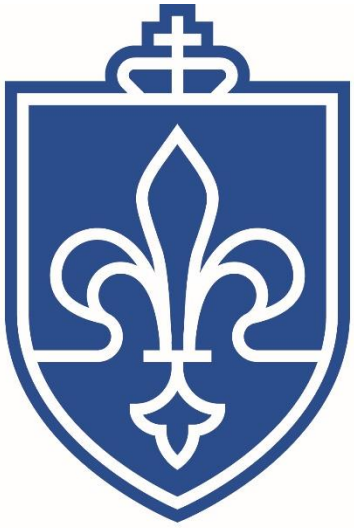

SAINT LOUIS
UNIVERSITY™

EST. 1818

2019-2020
Student Handbook

2019-2020 Student Handbook

The contents of the Saint Louis University 2019-2020 Student Handbook are included below. Please select the appropriate topic for further information.

- Oath of Inclusion p2
- Letter from the Vice President for Student Development p3
- Division of Student Development - Department Information p4
- University Policies and Procedures p10
- Statement of Student Rights and Responsibilities and Community Standards p102
- Student Organization Policies p127
- Behavioral Concerns Policy and Procedures p142
- Student Responsibility and Community Standards Drug & Alcohol Policies Appendix A
- Housing and Residence Life Handbook Appendix B
- Madrid Campus Appendix C
- 2019-2020 Academic Calendars Appendix D

Oath of Inclusion

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

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

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

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

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

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

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

This is the SLU I believe in.

This is the community I am building.

This is our SLU.

Letter from the Vice President for Student Development

Dear Students:

A new academic year brings excitement, anticipation and opportunity. Perhaps you are a new student at Saint Louis University (SLU) just beginning your journey, or maybe you are a returning student ready to embrace some new challenges. Whatever your circumstances are, great opportunities await you at SLU!

A SLU education is humanistic and deeply rooted in the Catholic Jesuit tradition. It can be life changing. As a student at SLU, you will be challenged academically by a world-class faculty, and exposed to exceptional out-of-class experiences that provide opportunities to apply what you are learning. At SLU, you will have opportunities to make new friends and serve the community. Whatever your passions and interests, I encourage you to get involved in the vibrant life of the campus. You might want to consider joining a student organization. We have many student groups that address academics, service, faith and spirituality, identities and cultures, leadership, and residence life. Joining a fraternity or sorority is also an option that many of our students pursue.

Learning does not happen in isolation. At SLU, we offer a dynamic environment for you to interact and develop as a "whole" person and as part of a diverse and inclusive community. To get the most from this experience, you must commit to your own growth and development, and respect and engage with others. Health, counseling, academic support, recreation and wellness, and career services are available to all students, and will help you get the most out of your SLU experience. Seek out the services that will help you reach your goals.

Within this Student Handbook, you will find many policies and important information that should help you navigate your way at SLU. Also included are SLU's Community Standards (code of conduct), which you should review to better understand your rights and responsibilities as a SLU student.

If you find that you need assistance, please reach out to one of our outstanding staff or faculty members, or even to another student. The SLU community cares about you.

All good wishes for a great year. Let's go Bills!

Sincerely,

Division of Student Development

Dean of Students Office
Associate Vice President & Dean of Students
Mona Hicks, Ed.D.
Busch Student Center, Suite 356
20 North Grand Blvd.
St. Louis, MO 63103
(314) 977-9378

Assistant Dean: Donna Bess Myers
Assistant Dean: Andrew Erdmann
Busch Student Center, Suite 356
20 North Grand Blvd.
St. Louis, MO 63103
(314) 977-9378
www.slu.edu/student-development/dean-of-students

Academic Support
Director: Kelly Herbolich
Busch Student Center, Suite 331
20 North Grand Blvd.
St. Louis, MO 63103
(314) 977-2649
https://www.slu.edu/life-at-slu/student-success-center/academic-support/index.php

Athletics
Director: Chris May
Chaifetz Arena, 1st Floor
3330 Laclede Ave.
St. Louis, MO 63103
(314) 977-3167
http://slubillikens.com/

Barnes and Noble Bookstore
General Manager: Debbe Schneider
Busch Student Center, Suite 100
20 North Grand Blvd.
St. Louis, MO 63103
(314) 531-7925
slu.bncollege.com

