ethnicity, nationality, sexual orientation, gender identity, or (dis)ability.

John Carroll University defines discriminatory and/or bias offenses as any conduct (harassment or physical acts) directed at an individual(s) on the basis of age, race, ethnicity, gender, sexual orientation, religion, or (dis)ability with intention to intimidate or injure an individual(s) physically, mentally, or emotionally. Discriminatory and/or bias offenses compromise the integrity of the John Carroll University community and constitute violations of the "Engaging in harassment based on age, race, gender, ethnicity, sexual orientation, religion, or disability" provision of the Student Code (section 2b). As in all cases of misconduct, including discriminatory and/or bias offenses, both the respondent and the student who believes s/he has been a recipient of the respondent's misconduct have rights that are granted through the Student Conduct Process. These rights are contained in their entirety here <http://sites.jcu.edu/deanofstudents/pages/community-standards/conduct-system>.

Members of the John Carroll University community affected by discriminatory and/or bias offenses are strongly encouraged to report these incidents. Such offenses can be reported to a variety of offices on campus including: Dean of Students Office, Office of Residence Life, John Carroll Police Department, and/or through the Bias Incident Report here <http://sites.jcu.edu/bias/pages/report-bias>.

Students found responsible for violations under this policy are subject to a range of disciplinary actions up to and including expulsion from the University.

This policy is separate and distinct from the John Carroll University Sexual Harassment policy that can be found here <http://webmedia.jcu.edu/hr/files/2014/02/Sexual-Harassment-Policy.pdf>.

Hazing Prohibition Policy

John Carroll University is committed to fostering ethical and moral values that are consistent with Jesuit and Catholic traditions. Among the central values of the University are the inherent dignities of every individual as well as the right of each person to hold and to express his or her viewpoint. When these views conflict it is the obligation of members of the community to respect other perspectives.

The University welcomes students, faculty, staff, and visitors from diverse backgrounds and it works to ensure that they will find the University environment free of discriminatory conduct. It is unacceptable and a violation of University policy to harass, abuse, or discriminate against any person because of age, race, gender, ethnicity, sexual orientation, religion, or disability.

John Carroll University defines hate-motivated offenses as any conduct (harassment or physical acts) directed at an individual(s) on the basis of age, race, ethnicity, gender, sexual orientation, religion, or disability with intention to intimidate or injure an individual(s) physically, mentally, or emotionally. Hate motivated offenses compromise the integrity of the John Carroll University community and constitute violations of the "Engaging in harassment based on age, race, gender, ethnicity, sexual orientation, religion, or disability" provision of the Student Code (section 2b). As in all cases of misconduct, including hate motivated offenses, both the respondent and the student who believes s/he has been a recipient of the respondent's misconduct have rights that are granted through the Student Conduct Process. These rights are contained in their entirety here <http://sites.jcu.edu/deanofstudents/pages/community-standards/conduct-system>.

Members of the John Carroll University community affected by hate-motivated offenses are strongly encouraged to report these incidents. Such offenses can be reported to a variety of offices on campus including: Dean of Students Office, Office of Residence Life, John Carroll Police Department, and/or through the Bias Incident Report here <http://sites.jcu.edu/bias/pages/report-bias>.

Students found responsible for hate-motivated violations are subject to a range of disciplinary actions up to and including expulsion from the University.

This policy is separate and distinct from the John Carroll University Sexual Harassment policy that can be found here <http://sites.jcu.edu/bias>.

Information Technology Policies Resources Policy

I. POLICY STATEMENT

John Carroll University provides information technology resources to allow faculty, staff, and students to pursue the University's educational mission, which includes teaching, learning, service, research and administration. Thus, Information Technology Resources ("IT Resources"), as defined in this policy, must be used in a manner that furthers the University's mission.

Any access or use of information technology resources that conflicts with this Information Technology Resources Policy ("Policy" or "IT Policy") or any other University policy is not acceptable and will be considered a violation of this Policy. Additionally, any activity that interferes, interrupts, compromises, or conflicts with the safe and efficient use of IT Resources is considered a violation of this Policy. This Policy shall apply to all Users including, but not limited to, students, employees (faculty and staff), guests, affiliates, vendors and independent contractors. Use of IT Resources, even when carried out on a privately owned computer that is not managed or maintained by the University, is governed by this Policy. This Policy supersedes any existing policies and procedures that are in conflict with the terms of this Policy.

II. PURPOSE

The purpose of this Policy is to ensure an information technology infrastructure that promotes the basic mission and purpose of the University in teaching, learning, service, research and administration, and to ensure compliance with all applicable laws. It also provides notice, to all who use and manage IT Resources, of the University's expectations and regulations.

III. SPIRIT OF USE

Users are responsible for the protection of University assets and for the accuracy, integrity and confidentiality of the information to which they have access. Users are expected to uphold the standards and principles of the University while using IT Resources. Accordingly, users are prohibited from using any portion of IT Resources to post or transmit any information, Data, text, file, link, software, chat, communication or other content that is harmful, abusive, discriminatory, hostile, combative, threatening, insulting, embarrassing, harassing, intimidating, defamatory, pornographic, obscene, or which negatively affects the University, another User, or any third party. Users who do not respect this Spirit of Use may be held in violation of this IT Policy.

IV. DEFINITIONS

A. Data. All information that is used by or belongs to the University, or that is processed, stored, posted, maintained, transmitted, copied on, or copied from IT Resources.

B. Functional Unit(s). The department, office, operating division, program, vendor, entity or defined unit of the University that has been authorized to access or use IT Resources.

C. IT Resource(s). University information technology resources and services, including but not limited to computing, networking, communications and telecommunication systems, infrastructure, hardware, software, Data, records, Databases, personnel, procedures, physical facilities, and any related materials and services.

D. User. Any individual who uses, accesses or otherwise employs, locally or remotely, IT Resources, whether individually controlled, shared, stand-alone, or networked, and with or without authorization, is considered a User under this Policy.

E. Sensitive Data. Data designated as private or confidential by law or by the University. Sensitive Data includes, but is not limited to, employment records, medical records, student records, education records, personal financial records (or other personally identifiable information), research Data, trade secrets, classified government information, proprietary information of the University or any Data that could harm the legitimate financial and reputational interests of the University if unauthorized access is permitted, whether intentionally or unintentionally. Sensitive Data shall not include records that by law must be made available to the general public.

V. POLICY ELABORATION

A. Access. Access to some IT Resources is restricted to specific positions or units as determined by the appropriate functional unit head. Functional unit heads should determine and authorize the appropriate degree of access for each member of their units, and should provide unit members with adequate orientation and training regarding the appropriate use of all IT Resources. Using IT Resources outside of the scope of access granted by the University or

- B. Technical and Content-Based Restrictions.** The University reserves the right to impose technical restrictions on the access to its network in ways that may disrupt the ability to utilize certain devices, programs, and protocols. Additionally, the University expressly reserves the right to impose content-based restrictions on the use of its IT Resources. Such restrictions may be necessary to protect the University and its constituents. The University recognizes that academic freedom and the freedom of inquiry are important values that may be hindered by an overzealous restriction of content. Therefore, any content-based restriction scheme imposed on IT Resources will require appropriate Vice President authorization.
- C. Access Codes.** Users must take precautions to prevent unauthorized use of their access codes (passwords). Users will be held accountable for all actions performed under their access codes, including those performed by other individuals as a result of negligence in protecting the codes.
- D. Privacy.** Users are obligated to respect the privacy that other Users have in their own systems, Data, and accounts. Thus, it is a violation of this Policy for any User to engage in electronic "snooping," or to employ IT Resources for the purpose of "prying into" the affairs of others, i.e., to access or attempt to access electronic files, or to install/utilize image/audio recording devices, without proper authorization to do so for genuine business purposes of the University.

Users should be aware that the University cannot guarantee the security and privacy of IT Resources, as their uses may not always be completely private. For example, issuance of a password or other means of access is to assure appropriate confidentiality of University-related information and files. It does not guarantee privacy in all cases, especially for personal or unlawful use of IT Resources. The University may monitor IT Resources to ensure that they are secure and being used in conformity with this IT Policy and other University guidelines. The University, to the extent allowed by applicable law, reserves the right to examine, use, and disclose any Data found on the University's IT Resources for the purposes of furthering the health, safety, discipline, security, or property rights of any other User, person, or entity. Any Data that the University gathers from such permissible monitoring or examinations may also be used in disciplinary actions.

- E. Sensitive Data.** IT Resources containing Sensitive Data should be restricted based upon a need to know basis and should be guarded against both internal and external breaches. Thus, IT Resources containing Sensitive Data protected under either state or federal law should be controlled and protected in a manner that meets all pertinent legal requirements. Any breaches in the security and confidentiality of Sensitive Data must be reported in conformity with applicable legal and ethical obligations. IT Resources containing Sensitive Data must be collected, protected, accessed and managed consistent with the University's Sensitive Data & Security Policy, UP09.002. To the extent there is any uncertainty as to whether any Data constitutes Sensitive Data, it shall be treated as Sensitive Data until a determination is made by the CIO and Functional Unit head, in consultation with the University's Office of Legal Affairs.
- F. Violation of Law.** Users are responsible for respecting and adhering to University policies and to local, state, and federal laws. Any use of IT Resources in violation of civil or criminal law at the federal, state, or local levels is prohibited. Examples of such use includes but is not limited to: promoting a pyramid scheme; distributing illegal obscenity; receiving, transmitting, or possessing child pornography; infringing copyrights; exceeding authorized access; and making bomb or other threats.

any civil or criminal law, this IT Policy, or any other University policy, procedure, or regulation, the University reserves the right to access, inspect, monitor, remove, take possession of, or surrender to civil or criminal authorities the offending content, with or without notice or consent of the User. The University may also do so for the purpose of satisfying any law, regulation, or government request.