Busch Student Center & Events Services
Director: David Young
Busch Student Center, Suite 313
20 North Grand Blvd.
St. Louis, MO 63103
(314) 977-6338
https://www.slu.edu/life-at-slu/busch-student-center/index.php

Business and Auxiliary Services
Director: Evelyn Shields Beneford
Wool Center, Room 250
3545 Lindell Blvd.
St. Louis, MO 63103
(314) 977-7288

https://www.slu.edu/student-development/shared-services.php

Campus Ministry
Director: Sue Chawszczewski, Ph.D.
Eckelkamp Center for Campus Ministry, Wuller Hall
3711 West Pine Blvd.
St. Louis, MO 63108
(314) 977-1530
http://www.slu.edu/life-at-slu/campus-ministry

Campus Recreation and Wellness
Director: Eric Anderson
Simon Recreation Center
3639 Laclede Ave.
St. Louis, MO 63108
(314) 977-3975 or (314) 977-3181
campusrec@slu.edu
https://www.slu.edu/life-at-slu/campus-recreation-wellness/index.php

Center for Service and Community Engagement
Director: Bryan Sokol, Ph.D.
3711 West Pine Mall
Wuller Hall, 2nd Floor, Suite 204
St. Louis, MO 63108
(314) 977-4105
www.slu.edu/service

DineSLU
DineSLU Director: Gary Prellwitz
Busch Student Center, Suite 206
20 North Grand Blvd.
St. Louis, MO 63103
(314) 977-4030
dineslu.sodexomyway.com

Disability Services
Director: TBD
Busch Student Center, Suite 331
20 North Grand Blvd.
St. Louis, MO 63103
(314) 977-3484
https://www.slu.edu/life-at-slu/student-success-center/disability-services/index.php

Housing and Residence Life
Director: Manisha Ford-Thomas
One North Grand Blvd
DuBourg Hall, Room 157
St. Louis, MO 63103
(314) 977-2811
https://www.slu.edu/housing/index.php

Office of Student Responsibility & Community Standards
Director: Katherine Weathers, J.D.
Wuller Hall 2nd Floor, Room 234
3711 West Pine Mall
St. Louis, MO 63108-3306
(314) 977-7326
http://www.slu.edu/life-at-slu/community-standards

Student Health Center
Clinic Director: Renee Jonas
Marchetti Towers East
3518 Laclede Ave.
St. Louis, MO 63103
(314) 977-2323
https://www.slu.edu/life-at-slu/student-health/index.php

Student Involvement Center
Director: Jackie Weber
Busch Student Center, Room 319
20 N. Grand Blvd
St. Louis, MO 63103
(314) 977-2805
https://www.slu.edu/life-at-slu/student-involvement/index.php

University Counseling Center
Director: Steve Byrnes, Psy.D.
Wuller Hall, Second Floor
3711 West Pine Mall
St. Louis, MO 63108
(314) 977-8255 (TALK) *(24-hours)*
https://www.slu.edu/life-at-slu/university-counseling/index.php

University Student Services

Department of Public Safety (DPS)
Assistant Vice President/Director: James Moran
Wool Center, Suite 114
3545 Lindell Blvd.
St. Louis, MO 63108
(314) 977-2376
https://www.slu.edu/about/safety/

Career Services
Associate Provost: Jeffrey Jackson, Ph.D.
Director: Kim Reitter, Ed.D.
3630 West Pine Mall, Suite 130
Lower Level
St. Louis, MO 63108
(314) 977-2828
https://www.slu.edu/life-at-slu/career-services/index.php

Office of Diversity and Community Engagement
Vice President: Jonathan Smith, Ph.D.
DuBourg Hall, Room 201
221 North Grand Blvd.
St. Louis, MO 63103
(314) 977-4585
https://www.slu.edu/about/key-facts/diversity/office-of-diversity-and-community-engagement.php

Office of Institutional Equity and Diversity
Director and Deputy Title IX Coordinator: Michelle Lewis
DuBourg Hall, Room 36
221 North Grand Blvd.
St. Louis, MO 63103
(314) 977-3838
https://www.slu.edu/general-counsel/institutional-equity-diversity/index.php

Title IX Coordinator
Anna Kratky, J.D.
Office of Institutional Equity and Diversity
DuBourg Hall, Room 36
221 North Grand Blvd.
St. Louis, MO 63103
(314) 977-3065
http://www.slu.edu/here4you

Title IX Equity Officer
Kim Sahr
Office of Institutional Equity and Diversity
Equity Officer/Title IX
kim.sahr@slu.edu
(314) 977-9868