G. Intellectual Property Rights. The University takes the issue of intellectual property and similar rights seriously. Accordingly, the University requires every User to adhere to a strict policy of respecting intellectual property rights.

- 1. Copyright.** With respect to copyright infringement, Users should be aware that copyright law governs (among other activities) the copying, display, and use of software and other works in digital form (text, sound, images, and other multimedia). All copyrighted information, such as text and images, retrieved from IT Resources or stored, transmitted or maintained with IT Resources, must be used in conformance with applicable copyright and other laws. Copied material, used legally, must be properly attributed in conformance with applicable legal and professional standards.
- 2. Software.** Software may not be copied, installed or used on IT Resources except as permitted by the owner of the software and by law. Software subject to licensing must be properly licensed and all license provisions (including installation, use, copying, number of simultaneous Users, terms of the license, etc.) must be strictly followed. All software licensing is administered under the auspices of ITS.
- 3. Fair Use.** The law permits use of copyrighted material without authorization from the copyright holder for some educational purposes (protecting certain classroom practices and "fair use," for example), but an educational purpose does not automatically mean that the use is permitted without authorization.
- 4. Ownership.** All IT Resources developed by University employees, students, and contractors for use by the University, or as part of their normal employment activities, are considered "works for hire". As such, the University is considered the "author" and owner of these resources. This Policy does not alter the University's position or policy on intellectual property ownership for faculty and research Data.
- 5. Reporting Infringement.** It is the responsibility of every User to avoid infringing any intellectual property right and to report the infringement of another User if and when it is discovered. Failure to respect such rights, or report infringements, is a violation of this IT Policy and subject to appropriate sanctions.

H. Malicious Software. It is the responsibility of all Users to take appropriate precautions against malicious software and to avoid actions or activities that may introduce or spread such software. It is also the responsibility of all Users to comply with University procedures designed to protect IT Resources against malicious software.

I. Backups. It is the responsibility of the User to ensure regular backup of

confidentiality of the Data. To avoid loss by fire or theft, backups of Sensitive Data must not be stored in the same locations as the original sources.

- J. E-mail Retention.** In order to maintain Data security, allow the University to administer IT Resources policies, and fulfill applicable legal obligations, all employees must use their JCU provided and administered e-mail system and clients (currently MS Exchange, MS Outlook, Webmail, and Mirapoint) when conducting University business. The University maintains an e-mail retention period of 6 weeks. Users are required to retain Data with lasting value that is in their e-mail inbox, and such Data must be maintained separate from e-mail files by creating copies elsewhere. Even though e-mail backups are only retained for 6 weeks, recent backups may contain historic email data going back many months (or even years) unless you have deleted that information since the last backup. E-mail backups are maintained by ITS solely for disaster recovery purposes and thus all e-mail server backups are deleted after 6 weeks. It is the responsibility of each User to ensure that their Data retention conforms to the University's retention policies. Users must immediately suspend the routine destruction of all e-mail and other Data upon receipt of a litigation hold directive.
- K. Physical Security.** Users are responsible for the physical security of IT Resources assigned to them. Functional unit heads must ensure appropriate physical security by instituting and enforcing adequate policies and procedures governing entrance locks and/or for the use of the security devices made available by the University for the protection of equipment. Adequate power regulators and surge suppressors should be employed. Users are responsible at all times for the physical security of portable computers/devices that may be assigned to them.
- L. Use Inconsistent with University's Non-Profit Status.** The University is a non-profit, tax-exempt organization, and as such, is subject to specific federal, state, and local laws regarding sources of income, political activities, use of property, and similar matters. As a result, IT Resources may not be used for personal commercial purposes, soliciting, or outside political campaigning by Users. Use of IT Resources in a way that suggests University endorsement of any political candidate or political initiative is also prohibited. Users must refrain from using IT Resources for the purpose of lobbying that connotes University involvement, except for authorized lobbying through or in consultation with an authorized University official.
- M. Reporting Suspected Violations.** Users have an obligation to report suspected violations of the IT Policy as well as any potential security or other breach of any portion of the IT Resources. Suspected violations of this Policy are to be reported to the CIO, the appropriate Functional Unit head, and the Office of Human Resources.
- N. Sanctions.** Failure to adhere to these policies can result in the suspension of IT Resources privileges, disciplinary actions and prosecution under state and federal laws when applicable. The University may restrict or suspend User privileges pending investigation and determination of the alleged violation(s). In the event of restriction or suspension of IT Resources privileges, a reasonable effort will be made to accommodate the academic IT Resources needs of the User during the investigation. University sanctions are imposed by the appropriate University authority and may include reimbursement to the University for the IT Resources, services and personnel charges incurred in detecting and proving the violation as well as

incident.

- O. Non-Waiver.** A failure to enforce any provision of this policy does not constitute a waiver of said provision or an implied endorsement of any activity that would otherwise conflict with this policy.

Updates

Please refer to <http://sites.jcu.edu/legalaffairs/pages/current-university-policies/information-technology-resources-policy/> for any updates to this policy that may occur during the academic year.

Sensitive Data and Security Policy

I. POLICY STATEMENT

The ability to collect and process information for administrative and academic purposes is critical to the University's mission. Information collected and processed may include personal information regarding students, employees or alumni. Users operating or utilizing JCU computing resources are responsible for managing and maintaining the security of the data, computing resources and protected information, including Sensitive Data. Protecting such information is driven by a variety of considerations including legal, academic, financial, and other business requirements. This is especially true if Sensitive Data is being sent via e-mail. In this age of mobility, e-mail is often carried on unsecured mobile devices such as Blackberries.

Sensitive Data will not be collected, accessed, disclosed or transmitted except as provided by University policy and procedures, or as required by operation of law or court order. All members of the University community have a responsibility to protect the confidentiality, integrity, and availability of Sensitive Data from unauthorized generation, access, modification, disclosure, transmission, or destruction. JCU must protect Sensitive Data and comply with laws and other University policies regarding the protection and use of Sensitive Data. This Policy provides a framework in order to ensure the privacy and security of that data.

II. DEFINITIONS

Please refer to Definitions section of Information Technology Resources Policy.

A. Sensitive Data. Data designated as private or confidential by law or by the University as detailed in Information Technology Resources Policy IV (E).

B. Portable Storage Devices and Media. Includes (but is not limited to):

- Portable computers-Laptops/Notebooks
- MP3/4 or other media players
- Cameras and mobile phones/camera phones
- External Hard Drives
- Zip disks or drives
- USB "sticks" (e.g., memory sticks/pens, USB flash drives, etc.)
- CDs/DVD's
- Floppy disks
- Tapes
- Internet hosted storage
- E-mail

VI. POLICY ELABORATION

- A. Functional Unit Responsibility.** Functional unit heads are responsible for implementing appropriate managerial, operations, physical, and technical controls for access to, use of, transmission of, and disposal of data in compliance with this Policy. This requirement is especially important for those computing resources that support or host critical business functions or Sensitive Data.
- B. Sensitive Data.** Some examples of Sensitive Data include: social security numbers, driver license numbers, credit card or other financial account numbers, JCU ID numbers, protected health information, financial data, educational records, intellectual property or research records, donor profiles, or any information that could result in a material risk of identity theft, a violation of FERPA, HIPPA or GLBA, or otherwise harm the legitimate financial and reputational interests of the University if unauthorized access is permitted, whether intentionally or unintentionally.
- C. Secure Storage.** Secure storage is available on University provided network attached storage: (e.g., "O-drive"). All Sensitive Data is to be stored either on the network attached storage or within other authorized institutional enterprise system (e.g., Banner, Adirondack, etc.). Storage on a PC, either University owned or personal is not considered secure unless the hard drive is properly encrypted.
- D. Downloading and Transporting.** Sensitive Data may not be downloaded to or transported on any Portable Storage Device and Media. This applies to both on-campus and off-campus downloading and transportation. As noted in this Policy, secure network attached storage is provided for this purpose. Sensitive Data may be downloaded and/or transported only with prior written consent of the appropriate Vice President. This consent will only be granted on a temporary, case-by- case basis.
- E. Use of Media or Equipment.** Users are to access University information on University- owned media or equipment. All information stored on University owned equipment, including but not limited to PCs, servers, and network attached storage, is considered the property of the University. Users are not to store, communicate, transport, or process University information on personally owned media, devices, or computers without prior written approval from the appropriate Vice President and the approval of the personal equipment by Information Technology Services (ITS). Information on University owned portable devices such as flash drives, disks, or laptop computers must be stored in physically secure locations and must not to be transported without encrypting the data using University approved software and techniques.
- F. Encryption.** Software, policies, and procedures for encrypting Sensitive Data are currently being developed and deployed by the University. Due to the scope of this work and the changing nature of technology inventory, the deployment of encryption is an ongoing process.
- G. Ohio Breach Notification Act.** The Ohio Breach Notification Act requires prompt notification to individuals whose personal information has been exposed if the incident could lead to fraud or identity theft. Any loss of Sensitive Data, disclosure of Sensitive Data to unauthorized individuals or suspected misuse of Sensitive Data must be immediately reported to the Office of the CIO.
- H. Breach of this Policy.** Violation of this Policy will be viewed as a serious disciplinary offense and will be addressed through the appropriate Vice President

Current Functional Unit practices or procedures shall be adapted to comply with this Policy.

Updates

Please refer to <http://sites.jcu.edu/legalaffairs/pages/current-university-policies/sensitive-data-and-security-policy-2/> for any updates to this policy that may occur during the academic year.

INTERPERSONAL VIOLENCE POLICY

I. Policy

John Carroll University seeks to provide a community for students that promotes personal growth and development. The University asserts that respect for the rights and dignity of all people must be protected. This goal is an integral part of all aspects of University life, rooted in our Jesuit Catholic identity, and is essential to our academic community.