Additional Deputy Title IX Coordinators

Tyler De Shon
Assistant Dean of Student Affairs – School of Medicine
Caroline Building, First Floor
(314) 977-4215
tyler.deshon@health.slu.edu

Troy Hargrove
Associate Dean School of Professional Studies
troy.hargrove@slu.edu
(314) 977-3431
troy.hargrove@slu.edu

Patrick Maloney
Learning and Development Manager, Human Resources
patrick.maloney@slu.edu
(314) 977-4643
patrick.maloney@slu.edu

Richard Marks
Director of Cross Cultural Center
Center for Global Citizenship, Room 124
(314) 977-2567
richard.marks@slu.edu

Patrice Burns
Madrid Campus
patrice.burns@slu.edu

Arike Mercer
Assistant Athletic Director
Chaifetz Arena, Second Floor
(314)-977-3509
arike.mercer@slu.edu

Shannon Morse
Assistant Dean, Law School
Scott Hall, Tenth Floor, Room 1008C
(314) 977-2728
shannon.morse@slu.edu

Office of International Services
Director: TBD
Des Peres Hall, Room 102
3696 West Pine Mall
St. Louis, MO 63108
(314) 977-2318
https://www.slu.edu/international-services/index.php

Veterans Support Services
Chris Penberthy
Enrollment Coordinator
Office of Military and Veterans Enrollment Services
DuBourg Hall, Room 15

221 North Grand Blvd.
St. Louis, MO 63103
(314) 977-3425
chris.penberthy@slu.edu

Jennifer Matteson
SLU School Certifying Official
Office of the Registrar
DuBourg Hall, Room 119
(314) 977-2259
jennifer.matteson@slu.edu

Katherine Weathers, J.D.
Student Veterans Ombudsman
Wuller Hall, Room 234
St. Louis, MO 63108
(314) 977-7280
katherine.weathers@slu.edu

2019-2020 University Policies and Procedures

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

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

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

1.1 Academic Policies

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

College of Arts & Sciences
Verhaegen Hall
3634 Lindell Blvd.
St. Louis, MO 63108
(314) 977-2710

College of Philosophy & Letters
Catholic Studies Centre, Rm. 204
3838 West Pine Mall
St. Louis, MO 63108
(314) 977-3827

College for Public Health and Social Justice
Salus Center
3545 Lafayette Ave., Dean's Office
St. Louis, MO 63104
(314) 977-9425

Doisy College of Health Sciences
Allied Health Building
3437 Caroline Street
St. Louis, MO 63104
(314) 977-2570

Richard A. Chaifetz School of Business
Davis-Shaughnessy Hall, 2nd Fl Rm 200
St. Louis, MO 63108
(314) 977-3833

Parks College of Engineering, Aviation, and Technology
McDonnell Douglas Hall
3450 Lindell Blvd.
St. Louis, MO 63103
(314) 977-8282

School of Education
Fitzgerald Hall
3500 Lindell Blvd.
St. Louis, MO 63103
(314) 977-3292

School of Law
Scott Hall
100 N. Tucker Blvd., 872
St. Louis, MO 63101
(314) 977-7032

School of Medicine
1402 S. Grand Blvd.
Caroline Building, Room 120
St. Louis, MO 63104
(314) 977-9801

School of Nursing
3525 Caroline Street
St. Louis, MO 63104-1099
Associate Dean Undergraduate and Prelicensure Education:
Dr. Kristine L'Ecuyer
(314) 977-8975

Associate Dean Graduate Education:
Dr. Joanne Thanavaro
(314) 977-8908

PhD Program Director:
Dr. Helen Lach
(314) 977-8939

School for Professional Studies
Brouster Hall
3840 Lindell Blvd.
St. Louis, MO 63108
(314) 977-2330

SLU Madrid
+1+34-638763758

1.2 Alcohol on Campus

The law of the State of Missouri states: "Any person under the age of twenty-one who purchases or attempts to purchase, or has in their possession any intoxicating liquor...is guilty of a misdemeanor. Furthermore, anyone guilty of a misdemeanor shall, upon conviction, be punished by a fine of not less than fifty dollars, nor more than two thousand dollars, and/or by imprisonment for a term not exceeding one (1) year." (See Appendix A, Drug and Alcohol Policies)

Saint Louis University recognizes both the letter and spirit of the law, as well as the needs of Students for social activities. Alcohol consumption causes a number of marked changes in behavior. Low doses impair the judgment and coordination required to drive a car safely. Low to moderate doses increase the incidence of a variety of aggressive acts and impairs decision-making abilities. Alcohol has been found to play a significant role in sexual misconduct on college campuses. As high as 79% of sexual misconduct complaints on college campuses involve alcohol consumption by either the reporting party, the accused, or both. [1][2] Stranger rape is more common among those who had consumed alcohol. [3] Further, men who consume alcohol are more likely to behave with sexual aggression, but may be unaware of this fact. Moderate to high doses of alcohol cause impairments in higher mental functions that can severely alter a person's ability to learn and remember information. Very high doses cause respiratory depression and death. Repeated use of alcohol can lead to dependence.

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[1] Flack, Jr., W. F., Hansen, B. E., Hopper, A. B., Bryant, L. A., Lang, K. W., Massa, A. A., & Whalen, J. E. (2016). Some types of hookups may be riskier than others for campus sexual assault. Psychological Trauma: Theory, Research, Practice, and Policy, 8(4), 413-420.
[2] Kilpatrick, D. G., Resnick, H. s., Ruggiero, K. J., Conoscenti, L. M., & McCauley, J. (2007). Drug facilitated, incapacitated, and forcible rape: A national study. Final report. NCJRS document # 219181. U.S. Department of Justice.
[3] Monk, L., & Jones, A. (2014). Alcohol consumption as a risk factor for sexual assault: A retrospective analysis. Journal of Forensic and Legal Medicine, 23, 55-61.

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

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

1.2.1 In observance of the laws of Missouri and local ordinances, no person under the age of 21 may purchase or attempt to purchase, or have in their possession, any alcoholic or intoxicating beverage on Campus or at University activities. Therefore, no alcoholic beverage may be served or sold to anyone under 21 years of age on Campus or at University activities. Students must present two forms of valid photo identification or comply with University reasonable age verification procedures at events held on the University's premises at which alcohol is available. Students found presenting false identification or taking other steps to acquire alcohol as a minor will be subject to disciplinary action under the University Community Standards and could risk criminal prosecution.

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

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

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

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

1.2.6 University departments and Student Organizations also may impose additional, more stringent restrictions on the use and distribution of alcohol by their members. Additional University alcohol-related policies include the Community Standards Alcohol Violations (sections 2.7.3-2.7.7); Student Organization Alcohol Policy (section 3.4); and the Residence Life policies (Appendix B). Alcohol guidelines for Student athletes can be obtained from the Athletic Department, located in the Chaifetz Arena. Copies of the Greek Social Event Policy, intended to provide risk management guidelines and govern the use and distribution of alcohol at fraternity and sorority events, are available at the Student Involvement Center, Room 319, Busch Student Center.

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

The University may take reasonable steps to protect the rights of others threatened by illegal or immoderate drinking on Campus or at social events sponsored by the University. The University, therefore, prohibits drinking that infringes on the rights of others, prohibits misconduct due to drinking , and prohibits drinking by anyone under 21

years of age. The University prohibits any drinking patterns that lead to behaviors detrimental to the health and welfare of the individual, Student group or University community. Social activities are expected to have clear purposes, other than the consumption of alcoholic beverages. The University encourages moderation in the use of alcohol for those of legal age who choose to drink. The University strongly asserts that choosing not to drink is as socially acceptable as choosing to drink.

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

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

For assistance and information on issues relating to alcohol, please contact the University Counseling Center at (314) 977-8255 (TALK) *(24-hours).*

1.3 Appropriate Use Policy

I. Introduction

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

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

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

II. Definitions

IT Systems. These include but are not limited to the computers, terminals, printers, networks, modem banks, online and offline storage media and related equipment, software, and data files that are owned, managed, or maintained

by Saint Louis University. For example, IT Systems include institutional and departmental information systems, faculty research systems, computers, the University's campus network, and University general access computer labs.

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

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

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

III. Purpose

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

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

IV. Scope

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

Use of IT Systems, even when carried out on a privately-owned computer that is not managed or maintained by Saint Louis University, is governed by this Policy.

This Policy does not alter the University's position or Policy on intellectual property ownership for faculty and research data.