John Carroll University is committed to providing a learning environment free from harassment, discrimination, and violence. Interpersonal violence is a serious issue on college campuses and is not tolerated at John Carroll. Interpersonal violence includes all forms of sex discrimination prohibited by Title IX of the Higher Education Amendment of 1972, including gender discrimination, sexual harassment, sexual assault, gender-based stalking and relationship abuse.

It is the policy of John Carroll University, consistent with the aforementioned beliefs and values, that any interpersonal violence offenses (Relationship Violence, Stalking, Sexual Harassment, Sexual Assault, Non-Consensual Sexual Contact, and Sexual Exploitation) are prohibited and will not be tolerated. Thus, the University reserves the right to pursue disciplinary action for interpersonal violence offenses against John Carroll community members and others without regard to prosecution by criminal justice authorities. The Interpersonal Violence Policy covers violations committed by John Carroll University students.

All students should be aware of the consequences for interpersonal violence offenses. The University urges persons who believe an interpersonal violence offense has been committed against them to seek assistance from any of the available on-campus or off-campus resources.

Relationship Violence, Stalking, Sexual Harassment, Sexual Assault, Non-Consensual Sexual Contact, and/or Sexual Exploitation can be committed by a person or group against a person or persons regardless of sex, sexual orientation, gender identity, or gender expression. These offenses can be committed by strangers, current or former partners, friends, and acquaintances.

II. DEFINITIONS

Relationship Violence is behavior used to establish power and control over another individual using fear, intimidation, violence and/or threat of violence. These behaviors can include, but are not limited to, physical, verbal, emotional, financial or sexual abuse. Examples of abuse may include, but are not limited to, hitting, punching, slapping, throwing objects, biting, yelling, name-calling, belittling, threatening violence, stealing money, destroying possessions, isolating, or committing sexual violence. Relationship violence can occur between casual or intimate partners (regardless of sex, sexual orientation, gender identity, or gender expression), former partners or family members.

Stalking is a pattern of two or more incidents of unwanted attention, harassment, contact

property. Stalking may include, but is not limited to, telephone calls, text messaging, social networking, instant messaging, monitoring behavior, being in physical proximity to the person, or taking pictures.

Sexual Harassment means any unwelcome sexual advances, requests for sexual favors, offensive references to sex, sexual orientation, gender identity, gender expression, or other conduct of a sexual nature when:

- Toleration of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, professional or student status; or
- Toleration of or rejection of such conduct is used as the basis for employment or academic decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, educational experience, or living environment, or creates an intimidating, hostile, or offensive work, educational, or living environment.
- Sexual harassment can be verbal, written, physical or pictorial in nature.

Sexual Assault is engaging in, or attempting to engage in, oral, vaginal, or anal penetration through any means (i.e., penis, tongue, finger, foreign object, etc.) without the consent of the other person (see University Consent Standard below).

Non-Consensual Sexual Contact includes any touching of any sexual body parts (i.e. breasts, buttocks, groin, genitals, mouth, etc.) or the touching of another with these body parts without consent. It also includes disrobing or exposure of another or to another without consent.

Sexual Exploitation occurs when individuals take non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to, invasion of sexual privacy, prostituting another person, non-consensual digital, video, or audio recording of nudity or sexual activity, unauthorized sharing or distribution of digital, video, or audio recording of nudity or sexual activity, engaging in voyeurism, going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex), knowingly exposing someone to or transmitting a sexually transmitted infection, sexually transmitted disease, or HIV to another person, intentionally or recklessly exposing one's genitals in non-consensual circumstances, inducing others to expose their genitals, and inducing incapacitation with intent to take sexual advantage of another person. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

University Consent Standard

- Consent is freely given using mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent is mutually understandable when a reasonable person would consider the words and/or actions of the parties to have reached an agreement to engage in the particular sexual activity. In the absence of mutually understandable affirmative words or actions, it becomes the responsibility of the initiator (the person who wants to engage in a specific sexual activity) to obtain affirmative consent from the other partner.
- Consent once given, may be withdrawn. If one partner initially offers words or actions that indicate consent, that partner may withdraw consent by indicating with words or actions that consent has been discontinued.

consent.

Capacity for Consent

- Incapacitation is defined as being in a state in which a person sufficiently lacks the cognitive ability to realize that the situation is sexual, or cannot appreciate (rationally and reasonably) the nature and/or extent of that situation.
- Consent can only be given by those with capacity to consent. Minors younger than 16 do not have the capacity to consent to sexual activity. For adults, capacity to consent is on a case by case basis. Mentally disabled persons and physically incapacitated persons may not have the capacity to give consent. One may be incapacitated temporarily as a result of mental illness, unconsciousness, or as a result of alcohol or other drug consumption.
- One may not engage in sexual activity with another person when one knows or has reasonable cause to believe that person to be incapacitated due to alcohol or other drug consumption or other reasons. Taken in context, some indicators of possible incapacitation may include, but are not limited to the following: vomiting; slurred speech; decreased motor coordination; sleeping; unconsciousness; erratic or extreme behavior; knowledge of person's consumption; or bloodshot eyes.

Coercion

Consent which is obtained through the use of fraud or force, whether by physical force, threats, intimidation, or coercion invalidates the consent.

III. APPLICABILITY

This policy applies to all John Carroll University students. All students are encouraged to report alleged interpersonal violence offenses as soon as possible. Interpersonal violence offenses may be reported whether they occurred on campus, at a University sponsored event, or off campus including study abroad, internships, and immersion experiences.

IV. CONFIDENTIALITY AND REPORTING

To the extent possible, the University will maintain the confidentiality of all parties involved in alleged interpersonal violence offenses. Confidentiality, however, cannot be guaranteed.

Those who wish to discuss a situation in complete confidence should notify only the University Counseling Center or a priest acting in the capacity of pastoral counselor since they are not required to disclose knowledge of crimes reported to them except when necessary to prevent harm.

Students who experience interpersonal violence can meet with the Program Coordinator for the Violence Prevention and Action Center to discuss a situation confidentially, which means that the University will not pursue an investigation on the basis of confidential information shared with the VPAC coordinator if the student does not wish to do so. The VPAC coordinator is required to report basic non-identifying information to law enforcement and make periodic non-identifying summaries of the crimes occurring on campus to the Title IX coordinator.

Under Ohio law, persons who know that a felony has been committed must report that information to law enforcement. All University employees (including Faculty, Staff, Graduate Assistants, Resident Assistants, and Resident Ministers) and contract employees (including Cleaning staff and JCU Dining Staff) excluding licensed professionals from the University Counseling Center and pastoral counselors (i.e. priests acting as pastoral counselors) must comply with this policy. Therefore, employees must

University Heights Police Department. It is the practice of JCUPD to report all felonies/serious crimes to UHPD or the appropriate jurisdiction.

VII. IMMUNITY PROVISION

Individuals (recipients of the behavior and/or those assisting recipients) who report incidents of interpersonal violence which occur while they are engaged in underage drinking or illicit drug use will not be held responsible for violating the university alcohol and/or drug policy.

VIII. RETALIATION

The University strictly prohibits retaliation by, for, or against any participant (complainant, recipient of the behavior, respondent, or witnesses) for making a good faith report of any conduct, act, or practice believed to be interpersonal violence, for resisting such behavior, for participating in an investigation of the allegation, and/or for participating in the conduct process. Prohibited behavior includes any form of intimidation, threats, or harassment by the individual or friends, family, or other persons acting in support of or on behalf of that individual. Retaliation can be verbal, written, graphic, electronic, or physical. Acts of retaliation are by themselves, cause for disciplinary action. Concerns of retaliation can be reported to the Title IX Coordinator, JCUPD, the VPAC Coordinator, or the Dean of Students.

IX. CONSEQUENCES

Any student found responsible for a violation of the Interpersonal Violence Policy will be subject to disciplinary action up to, and including, expulsion. Specific conduct procedures may be found here <http://sites.jcu.edu/deanofstudents/pages/community-standards/interpersonal-violence-policy>. Even if John Carroll University members are not criminally prosecuted, the University can pursue disciplinary action.

In accordance with the Student Code, the University reserves the right to impose an interim suspension on any student accused of an interpersonal violence offense pending the outcome of an investigation and/or conduct hearing. The University reserves the right to issue a no contact directive to the students involved pending the investigation and outcome of a conduct hearing.

PROCEDURES FOR DEALING WITH INTERPERSONAL VIOLENCE

A. Procedures

John Carroll University encourages those who have experienced interpersonal violence to report the incident promptly, to seek all available assistance, and to pursue university discipline proceedings and criminal prosecution of the offender.

1. Immediate Action

- a. Tell a trusted person about the act of interpersonal violence.
- b. Preserve any evidence of the act. Depending on the type of interpersonal violence offense, evidence may include, but is not limited to, text messages, voice mail messages, bodily fluids, etc. Physical evidence such as clothing, bed sheets, etc. should be placed in a secure area.
- c. Contact the John Carroll Police Department at 216- 397-1234 and/or the University Heights Police Department at 216-932-1800 and/or the JCU 24-hour Crisis Hotline at 216-397-CALL. JCUPD can provide immediate referral information, access to the university counselor on-call, investigative assistance, and assistance with notifying local law enforcement agencies. The JCU 24-hour hotline can provide immediate support and crisis intervention, educate recipients of the behavior and/or supportive others about reporting options and medical care, and coordinate an in-person advocacy response when appropriate.
- d. Seek immediate medical attention at a SANE (Sexual Assault Nurse

or food before seeking medical attention. A Sexual Assault Nurse Examiner is a registered nurse with expertise in forensic evidence collection and medical care following trauma, such as sexual assault or relationship violence. The five 24-hour SANE Units in Cuyahoga County are located at Hillcrest Hospital, Fairview Hospital, MetroHealth Hospital, University Hospitals, and Rainbow Babies & Children's Hospital. Hillcrest Hospital is the closest in proximity to John Carroll University. For more information, use the following link:

<http://www.clevelandrapecrisis.org/resources/hospital-medical-resources/hospitals-in-cuyahoga-county-with-a-sane-unit>.

At the hospital, an advocate may be offered from the Cleveland Rape Crisis Center. Advocates can provide support and information about the medical exam, reporting options, and victim rights. If an advocate is not offered, the individual can request to have an advocate or other support person present throughout the exam. Individuals under the age of 18 are able to receive medical attention and evidence collection without a parent present. However, the hospital is required to notify parents/guardians and the Department of Child and Family Services of the hospital visit.

Hospital personnel are mandated to report felony crimes. However, if the individual is over the age of 18, the person's name does not have to be disclosed. Individuals may choose whether or not to speak to the police at the hospital. Regardless of whether an individual makes a report with law enforcement at the hospital, the option to file charges at a later date still exists. When possible, do not disturb the crime scene before law enforcement completes an investigation.

2. Support Services

a. **Counseling:** Students who have experienced interpersonal violence and their supportive friends/family members may receive free and confidential counseling at the:

- University Counseling Center (216-397-4283) and/or
- Cleveland Rape Crisis Center's 24 hour hotline (216-619-6192) and/or
- Domestic Violence and Child Advocacy Center's 24 hour hotline (216-391-HELP)

b. **Violence Prevention and Action Center (VPAC):** VPAC coordinates an immediate and supportive response to incidents of interpersonal violence by providing a range of responses, including crisis intervention, safety planning, transportation, accompaniment to the hospital and/or to speak with law enforcement, assistance in obtaining a No Contact Directive and/or civil protection order/restraining order, resources/information, and referrals. Students can access these services by contacting the VPAC Program Coordinator through the JCU 24-hour Crisis Hotline at 216-397-CALL (2255).

c. **Protective Measures:** When the recipient of the behavior and the respondent participate in the same class(es) and/or reside in the same university residence or are in close proximity to one another (i.e. share the same athletic facilities, service sites, working situations, or transportation), the Dean of Students will consult with the appropriate individuals in making a determination regarding an appropriate alternative(s).

B. Reporting Options

Department and local law enforcement. Recipients of the behavior have the right, however, not to provide a statement to the Title IX Coordinator, JCUPD or local law enforcement.

Any student who wishes to receive more information on reporting processes, and/or obtain resource/referral information are encouraged to use VPAC. VPAC can also provide the recipient of the behavior with an advocate throughout the entire reporting process. The VPAC Program Coordinator can be reached at (216) 397-2175 or through the JCU 24-hour hotline at (216) 397-CALL (2255).

Filing a report does not necessarily obligate the recipient of the behavior to pursue disciplinary or criminal charges. Although the local police and university officials (including the Title IX Coordinator and JCUPD) have an obligation to protect the community from those who have engaged in violations of the Interpersonal Violence Policy, including relationship violence, stalking, sexual harassment, sexual assault, non-consensual sexual contact, and sexual exploitation, they are also mindful of the needs and desires of the recipient of the behavior when addressing any alleged offenses. There may be instances in which the University and/or law enforcement bodies pursue charges without the cooperation of the recipient of the behavior.

The recipient of the behavior is welcome to choose to have one person, including the Program Coordinator from the Violence Prevention and Action Center, with them when meeting with the Title IX Coordinator or JCUPD to file a report. Additionally, the Cleveland Rape Crisis Center has a 24-hour Face-to-Face Advocacy program to provide support and information to the recipient of the behavior at the police department (local municipality and/or JCUPD). The recipient of the behavior can access advocacy programs through VPAC's 24-hour hotline at (216) 397-CALL (2255).

1. Filing a report with the Title IX Coordinator (216-397-1559):

The recipient of the behavior can meet with the Title IX Coordinator to discuss possible violations of the Interpersonal Violence Policy, which include relationship violence, stalking, sexual harassment, sexual assault, non-consensual sexual contact, and sexual exploitation. The Title IX Coordinator can take a report and assign it to an investigator, which could be a Student Conduct Administrator, JCUPD, and/or another appropriate investigator. The Title IX Coordinator will report all allegations of interpersonal violence constituting felonies/serious crimes to JCUPD, which will report such crimes to the University Heights Police Department or appropriate local law enforcement.

2. Filing a report with JCUPD (216-397-1234):

The recipient of the behavior is encouraged to file a report with JCUPD, who may conduct an investigation. It is the general practice of JCUPD to report allegations of interpersonal violence constituting felonies/serious crimes to the UHPD. Reports are also forwarded to the Dean of Students Office and the Title IX Coordinator upon receipt.

3. Filing a report with UHPD (216-932-1800):

Criminal charges may be pursued after filing an initial report with UHPD. JCUPD and/or an advocate may accompany the recipient of the behavior in filing a report at UHPD.

C. Student Conduct Procedures

The Student Code of Conduct and Conduct Procedures are contained in the Community

procedures include the following:

The conduct process shall provide a prompt, fair, and impartial resolution once the investigation has been completed. Typically, the entire process will take no longer than 60 days, excluding appeals, to complete. Investigations will be conducted by JCUPD officers, Student Conduct Administrators, or other investigators who have received training.

Conduct hearings will be conducted by Student Conduct Administrators/Boards/Panels who have received training on relationship violence, stalking, sexual harassment, sexual assault, non-consensual sexual contact, and sexual exploitation. Decisions regarding assignment of Student Conduct Administrators/Boards/Panels as the hearing body are made considering the severity, complexity, and timing of the situation needing resolution. The standard for conduct decision-making is whether it is more likely than not that the respondent student violated the Student Code.

Student Rights: Recipient of the Behavior

A person who reports being the recipient of behavior that violates the Interpersonal Violence Policy or other acts of violence by a John Carroll University student shall have the following rights under the Student Code:

1. The student is entitled to be given an explanation of the conduct system and the charge(s).
2. The student is entitled to freedom from harassment or retaliation by others involved in the situation.
3. The student is entitled to the use of all available internal and external support services in dealing with the aftermath of the incident.
4. The student is entitled to object to a member of a Student Conduct Board/Panel for reasons of official or personal conflict of interest.
5. The student is entitled to choose one advisor. The advisor may accompany the student throughout the conduct process including any initial meeting, conference, the hearing, and post-hearing meeting.
6. The student is entitled to be present throughout the hearing, but not during the deliberations of the Student Conduct Administrator/Board/Panel.
7. The student is entitled to view pertinent materials involved in the allegation.
8. The student is entitled to present pertinent information and the information of witnesses, excluding character witnesses, to substantiate the student's allegation. This includes proposing questions to be asked of the respondent and/or witnesses.
9. The student is entitled to freedom from having irrelevant personal history discussed or considered during the conduct process. (The Student Conduct Administrator will determine relevance.)
10. The student is entitled to written documentation of the outcome of the conduct hearing.
11. The student is entitled to make a written appeal of the disciplinary decision within five (5) business days of the date of notification of that decision. University disciplinary actions are appealed to the Dean of Students.

Student Rights: Respondent

In the hearing notification letter and again at the beginning of the hearing, the respondent

1. The student is entitled to be given an explanation of the conduct system and the charge(s).
2. The student is entitled to freedom from harassment or retaliation by others involved in the situation.
3. The student is entitled to the use of all available internal and external support services in dealing with the aftermath of the incident.
4. The student is entitled to object to a member of a Student Conduct Board/Panel for reasons of official or personal conflict of interest.
5. The student is entitled to choose one advisor. The advisor may accompany the student throughout the conduct process including any initial meeting, conference, the hearing, and post-hearing meeting.
6. The student is entitled to be present throughout the hearing, but not during the deliberations of the Student Conduct Administrator/Board/Panel.
7. The student is entitled to know all information presented against the student and to view pertinent materials supporting the allegations against the student.
8. The student is entitled to present pertinent information and the information of witnesses, excluding character witnesses, to substantiate the student's position and to respond to the charges against the student. This includes proposing questions to be asked of the recipient of the behavior and/or witnesses.
9. The student is entitled to freedom from having irrelevant personal history discussed or considered during the conduct process. (The Student Conduct Administrator will determine relevance.)
10. The student is entitled to remain silent (i.e., not to give information against oneself) but must be informed that the finding and outcome will be decided on the information presented.
11. The student is entitled to written documentation of the outcome of the conduct hearing.
12. The student is entitled to make a written appeal of the disciplinary decision within five (5) business days of the date of notification of that decision. University disciplinary actions are appealed to the Dean of Students.

The recipient of the behavior and the respondent student shall be informed, in writing, of the following:

- the outcome of the conduct hearing;
- the procedures for the appeals process;
- any change in the results that occurs prior to the time the results become final;
- when the results become final.

D. Additional Resource Information

University Resources

More information on the student conduct system can be found at <http://sites.jcu.edu/deanofstudents/pages/community-standards/conduct-system> .

Information on student sexual harassment by a faculty or staff member can be found at <http://webmedia.jcu.edu/hr/files/2015/02/Sexual-Harrasment-Policy.pdf> .

The Title IX Coordinator is responsible for coordinating the University's response to complaints of gender misconduct. The Coordinator ensures that all campus constituencies receive appropriate training. Individuals may meet with the Title IX Coordinator to learn more about the resources available and the processes followed or to voice any concerns about possible violations of Title IX, which include all allegations of sexual discrimination in the educational arena including but not limited to sexual harassment and sexual assault.