V. Appropriate Use of IT Systems

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

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

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

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

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

2. Use that is inconsistent with Saint Louis University's non-profit status. The University is a non-profit, tax-exempt organization, and as such, is subject to specific federal, state, and local laws regarding sources of income, political activities, use of property, and similar matters. As a result, commercial use of IT Systems for non-Saint Louis University purposes is generally prohibited, unless specifically authorized and permitted under other University policies. Prohibited commercial use does not include communications and exchange of data that furthers the University's educational, administrative, research, clinical, and other roles, regardless of whether it has an incidental financial or other benefit to an external organization.

Use of IT Systems in a way that suggests University endorsement of any political candidate or political initiative is also prohibited. Users must refrain from using IT Systems for the purpose of lobbying that connotes University involvement, except for authorized lobbying through or in consultation with an authorized University official.

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

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

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

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

Privately owned computers may be used to provide public information resources, but such computers may not host sites or services for non-Saint Louis University organizations or individuals across the Saint Louis University network without specific authorization. Similarly, Users are prohibited from accessing or attempting to access data on IT

Systems that they are not authorized to access. Furthermore, Users must not make or attempt to make any deliberate, unauthorized changes to data on an IT System.

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

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

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

d. **Distributing computer viruses.** Users must not knowingly distribute or launch computer viruses, worms, or other rogue programs.

e. **Unauthorized equipment modification.** On shared-use IT Systems that serve departmental or University enterprise-wide functions, Users may only perform additions, removals, or modifications to the equipment with the approval of the appropriate Systems Authority.

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

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

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

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

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

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

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

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

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

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

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

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

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

VI. University Access Without Consent of User

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

A. Conditions for Access. In accordance with state and federal law and published University policies, the University may access any aspects of IT Systems, without the consent or knowledge of the User, in the following circumstances:

1. When necessary to identify or diagnose systems or security vulnerabilities and problems, or otherwise preserve the integrity of the IT Systems;

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

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

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

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

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

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

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

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

VII. Security

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

VIII. Enforcement Procedures

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

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

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

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

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

E. Penalties. Individuals found to have violated this Policy may be subject to penalties provided in other University policies dealing with the underlying conduct. Violators may also incur other IT-specific penalties, including, without limitation, temporary or permanent reduction or elimination of some or all IT privileges. The appropriate penalties shall be determined by the applicable disciplinary authority in consultation with the applicable Systems Administrator or the Vice President / Chief Information Officer, if desired.

F. Legal Liability for Unlawful or Inappropriate Use. In addition to University discipline, Users may be subject to criminal prosecution, civil liability, or both for unlawful or inappropriate use of any IT System.

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

IX. Policy Development

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

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

1.4 Digital Millennium Copyright Act of 1998 (Information Technology)

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

policies include, among other things, the right of the University to monitor, view, obtain, block, prohibit, and the like, any transmission or use of information via University technology services and equipment.

Further information regarding this Policy and other Information Technology policies can be found at: https://www.slu.edu/its/policies.

1.5 Disruption of University Activities

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

1.6 Drugs

Possession, use and distribution of stimulants, depressants, narcotics or hallucinogenic drugs, and other illegal agents having potential for abuse, except for a properly designated physician's or dentist's prescription, is forbidden by University Policy and local, state and/or federal law. In addition, the abuse of legal substances may also be considered a violation of University Policy, e.g. huffing nitrous oxide, whippits. Such use, possession and conduct are prohibited on Saint Louis University's premises, or as part of any University activity. Selling, bartering, exchanging or giving away such substances to any person is illegal and prohibited. Any Student engaged in such activity may be reported to law enforcement agents and will be subject to severe conduct action, including but not limited to suspension or dismissal. Please refer to section 2.7.14 of the University Community Standards for more information as to what constitutes a violation of the University's drug Policy.

Medical Marijuana: A number of states, including Missouri, have passed laws that make the use of marijuana for some medical conditions legitimate under the law of that state. However, the possession or use of marijuana remains an offense under the Controlled Substances Act, a federal law. Saint Louis University is obligated to comply with all federal laws and regulations. In order to remain in compliance, SLU will not permit the possession or use of marijuana at educational or other activities sponsored, conducted, or authorized by SLU or its student organizations, whether on or off campus, in any on-campus housing, or in any other SLU buildings or other property.

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

For assistance and information on issues relating to drugs, please contact the Student Health and Counseling Center at (314) 977-8255 (TALK) *(24-hours).*

1.7 Email Communication

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

1.8 Harassment Policy

I. Introduction

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

II. Purpose

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

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

Pursuant to Title IX of the Higher Education Act, the Director of Institutional Equity and Diversity is designated as the University's Title IX Coordinator. Title IX Deputy Coordinators are also appointed to assist the Title IX Coordinator and are identified at https://www.slu.edu/general-counsel-home/office-of-institutional-equity-and-diversity.