Title IX Coordinator: 216-397-1559

VPAC: Violence Prevention and Action Center: <http://sites.jcu.edu/vpac/>

216-397-2175

216-397-CALL (2255) 24 hour
hotline

University Counseling Center:
<http://sites.jcu.edu/counselingcenter/>

216-397-4283

John Carroll Police Department: <http://sites.jcu.edu/css/>

216-397-1234

Dean of Students Office: <http://sites.jcu.edu/deanofstudents/>

216-397-3010

Student Health and Wellness Center: <http://sites.jcu.edu/healthcenter/>

216-397-4349

LOCAL RESOURCES

Cleveland Rape Crisis Center: www.clevelandrapecrisis.org

24-hour hotline 216-619-6192

Domestic Violence and Child Advocacy Center: www.dvcac.org

24-hour hotline 216-391-HELP (4357)

Legal Aid Society: www.lasclev.org

216-687-1900

Ohio Victims of Crime Compensation:

<http://www.ohioattorneygeneral.gov/Individuals-and-Families/Victims/Apply-for-Victims-Compensation.aspx>

800-582-2877

Witness/Victim Service Center: <http://ja.cuyahogacounty.us/en-US/wvsc-new.aspx>

216-443-7345

LGBT Community Center of Cleveland: <http://www.lgbtcleveland.org/>

216-651-5428

National Resources

Rape, Abuse, Incest National Network: www.rainn.org
800-656-4673 (National Sexual Assault Hotline)

National Domestic Violence Hotline:
<http://www.thehotline.org/> 800-799-7233

National Center for Victims of Crime: www.ncvc.org

Stalking Resource Center: <http://www.victimsofcrime.org/our-programs/stalking-resource-center>

Victim Information and Notification Everyday: www.vinelink.com 800-770-0192

John Carroll Police Department

Crime and campus safety are concerns of the entire University community. JCUPD seeks your assistance toward keeping our campus safe by taking responsibility for your safety and that of others. This includes promptly reporting all crimes, student conduct violations, dangerous behavior, suspicious activity, and safety hazards.

Police Officers working for JCUPD investigate crimes and student conduct violations which affect students both on and off campus. All students are required to fully cooperate in these investigations. Campus police officers can provide assistance in connecting to campus and community resources, local police and other services as needed. JCUPD is a ready resource available 24 hours a day, 7 days a week. A dispatcher can be reached at all times by calling 216-397-1234.

TRAFFIC REGULATIONS

Speed limit: The speed limit on campus is fifteen (15) M.P.H. Operating at a speed above this limit is a violation of university policy and subject to a fine of \$50.00.

Safe Operation: Vehicles are expected to be operated on campus with due regard to the safety of people and property. Both drivers and pedestrians must be mindful of each other at all times. Drivers are prohibited from the use of electronic wireless devices while driving as well as other distractions while operating any vehicle on campus. Fines for operating a vehicle while distracted or in an unsafe manner are \$35.00 to \$100.00.

Complying with traffic signs: Vehicles are to be operated/parked on campus in compliance with all traffic control devices/signs. Disobeying the instruction on a traffic control device is a violation of the university policy and subject to a fine of \$35.00.

Restricted roadways: Roadways on campus may be designated by the posting of appropriate signs for one-way traffic. Operating a vehicle in the opposite direction than designated is a violation of university policy and subject to a fine of \$35.00.

Abandoned vehicles: (non-residential students, faculty, staff) If you must leave your car overnight, please notify JCUPD at 216-397-1234. Parking in excess of 72 hours is a violation of university policy. The driver of any inoperable vehicle must notify JCUPD of the location of the vehicle, nature of the problem and how long the vehicle is expected to be inoperable.

PARKING

Students are expected to be aware of and follow parking rules/regulations/signage and special announcements, available on the JCUPD "Parking" website <http://sites.jcu.edu/parking/> and publicized through e-mail and Inside JCU communications.

University Heights Police Department

University Heights Police Department (UHPD) serves the University Heights community, of which John Carroll is a part. UHPD enforces all state laws and city ordinances for the safety of everybody in the community. UHPD monitors and responds to 911 calls. UHPD is located at 2304 Warrensville Center Road, and non-emergency calls or calls for information may be directed to the department at 216-932-1800.

UHPD requests that students be cognizant of the fact that tampering with or removing City street name signs and/or traffic control signs (Stop, Yield, etc.) is a criminal offense. Violators will be prosecuted.

Further, the following ordinances are listed for your information. These ordinances, enforced by UHPD, are the most frequently violated.

University Heights Ordinance 432.7 Prohibits use of electronic wireless devices while driving, with a \$100.00 fine or more for additional offenses. Similar ordinances are in effect in Shaker Heights, Beachwood, South Euclid and many other surrounding communities.

Additionally, drivers should be aware of the prohibition for vehicles to turn right (west) onto Carroll Boulevard from Southbound Belvoir Boulevard between 7:00 a.m. and 6:00 p.m. weekdays. This is strictly enforced with fines of \$100.00.

All night parking prohibited. No parking on city streets between 2:00 a.m. and 5:00 a.m.

Emergency Snow Ban. No parking on city streets when snow exceeds two (2) inches. Call 216-932-5900 to verify whether or not a snow ban has been declared. Be aware that the city tows away vehicles for snow ban violations so streets can be plowed.

Prohibited and/or limited parking zones. No parking where prohibited or in excess of hours permitted where limited time zone signs are posted.

Left wheels to curb prohibited. It is illegal to park adjacent to the curb facing the opposite way of traffic.

Fire Lanes. Parking is prohibited in zones where a fire lane is posted.

Off Campus Behavior Policy

The University reserves the right to review student misconduct that occurs off campus when such behavior reflects upon the integrity of the University. Students are reminded that they serve as representatives of John Carroll University and both positive and inappropriate behavior affect the University's image and reputation. Students are encouraged to be involved in their community in positive ways, such as community service and local government. The University desires to have students act as both responsible and mature representatives.

In the cases of inappropriate behavior off campus, the Dean of Students or designee investigates these charges and may make referrals to the Student Conduct System. (Students or organizations found responsible for violating these regulations will be subject to the same sanctions imposed for violations that occur on campus).

As soon as students move into their new residences, they are encouraged to develop a rapport with their new neighbors. Upon arrival, students should introduce themselves, exchange telephone/cell phone numbers, and meet with their community peers on a cordial basis so that they can identify with their new neighbors as faces and personalities rather than merely as an address.

Student Conduct Expectations

As stated above, students are expected to demonstrate respect for all members of the local community regardless of their place of residence. Failure to adhere to the following guidelines can result in disciplinary action.

1. Show respect for the area where you live. Signs of disrespect include, but are not limited to: littering; loitering; destruction of property; trespassing; public urination; nudity; insulting language; and illegal parking.
2. Operate electronic devices (stereos, TVs, etc.) at reasonable levels especially late at night and early in the morning.
3. Maintain an orderly residence. Evidence of a disorderly residence can include the following: house parties; violations of alcohol and drug laws; public intoxication; excessive noise; harassment; or other disregard for the rights of others.
4. Ohio law prohibits open alcohol containers in public places. Public places are those which anyone can enter freely and include sidewalks, streets, tree lawns, some outdoor areas of apartment complexes, and inside parked or moving cars.

Overall Guiding Principles

1. Neighbors have a right to the peaceful enjoyment of their property.
2. Students living in these neighborhoods have an obligation to respect these rights and to enjoy the benefits of living in the wider community.
3. John Carroll University has a duty to work proactively with the communities surrounding the University to assist students in their transition to community living.
4. When appropriate and possible, the University should intervene swiftly to resolve issues and problems caused by students.
5. All neighbors, including businesses, churches, and landlords, can collaborate to create and sustain neighborhood environments that are safe and enjoyable for all.

Official Communication

Two official means of communication exist from the University to full-time undergraduate, graduate, and part-time students:

For all students, each student's University issued e-mail account.

For resident students, each student's assigned on campus mailbox in the D. J. Lombardo Student Center. For all other students, each student's current mailing address.

Students are expected to check their standard mail and JCU e-mail accounts on a daily basis. While students may maintain any number of e-mail accounts with other services, every student is required to maintain an active JCU e-mail account and use it for electronic communication related to University business. This requirement provides reasonable assurance that the sender or recipient of electronic messages matches his or her true identity.

Posting Policy and Procedures

GENERAL OVERVIEW

This policy has been designed to ensure that John Carroll University students, faculty, and staff have equal access to common posting areas in order to promote events and activities, to avoid violations of fire and safety codes, and to preserve the aesthetic quality of the campus. Posting on University property is a privilege, and therefore, the University reserves the right to regulate the posting and distribution of all publicity. General guidelines for all members of the community are included in this policy with additional instructions outlined for student groups and non-University groups.

POSTING RESTRICTIONS

Location – No flyers are permitted on any walls, windows, doors, stairwells, elevators, garbage cans, or columns on campus. Posting is not permitted on glass (except where noted), mirrors, masonry walls, and painted surfaces (including doors). There may be some exceptions to this in the residence halls.

Content – No libelous material shall be posted. Material must abide by the University Code of Conduct and not be contrary to the mission of the University. No flyers are allowed to advertise drink specials, events where the primary purpose is drinking, or other activities that appear to promote irresponsible or illegal alcohol use.

Student Activity Fee Logo - Student organizations must include the SAF logo on any publicity that promotes a program funded in whole or in part by the budget board.

GENERAL POSTING INSTRUCTIONS

Student groups and non-University groups

1. All promotional materials and advertisements must have the "approved for posting" notice displayed on each promotional piece prior to posting. All posters/flyers from student organizations or outside groups must be approved in advance by the The Center for Student Engagement. Students should bring the original flyer to the OSA for approval before making copies.
2. The following information must be included on all postings: the name of the event; sponsoring organization; contact information including name, phone number, and e-mail address; and event time, place and admission cost, if applicable.

3. All postings must be dated and removed by the date stamped on the flyer or within three (3) days following the event date. The sponsoring organization/group is responsible for removing all flyers and posters following the event.
4. Posting is permitted on seven common area bulletin boards only (only one per bulletin board). Posting may also be permitted on departmental bulletin boards with permission of the appropriate department.