III. Personnel Affected

This Policy applies to all University faculty, staff, and volunteers, with the exception of Saint Louis University Madrid employees. In addition, this Policy applies to all Students of Saint Louis University.

IV. Definitions and Examples

For purposes of this Policy, the following definitions apply:

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

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

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

Harassment is a violation of this Policy in any of the following situations:

1. If a person is promised or is given some favorable academic or employment-related action or benefit only if they will submit to or tolerate the harassing behavior; or
2. If a person is threatened with or suffers adverse academic or employment-related action because they have not submitted to or tolerated the harassing behavior; or
3. If the harassing behavior in question interferes with a person's work or academic performance, has the purpose or effect of interfering with a person's status or participation in a university course, program, or activity, is used as a basis for educational or employment decisions, or has the purpose or effect of creating an intimidating, hostile, or offensive working, learning, or living environment.

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

Examples of "harassment" in violation of this Policy include the following:

1. Sexual advances, propositions, flirtations, requests or pressure of any kind for sexual favors under any of the circumstances described in paragraphs (1), (2), or (3), in Section IV, above;
2. Sexually explicit, graphic, abusive, degrading, intimidating, or offensive jokes, comments, remarks, or gestures, under any of the circumstances described by paragraphs (1), (2), or (3), in Section IV, above.
3. Physical contact or intimidation under any of the circumstances described by paragraphs (1), (2), or (3), in Section IV, above.
4. Display, circulation, or communication of any sexually suggestive, explicit, graphic, or offensive objects, pictures, or materials of any kind, under any of the circumstances described by paragraphs (1), (2), or (3), in Section IV, above.
5. Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, gender expression/identity, genetic information, pregnancy, or any other characteristics protected by this Policy and/or law, under any of the circumstances described in paragraphs (1), (2), or (3), in Section IV, above.
6. Placing on walls, bulletin boards, email, social networking websites, or elsewhere on the University's premises graphic material that shows hostility or aversion to an individual group because of sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, gender expression/identity, genetic information, pregnancy, or any other characteristics protected by this Policy and/or law, under any of the circumstances described in paragraphs (1), (2), or (3), in Section IV, above.

V. Policy

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

Amorous relationships that occur in the context of educational or employment supervision and evaluation present serious concerns about the validity of consent. The disparity of power between persons involved in amorous relationships, such as those between a teacher and Student, supervisor and subordinate, or senior and junior colleagues in the same department or unit, makes these relationships susceptible to exploitation. Those who abuse their power in such a context violate their responsibility to the University community.

Anyone who engages in a sexual relationship with a person over whom they have any power or authority within the University structure must understand that the validity of the consent may be questioned. In the event of a complaint is filed, the University will give very critical scrutiny to any defense based upon consent when the facts establish that a power differential existed within the relationship.

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

VI. Complaints

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

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

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

VII. Procedures

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

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

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

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

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

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

An employee may initiate the formal complaint process at any time. The University administration reserves the right to initiate the formal complaint process outlined below after taking into consideration the nature and seriousness of the complaint, and whether the accused has previously been found in violation of this Policy or the Sexual Misconduct Policy.

B. Formal Complaints. All formal complaints involving faculty, staff, volunteers, Student-workers (acting in their capacity as a Student-worker), or persons who are not members of the University community should be directed by the complainant or referred by University personnel to the OIED. All formal complaints against Students will be referred to the Office of Student Responsibility and Community Standards and addressed pursuant to the Community Standards.

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

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

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

The investigation will include interviews of the complainant and the accused. The accused will be furnished with a copy of the complaint and will have an opportunity to respond and submit additional information. OIED will interview other witnesses and collect such additional information as OIED deems reasonably necessary to determine whether a violation of this Policy did or did not occur. Within a reasonable period of time after commencing the investigation, OIED will submit a report to the appropriate Vice President, the accused, and the reporting party outlining OIED's findings and any recommended disciplinary or corrective action. If the complaint is against a Student-worker, OIED will also provide a copy of the report to the Office of Student Responsibility and Community Standards.