University Departments

1. Flyers sponsored by a University department do not require content approval from the The Center for Student Engagement prior to posting, but must follow all other of the same posting guidelines.
2. Departments may post information on the inside glass within their departments or other departments with permission. Postings of signage on the exterior grounds and/or buildings can only be done with the permission of the Facilities Office (216.397.4314). *Note: Stanchions may be available through the Facilities Scheduling Office (216.397.1500) for special events on campus. Faculty and departments may obtain approved bulletin/posting board/bars for their walls adjacent to their doors through the Facilities Office at a nominal cost.
3. Flyers are permitted to be posted on faculty and staff member's doors with blue tape.

SANCTIONS AND QUESTIONS

Failure to abide by these guidelines may result in a loss of posting privileges. Additionally, charges/fines may be imposed for the removal of fliers/posters/signs that have expired, are posted in unacceptable locations, or require repair of surfaces due to damage during removal. Any non-JCU person or group found posting around campus without following the posting procedures and guidelines may be charged with trespassing.

The Center for Student Engagement staff will monitor and maintain the bulletin boards, doors, and windows in the Student Center and the clean off dated or unapproved flyers or banners on a weekly basis.

The Auxiliary Service and Housekeeping departments will monitor unauthorized postings in administrative common buildings except where noted above.

Faculty, staff, administrators, and students are encouraged to take down dated flyers and bring unapproved or questionable flyers to the attention of The Center for Student Engagement staff as needed. The office staff will follow up with any sanctions that are need for policy violations. General policy questions can be directed to the Director of Purchasing & Auxiliary Services at 216.397.3025.

Content and questions regarding postings by students and non-University groups should be directed to The Center for Student Engagement at 216.397.4288 or studentactivities@jcu.edu.

GUIDELINES FOR SPECIFIC TYPES OF PUBLICITY

ATRIUM WINDOW PAINTING

1. Atrium window painting in the D. J. Lombardo Student Center is reserved for major, campus-wide events for JCU entities only. Only one event may be publicized at one time unless approved by the The Center for Student Engagement
2. The group must provide their own paint (use water based poster paint only please!). Paint must be removed within 24 hours of the event.
3. If the cleaning company cleans the window, your organization or department will be charged a fee that ranges from \$100 - \$400.

4. To get permission for this form of publicity, please complete The Center for Student Engagement Publicity Request Form, with the text and design attached, and submit to The Center for Student Engagement for approval.
5. After your request is approved, you may sign the atrium window calendar located in The Center for Student Engagement.

BANNERS

1. Banners may only be hung on the wires of the Atrium across from the windows of the D. J. Lombardo Student Center and from the horizontal rail at the top of the steps. Signs may not be hung on any other wall or stairway handrail.
2. Banners may be hung for a period of one week. They will be removed after seven days or following the day of an advertised event.
3. Banners may not exceed three (3) feet wide by six (6) feet long in size and should be hung at a height of at least eight feet from the floor.
4. Exceptions may be made in the size, location and hanging duration of signs for special campus events (e.g. Homecoming/ Family Weekend, Greek Week, etc.) with the approval of The Center for Student Engagement.
5. Student organizations who wish to post beyond the guidelines written in this policy, must submit a written request to the The Center for Student Engagement for approval.
6. University departments who wish to post beyond the guidelines written in this policy must get the approval of the Office of Auxiliary Services.
7. All banners are approved and stamped for approval, including a removal date, by The Center for Student Engagement (located in Suite 201 of the D. J. Lombardo Student Center, above the bookstore).

CHALKING

1. This form of publicity is available for registered student groups or departments to promote an organizational event or meeting.
2. Chalkings should be on the sidewalk only and not on any buildings or trash cans.
3. Groups must provide their own chalk.
4. To get permission for this form of publicity, please complete The Center for Student Engagement Publicity Request Form, with the desired text, design, and location attached, and submit to The Center for Student Engagement for approval.

FLOOR POSTING

1. Floor publicity can only be displayed on the stairs from the Schott Dining Hall level to the Intramural Gym level of the D. J. Lombardo Student Center.
2. Publicity can only be posted on the side of the steps, not the top of the steps. Blue painter's tape must be used to secure the publicity.
3. Floor posting is limited to only registered and recognized JCU student organizations. Only two (2) organizations can have publicity on the steps for up to 48 hours. After the 48 hours, publicity must be removed by the sponsoring student organization.
4. To get permission for this form of publicity, please complete The Center for Student Engagement Publicity Request Form, with the text and design attached, and submit to The Center for Student Engagement for approval.
5. After your request is approved, you may sign the floor publicity calendar located in The Center for Student Engagement.

FLYERS

1. Except where noted, flyers are not permitted on any walls, windows, doors, stairwells, garbage cans or columns on campus.
2. Flyers are not permitted to advertise alcoholic drink specials, events where the primary purpose is drinking, or other activities that appear to promote irresponsible or illegal alcohol use.

3. All flyers and signs should contain the name of the sponsoring organization, clearly marked, as well as contact information (phone and/or e-mail of the sponsoring organization or department).
4. Flyers that promote messages that are contrary to the Jesuit and Catholic character and mission of the university are not permitted.
5. Approved flyers may be posted on established bulletin boards in any building on campus. With permission, approved flyers may be posted in the residence halls and on department bulletin boards.
6. No solicitation is permitted under doors in any residence hall or buildings on campus.
7. The staff in The Center for Student Engagement will post flyers on a weekly basis for external groups if they desire.
8. Only Residence Life personnel are allowed to post flyers in the common areas of the residence halls. Copies may be placed in the hall office mailboxes located in the Office of Residence Life. Check with the staff in The Center for Student Engagement after Aug 15 for exact number of copies for the residence halls. *Remember to bring the original flyer to The Center for Student Engagement to be stamped and approved BEFORE you make copies.
9. All flyers are approved and stamped for approval, including a removal date, by The Center for Student Engagement (located in Suite 201 of the D. J. Lombardo Student Center, above the bookstore).
10. There are **(7)** bulletin boards used for posting flyers.
 - a. Bulletin board locations are: **Student Center Atrium** - **(2)** boards across from student mailboxes, **(1)** board to the right of the elevator, on the same floor as Residence Life and **(1)** board across from the IM gym by the vending machines, **AD building** - **(1)** board on the 2nd floor, across from Catholic Studies, **Boler School of Business** - **(1)** board on the 1st floor, **Dolan Science Center** - **(1)** board on 1st floor – east wing, across from the vending machines.

OUTDOOR STAKING/SIGNS

1. Publicity staking and/or signs can be used occasionally to promote events or activities.
2. To get permission for this form of publicity, please complete The Center for Student Engagement Publicity Request Form, with the text, design and location attached, and submit to The Center for Student Engagement for approval.

NAPKIN HOLDERS

1. Napkin holders can be placed in the Schott Dining Hall and/or Einstein Bagels. There are 200 napkin holders in the Dining Hall and adjacent areas.
2. The format for the napkin holder publicity is a rectangle that is 6 inches X 4 inches. Groups will only be able to print on one side.
3. Napkin Holders will be reserved on a first-come, first-served basis and only two table tent promotions will be allowed on tables at one time.
4. To get permission for this form of publicity, please complete The Center for Student Engagement Publicity Request Form, with the text, design and location attached, and submit to The Center for Student Engagement for approval. The text document must be attached.
5. Only one group at a time is permitted to place publicity on napkin holders and they may stay up for one week.

Residence Life

Living on campus in a residence hall is a unique and wonderful experience, a catalyst for personal growth and independence. It provides opportunities to live with others who are different from yourself, to become a leader, to communicate well, to manage conflicts successfully, to make sound decisions, and to broaden your perspective on the world.

We invite you to embrace the spirit of community, take some risks willingly, meet your challenges and responsibilities honestly, learn from your mistakes humbly, and respect yourself, your neighbors, your community, and your environment energetically.

Although the University has set standards of behavior for all students, some additional guidelines are necessary for those who live together in the residence halls. During community meetings you will talk about how everyone can show each other respect. For questions or comments, please contact the Office of Residence Life at (216) 397.4408, reslife@jcu.edu, and/or visit our website at: <http://sites.jcu.edu/reslife/>.

Basic expectations of everyone living in community are listed here:

Alcoholic Beverages Students living in all residential facilities of the Office of Residence Life must keep in accordance with the university standard of alcoholic beverages. Displays or collections of empty alcohol containers are not permitted for those under 21. Displays or collections by those 21 or over need to be clean and free from debris. With the exception of flasks and shot glasses for those 21 years and older, possession and/or use of drinking games (i.e. beer pong tables purchased or handmade, funnels, bongs, shot glasses, flasks, and other devices used for the rapid consumption for alcoholic beverages) is prohibited. Residents are responsible for the activity that occurs in their residence. Therefore, using their residence as a place for those under 21 to consume alcoholic beverages either intentionally or recklessly (i.e. leaving the residence unsecured, not monitoring guests) is not permitted. Residents who are 21 and older may consume alcohol in the presence of an underage roommate with the door closed as long as no other guests are present. For students 21 years and older, recurring patterns of irresponsible behavior could result in revoking the privilege to consume alcoholic beverages in the residence by the Office of Residence Life pending further disciplinary action. For more information, please see the University alcoholic beverage policy.

Athletic equipment may not be used in the residence halls or immediately adjacent to residence hall doors and windows. This includes but is not limited to: skate boards; roller blades; lacrosse and hockey equipment; golf and baseball equipment; basketballs, bowling balls, footballs, rugby balls, soccer balls, volley balls, tennis balls and racquet balls, frisbees, and scooters. Athletic equipment may only be stored in residence hall rooms, and is not permitted in hallways, common areas, restrooms, etc.

Bikes are not permitted in lounges or stairwells. There are no storage facilities available for bikes in the residence halls. Therefore, they must be stored in your room or outside on bike racks. Bikes should never be locked to trees, railings, or buildings. All bikes should be removed from campus at the end of the academic year.