Within five (5) working days from receipt of the report, the complainant or the accused may file a written request for reconsideration to the OIED with a statement of the specific reasons for setting aside the findings or recommendations. OIED will forward the request for reconsideration with a copy of the investigation report to the appropriate Vice President. The Vice President will review the record of the investigation conducted by OIED and may seek additional information and consult with OIED or any other person, including the complainant or the accused, as needed. Ordinarily, the Vice President will accept the investigation report, except where the Vice President concludes that the findings or the recommended actions are not reasonable or supported by the record. The Vice President also may recommend more or less severe disciplinary or other corrective action depending upon the circumstances in any particular case including, but not limited to, the prior employment record of the accused and due consideration for effective enforcement of this Policy. After reviewing the investigation report and any request for reconsideration, the Vice President will, within a reasonable time, not to exceed thirty (30) days, issue a written decision accepting or rejecting the investigation report using a preponderance of the evidence standard and outlining any disciplinary actions or proceedings that will be initiated. A copy of the decision will be sent to the accused, the complainant, and OIED.

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

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

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

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

VIII. Confidentiality and Non-Retaliation Statement

The University recognizes the sensitive nature of harassment complaints. It endeavors within this Policy to respect the rights and dignity of all persons involved and to provide a neutral atmosphere in the investigation of complaints and in its efforts to end prohibited behavior. The University endeavors to maintain confidentiality on all matters relating to processing harassment complaints, subject to its need to effectively administer this Policy.

The University will not tolerate retaliation against any person who, in good faith, makes a harassment complaint, exercises their rights under this Policy, or cooperates or participates in any internal or external investigation or proceedings. Retaliation refers to any action that could discourage a reasonable person from filing a complaint or cooperating with the investigation process. Retaliation constitutes a violation of this Policy.

IX. Review and Approval

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

X. Resources

University Resources:

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

Employee Assistance Program (EAP)
(800) 859-9319

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

Office of Institutional Equity and Diversity (OIED)
DuBourg Hall, Room 36
(314) 977-3838

Office of Student Responsibility and Community Standards
Wuller Hall, Room 234
(314) 977-7326

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

Title IX Coordinator
DuBourg Hall, Room 36
(314) 977-3838

Other Resources

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

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

U.S. Equal Employment Opportunity Commission
Robert A. Young Federal Building
1222 Spruce St., Rm 8.100
St. Louis, MO 63103
(800) 669-4000

1.9 Bias-Related Incident Protocol

I. Scope

This Protocol applies to Bias-Related Incidents and retaliation by or against all Students in the University because of sex, gender, gender identity and expression, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, pregnancy, genetic information, or any other protected classification.

Where the Accused Party is an Employee, the investigative procedures outlined in the University's *Harassment Policy* will apply and the disciplinary action(s) and processes outlined in other University policies and/or *The Faculty Manual* may apply as appropriate.

Where the Accused Party is a Third Party or other non-University affiliated party, the University will take appropriate action and determine the appropriate manner of response consistent with the goals of this Protocol.

This Protocol provides information related to:

- Saint Louis University Statement of Values
- Bias-Related Behavior
- Restorative Justice
- Reporting Options, Resources, and Accommodations
- Restorative Practices, and Community Engagement
- Investigation, Hearing, and Appeal Procedures

The definitions, reporting options, resources and statements of institutional values contained in this Protocol apply to all Students of the Saint Louis University community.

This Protocol applies to all acts where the conduct:

- Occurs on campus
- Occurs in the context of a University program or activity
- Occurs in the context of a University program or activity or occurs off campus and has continuing adverse effects on members of the University community

The University will respond to reports of Bias to ascertain the nature, severity and disposition of the report, as well as, take steps to eliminate the behavior, prevent its recurrence, and address any effects of the behavior on the Reporting Party or the University community.

II. Purpose

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

This Protocol and the applicable procedures outlined are designed to achieve the following goals:

- Address acts of hate, bias, or other acts of intolerance that impact members of the University community.
- Provide prompt and compassionate support services.

- Create a campus environment that both facilitates and expedites the prompt reporting of Bias-Related Behavior.
- Appropriately document such incidents through the Bias Incident Report Log, and take additional measures to inform the community about such incidents, when appropriate.
- Take appropriate actions to demonstrate that Saint Louis University fosters a community of inclusivity and commits itself as an educational institution to address incidents of hate, bias, or other acts of intolerance that detract from the learning process and development of whole persons.
- Ensure that appropriate steps are followed when Bias-Related Behavior is reported.