Breaks occur at Thanksgiving, Christmas, Spring Break, Easter and the end of spring semester. The residence halls will remain open (only for those who register) for Thanksgiving, spring, and Easter Breaks. All residence halls will close for Christmas/Winter Break. Specific information about break closings will be given at community meetings. Travel arrangements should be made to assure compliance with closing times because you are expected to vacate your room and building by the

designated time. Although you may keep your belongings in your room, we recommend that you take your valuables home. You should take everything you need during break periods as access to rooms is very limited during these times.

Building security and tailgating into residence halls Carry your keys/Carroll Cards, close doors, use an escort when in another residence hall, report unescorted persons, and do not give access to unescorted guests. All residence halls are locked twenty-four hours a day, seven days a week. Propping outside doors is not permitted as it poses a security risk to all residents.

Tailgating to gain entry to any residence hall is not permitted. "Tailgating" is a situation in which one or more people follow an authorized resident through an access-controlled door after the authorized resident opens the door legitimately. This can be done with or without the authorized resident's knowledge and/or consent. Residents should not allow strangers and/or non-residents of the building to tailgate them.

Candles and incense as well as the use of either are prohibited in residence halls. Grills, fire pits, fireworks and other items with open flames are also prohibited in the residence halls.

Check-in consists of signing for keys/Carroll Cards and completing a Room Condition Report. Please be thorough in completing this form. Failure of timely completion of the Room Condition Report will result in you being held responsible for damages that existed prior to your occupancy.

Check-out occurs at the end of the contract or if you are leaving the University. You are required to leave the building within 24 hours of the completion of your last exam or by the official closing time, whichever comes first. Information about checking out of your room will be available prior to the end of the spring semester.

Cleaning of the public areas in each of the residence halls is done on a daily basis, including weekends. A schedule for daily trash removal and cleaning of the restrooms will be posted on each restroom door. Students with a concern about cleanliness of any area are asked to submit a work request with specific details so the issue can be resolved in a timely manner. Work requests can be submitted at:
<https://www.myschoolbuilding.com/myschoolbuilding/msbdefault.asp?acctnum=542630982&ServiceLogin>
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When cleaning staff (or the maintenance staff) are in a restroom to clean or make repairs, the entrance will be closed and blocked or roped off. It is mandatory that students use another restroom during that time. The university reserves the right to take disciplinary action against any student who violates this policy.

Common area space is for every resident's use. Various lounges provide televisions, pool tables, microwave ovens, kitchens, and study areas. Residents are responsible for the daily upkeep of these areas. Therefore, your cooperation in maintaining a clean atmosphere is expected. Lounge furniture or cushions may not be removed from lounges. Residents may not leave personal items in common area spaces (i.e. athletic equipment, academic materials, toiletries, and electronics). Sleeping in common areas, and any non-residential room spaces, is prohibited.

Community damage is damage done in public areas. The public area losses or damages that are preventable and are not assignable to individuals will be billed in equal amounts to the floor or building members. It is the responsibility of all residents to be aware of their environment and to hold others accountable who vandalize property. Report vandalism to an RA, Area Coordinator/Community Coordinator, JCUPD and/or the 24-hour anonymous hotline (216) 397-1515.

Consolidation may be necessary when numerous students are living in rooms without roommates. To make the best use of available space, students without roommates may be required to consolidate with other students.

Contracts for University housing are legally binding documents and should be read carefully and retained for future reference. They are for the full academic year. The University reserves the right to deny a student access to University housing for sufficient cause. The University may remove from University housing a student who fails to meet proper standards of conduct and performance. Such standards include but are not limited to the terms of the Housing Contract and the regulations governing the residence halls.

Dining plans are required for everyone living on campus. On-campus dining plans are limited to the Standard Meal Options (14+ Plan, Block 125, and Block 175), and the Premium Meal Options (the Block 250 and the Unlimited).

Disrespect for or interference with a staff member is considered an extremely serious offense. Any student who commits an act of disrespect against a Residence Life staff member, including student and professional staff members, will be subject to disciplinary action. A finding of responsibility in such cases may result in suspension or expulsion from the University. Acts of disrespect include but are not limited to: intentionally interfering with any normal function of a University-sponsored activity, on- or off-campus; failing to comply with directions of University employees acting in the performance of their duties; engaging in acts or deeds that violate existing federal, state, county, or municipal laws or ordinances; refusing to show or surrender University identification upon request by University employees acting in the performance of their duties; failure to appear before the Dean of Students or designee; not cooperating with any Student Conduct Administrator/Board by not being forthcoming and honest with information; disrespectful comments verbally or on social media; and not complying with disciplinary actions imposed in a timely manner.

Electrical appliances must be in compliance with the housing and fire codes of the City of University Heights. Each appliance must be UL approved. Approved appliances include stereos, computers, televisions, DVD players/gaming systems, refrigerators (4.6 cubic feet or smaller), microwaves (1 cubic foot and under 900 watts), blankets, fans, coffee makers, desk lights, hair dryers, hair straighteners and curling irons. One refrigerator is allowed per standard double room and up to two for those in expanded occupancy rooms (triples and quads). Prohibited items include toasters, toaster ovens, hot pots, sun lamps, electric skillets and woks, grills (including the George Foreman grill), oil popcorn poppers, space heaters, air conditioners (unless medically approved). Only UL approved, circuit breaker type extension cords and power-strips may be used. Any extension cord without a surge protector is prohibited.

Entering Student Rooms and Residences Authorized University representatives, which include Residence Life professional and student staff members, may enter a student's room to inspect, repair, examine, or make necessary alterations. In addition, University representatives may enter a student's room to enforce University policy, investigate possible policy infractions, ensure that students have vacated the room in emergency situations, and to inspect for cleanliness, health, and safety.

A student is not allowed to enter another student's room without permission from the occupant. University staff will only provide access to a room for the resident of that room.

No one is welcome in a John Carroll University student residence unless she/he resides in that residence hall, is a University employee working in that residence, is being hosted by a resident of that building, or is given permission by the University to do work in that building. Resident students are held responsible for the behavior of their guests. Non-student guests must always be escorted by their host while in the building or on campus.

Fire safety is everyone's responsibility. All fire alarms should be considered true indications of danger and the building must be evacuated as safely and quickly as possible. The hallways are the primary emergency egress routes and should be clear of impediment. **Nothing is allowed on the floors in hallways (i.e. welcome mats, shoes, decorations, and athletic equipment).** While staff will attempt to alert residents to leave, it is incumbent upon each person to take personal responsibility to exit the building. Staff will indicate when people may safely return inside.

WHAT TO DO WHEN A FIRE ALARM SOUNDS

1. Residents and their guests must evacuate the building immediately.
2. Feel the door with the back of your hand to test for heat.
3. Cover entire body with clothing, if possible, and carry an extra towel to protect face and hair.
4. Close the room windows and leave the drapes/blinds open.
5. Turn off all lights in the room except the ceiling light.
6. Close and lock the door.
7. Walk quickly and quietly.
8. Leave the building by the nearest exit.
9. Once outside the building, move away from the entrances, pair up with your roommate, move to the spot designated for your floor and do not block the street or parking lot.

IF YOU CANNOT LEAVE YOUR ROOM BECAUSE OF INTENSE HEAT OR SMOKE, TAKE THE FOLLOWING STEPS:

1. Place a towel at the base of the door to prevent smoke from coming into the room.
2. Hang a sheet out of the room window to indicate that you are there.
3. Call (216) 397-1234 to give JCUPD your location.

Fire drills are conducted in each residence hall each semester. Failing to evacuate the building during an alarm will result in disciplinary action.

The University Heights Fire Marshall inspects each University building on a regular schedule. The Fire Marshall may enter any room without notification to determine if it is in violation of fire safety policies.

Causing a false alarm may induce panic and carry severe consequences. False alarms create an environment where students often ignore the alarm assuming there is no danger. Ignoring an alarm may cause students to become injured, overcome by smoke, or to lose their lives. Therefore, the University takes the actions of tampering with fire alarms, smoke detectors, sprinklers, and fire extinguishers which trigger an alarm very seriously.

The following will be considered as sufficient cause for immediate interim suspension from the University pending a conduct hearing:

1. Intentionally setting a fire of any nature.
2. Pulling a fire alarm when no danger is present.

The following will be considered sufficient cause for immediate removal from the residence halls pending a hearing:

1. Misuse of fire extinguishers.
2. Tampering with the protective hood on fire alarm pull stations.

3. Removing batteries from a room smoke detector.

Gambling is prohibited.

Guests Escorting your guests in the hallways, bathrooms, and lounges is your responsibility. This includes residents of other buildings who are visiting you. Guests of residents (defined as those who are not an occupant of the room) are permitted to stay overnight (but are not permitted to stay more than two consecutive nights) in the residence halls provided the guest is of the same sex as the hosting resident. **It is important that the right of a roommate to privacy supersedes the right of the roommate to have guests in the room.** You are reminded that you are responsible for the actions of your guests and will be held accountable for any damages, loss of property, or behavior that is initiated by your guests. You should accompany your guests at all times while on campus.

Visitation hours for guests in the residence halls are limited to 11:00 a.m. to midnight Sunday through Thursday and 11:00 a.m. to 2:00 a.m. Friday and Saturday. The Area Coordinator/Community Coordinator may place guest restrictions on any floor, wing, or building for any length of time.

Insurance The University does NOT cover personal property that may be lost or damaged from any cause, including but not limited to fire and flooding. You should check your parent(s)/guardian(s)' homeowner's or renter's insurance to cover any potential loss. We recommend that you purchase renter's insurance if your property is not covered.

Keys and Carroll Cards should be secured at all times. Keys may not be duplicated, sold or loaned to anyone including friends or roommates and may not be thrown/dropped out of windows for guests to obtain access to the building. Report lost or stolen keys/Carroll Cards immediately to the Office of Residence Life. Stolen keys/Carroll Cards should also be reported to JCUPD. Each lost/stolen key costs seventy-five dollars (\$75.00). Lost key Carroll Cards cost fifty dollars (\$50.00). Room locks are changed to protect both current and future residents and their belongings.

Lockouts in the residence halls are handled by the Office of Residence Life and JCUPD. There is a \$5.00 charge for all lockouts. Should you be locked out of your room between 8:30 a.m. and 5:00 p.m., Monday through Friday, you may contact the Office of Residence Life. At any other time, your RA or another RA in your building can give you access to your room. If you cannot locate an RA, you may contact JCUPD. They will contact the staff member on duty. All residents requesting lockout services will be required to pay the standard charge of \$5. Each student is afforded one lock-out per academic year at no charge. The Office of Residence Life will record the use of this of this courtesy lock-out.

Lockouts in the duplexes and campus houses are handled by the Office of Residence Life and JCUPD. Should you be locked out of your duplex between 8:30 a.m. and 5:00 p.m., Monday through Friday contact The Office of Residence Life at (216) 397- 4408. After business hours please contact JCUPD at (216) 397-1234. All residents requesting lockout services will be required to pay the standard charge of twenty dollars (\$20.00) for the first lockout and fifty dollars (\$50.00) for lockouts thereafter.

Medical Emergencies The University maintains that students who are 18 years old are adults and, therefore, should take responsibility for their actions and for keeping their parent(s) or guardian(s) informed of events. However, when a student is identified by the University as not competent to manage his/her life, the University reserves the right to contact parent(s) or guardian(s).

Pets are not permitted, with the exception of fish. No tank may exceed 20 gallons. Fish tanks may remain on during short breaks, but must be unplugged during Winter break.

Quiet Hours (sound level confined to one's room) are in effect from:

1. Sunday through Thursday, 10:00 p.m. to 9:00 a.m. the following morning
2. Friday and Saturday, midnight to 9 a.m. the following morning

Courtesy hours are always in effect. During courtesy hours, it is important to respect the rights of those in your community by limiting noise if asked to do so. **Amplified musical instruments**, drums, bullhorns, or other noise projection items are not permitted due to the noise levels they create the playing of other instruments is subject to the agreement of residents in the affected areas and must adhere to the quiet hours policy.

During finals week, quiet hours are in effect 24 hours a day. A violation of these quiet hours will result in a **\$25 fine**, and any subsequent violations may result in **the immediate removal from the residence halls for the remainder of finals week**.

Repairs to student rooms can be requested at:

<https://www.myschoolbuilding.com/myschoolbuilding/msbdefault.asp?acctnum=542630982&ServiceLogin=>. All requests go to the Facilities Department and will be addressed within 48 hours. If it is an emergency, please let your RA, SRA, AC, and/or JCUPD know. Students are not able to schedule appointments for maintenance to enter their room for the repair. Maintenance staff is not permitted to enter student rooms to perform repairs until 10 a.m., unless it is an emergency. They are permitted to work in all common areas of the residence halls and bathrooms beginning at 7 a.m. When bathrooms are "Closed" for maintenance or cleaning, do not enter the restroom. Instead, use an alternate bathroom in the building. The University reserves the right to take disciplinary action against any student who violates this policy.

Residency Requirement All entering students, of traditional age, need to declare their status as a resident or commuter through the Enrollment Reservation Form sent by the Office of Admission. Those not commuting from home are required to live on campus during their first two years. This policy also applies to those who transfer into the University as traditional first-year students. Commuting is defined as living exclusively in the permanent and primary residence of a parent or legal guardian. The home of the parent or guardian must be within 35 miles of the John Carroll University campus. Once a student establishes his/her status as a resident, he/she must seek approval for a change of status to commuter. Formal requests can be made through the Office of Residence Life through the Request for Release process.

Roofs, ledges, and balconies are off limits for the safety of all. You are not permitted to put shoes, food, plants, etc. on ledges or balconies.

Room Condition Keep in mind safety and the ability to exit from your room when adding furniture. Any type of partition or hanging material that represents a potential fire hazard will not be permitted (i.e. banner/tapestries hanging over smoke detectors or decorative lights hanging from the ceiling). You may hang your own curtains, but University-issued drapes must be re-hung before checking out of the room. Waterbeds are not allowed in the residence halls. **All furniture present in the room during check-in must be present in the room at check-out.** You are not permitted to paint your room. Decorations used for special occasions must be of fire retardant material. All decorative lights must be for indoor use and UL approved. Live Christmas trees are not permitted in residence halls. Neon signs are prohibited in residence hall windows. Street and traffic signs of any sort are prohibited in students' rooms.

Nails, thumbtacks, tape of any kind, and other devices (decals on mirrors and doors) that will damage any painted or wooden surface are not permitted. Tampering with or rewiring of electrical fixtures is prohibited. The University reserves the right to judge what is "safe" for its buildings and occupants. The University reserves the right to require students to remove the display of offensive material (such as on a door, window, residence room walls, etc.). Residents should not attach TVs to walls in any way that damages the walls through mounts screwed or bolted to the walls. **Duct tape or packing tape may not be used**

on any surface in rooms. Room damage determined by the University not to be from normal wear and tear will be assessed to those assigned to the room.

Room search As necessary, Residence Life student staff may enter a room and observe what is in plain view. Only Residence Life professional staff or a person designated by the Dean of Students may conduct searches of drawers, closets, and other areas. When a search is conducted, the occupants will be made aware of the reason for the search, but not necessarily before the search is made. Written notification of a room search will be left in the room if the occupants are not in the room at the time of the search.

Any belongings removed during the search will be recorded by Residence Life and JCUPD. Such belongings will be returned, if and when it is safe and lawful to do so, after disposition of a case by the appropriate University or civil authority. An effort will be made to have at least two University representatives, one a Student Affairs professional staff member, present when a search of a student room is conducted.

In a criminal case or other serious emergency, the presence of a Student Affairs professional staff member may not be required.

Screens are not provided in most rooms. Where provided, removing or tampering with the screen is a violation. Any damage to existing screens will be billed to both residents of the room. If you choose to purchase your own screen(s), it is your responsibility to remove the screen(s) and any adhesive left behind.

Smoking is not permitted in any residence hall or within 50 feet of the main entrances. Ashtrays are located outside near some entrances to the buildings. Building entry doors may not be propped while smoking. Please take your keys/Carroll Cards. Hookahs, hookah pens, vaporizers and electronic cigarettes are not permitted in the residence halls.

Solicitation is not permitted by any member of the University or by anyone else. Solicitation includes, but is not limited to, selling products or services and door-to-door collections or flyer delivery. Salespeople within the halls should be reported to JCUPD immediately. Residence hall staff also should be notified promptly.

Exceptions to this policy may only be granted through the Head of Hall/Area Coordinator/Community Coordinator. Exceptions are only allowed for hall programs of a particular residence hall.

Storage is not available on campus.

Thefts should be reported to JCUPD immediately. Your RA and Head of Hall/Area Coordinator/Community Coordinator should also be notified. The University is not responsible for an individual student's belongings. You should be sure that your property is properly insured. It is important to lock your door when you are sleeping or away from your room.

Throwing, dropping or hanging of any items out of windows is strictly prohibited.

Use of rooms You are responsible for the activity that occurs in your assigned University housing. Therefore, providing your residence as a place for others to violate University policies, either intentionally

or recklessly, (leaving your residence unsecured, not monitoring your guests) is not permitted. Using your assigned residence for commercial purposes is also prohibited.

Vacancies may occur during the year. If you are left with a vacancy in your room, you are expected to welcome a new roommate. Those found to be disrespectful to residents seeking a room change, in order to dissuade them, may be charged for a buyout and sent through the Student Conduct System.

Weapons are not permitted. Use or possession of firearms, ammunition, explosives, dangerous chemicals, knives that do not meet specifications or weapons of any kind are forbidden in University residences. For additional information, see the Firearms and Weapons Policy at <http://sites.jcu.edu/deanofstudents/pages/community-standards/firearms-and-weapons> .

Windows may not be used to enter or exit a building except in the case of an emergency.

University Policy and Procedures on Sexual Harassment

Students who believe they have been recipients of sexual harassment by faculty or staff members, should refer to the Human Resources website at <http://webmedia.jcu.edu/hr/files/2015/02/Sexual-Harrassment-Policy.pdf> for a detailed explanation of the policy and procedures to follow for resolution to the matter.

Students who believe they have been recipients of sexual harassment by other students should make a report with John Carroll Police Department. Sexual harassment by a student is considered a violation of the Student Code and is defined by the Interpersonal Violence Policy at <http://sites.jcu.edu/deanofstudents/pages/community-standards/interpersonal-violence-policy> .

Smoking Policy

John Carroll University is committed to providing a healthy, comfortable, and productive environment for the students, faculty, and staff, contractors, vendors, and visitors of this campus. Therefore, smoking is prohibited in all buildings on university premises. There are no designated smoking areas in any university operated buildings. Each building has one entrance designated as smoke-free. Smoking within 50 feet of the main entrances of residence halls and within 25 to 50 feet of the designated smoke-free entrances of other university buildings is prohibited.

According to the American Lung Association, every year in the United States over 392,000 people die from tobacco-caused disease, making it the leading cause of preventable death. Another 50,000 people die from exposure to second hand smoke.

The University is highly committed to supporting all students who wish to stop using tobacco. For information on resources go to <http://sites.jcu.edu/wellness>.

Solicitation

Solicitation in the residence halls is prohibited so as to protect residents from unwelcome visits and possible harassment. Only residence hall organizations may solicit in their residence and then only with the approval of the head of hall/area coordinator/community coordinator. Solicitation on University property is strictly prohibited without the prior permission of the Associate Director of The Center for Student Engagement or appropriate academic dean or department head.