Facilitate development of competencies in awareness, knowledge, and skills to prevent such incidents and facilitate a restorative justice process for the affected individuals and communities when and where acts of hate, bias, or other acts of intolerance have occurred.

III. Statement of Values

Saint Louis University welcomes Students, faculty, and staff from diverse backgrounds and identities, and strives to create a sense of community that facilitates their development as individuals for and with others. Saint Louis University affirms that harassment because of sex, gender, gender identity and expression, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, pregnancy, genetic information, or any other protected classification is detrimental to its mission and values.

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

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

IV. Oversight

Director of the Office of Institutional Equity & Diversity: The University has designated the Director of the Office of Institutional Equity & Diversity to oversee all reports of Bias-Related Behavior and Harassment at the University. The Director of the Office of Institutional Equity & Diversity may delegate certain responsibilities to a designee. Questions about the applicability of this Protocol or the University's efforts to address and prevent Bias-Related Incidents may be directed to the University's Director of the Office of Institutional Equity & Diversity:

Michelle Lewis
DuBourg Hall, Room 36
(314) 977-3065
michelle.lewis@slu.edu

V. Definitions

Bias-Related Incident: Just as our laws protect our community according to our society's standards, Saint Louis University defines the parameters of its learning enterprise with policies that support and complement those laws. In the criminal and legal system, not all hateful or biased behavior rises to the level of a crime, and not all crimes are hate crimes. A Bias-Related Incident is experienced by its impact, not its intent. Behavior may be defined by community standards to be inappropriate or disruptive without being a Bias-Related offense. Additional information clarifying this distinction for the University community is provided in this Protocol. Factors such as intent, context, and severity may be used to evaluate the impact of Bias-Related Incidents or Behaviors.

This Protocol uses the term "Bias-Related Incident" to define a form of harassment that may be a violation of the *Community Standards* outlined in the *Student Handbook* and/or the *Harassment Policy.* Specifically, a Bias-Related Incident is any act that may intimidate, mock, degrade, or threaten a member or group or property based upon real or perceived consideration of sex, gender, gender identity and expression, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, pregnancy, genetic information, or any other protected classification.

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

Hate Crime: In the United States, federal laws that inform responses to hate crimes include the Civil Rights Act of 1968 (18 U.S.C. § 245(b)(2)), the Violent Crime Control and Law Enforcement Act of 1994 (28 U.S.C. § 994), and the Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act of 2009 (Division E of H.R. 2647). Additional laws that define and prohibit hate crimes have been enacted in various states and local jurisdictions.

Generally speaking, a hate crime (also known as a bias-motivated crime) is a criminal act that is motivated by actual or perceived membership in a social identity group such as sex, gender, gender identity and expression, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, pregnancy, genetic information, or any other protected classification.

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

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

Community Standards: Community Standards refers to the University policies and standards of conduct for Students in order to create a climate of Student learning and development that is rooted in the Catholic Jesuit tradition.

Reporting Party: Any person or entity who submits a report or complaint alleging that a University Protocol and/or *Community Standard* has been violated.

Accused or Accused Party: Accused or Accused Party refers to the Student, group of Students, or University affiliated organization alleged to have committed a violation of University policies and/or *Community Standards.*

Bias Incident Response Team (BIRT): The BIRT is comprised of three entities within the University community. Specifically, the Director of the Office of Institutional Equity and Diversity, the Vice President for Diversity and Community Engagement, and the Associate Vice President & Dean of Students or their designees. The BIRT activates this protocol, provides guidance to the individuals or departments working with the Bias-Related Incident investigation, and adjudication process.

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

VI. Privacy

The University will treat information that it receives in a manner that respects the privacy of both the Reporting Party and the Accused Party. Recognizing that some reports may include criminal acts that violate the security of the entire campus community, there may be instances where the University has a responsibility to investigate or disclose information regarding the circumstances related to a specific incident. Individual and community safety considerations will be balanced with the privacy interests of all involved, as well as the applicable legal requirements, when making decisions regarding such investigations and disclosures.

The University will evaluate a request for anonymity in the context of its responsibility to provide a safe, inclusive, and non-discriminatory environment for the campus community. The University will take reasonable steps to investigate and respond to the report consistent with the Reporting Party's request to maintain anonymity or to not pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Reporting Party.

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

VII. Reporting

The University has a strong interest in supporting individuals impacted by Bias-Related Incidents and promoting accountability for conduct that violates the University's *Community Standards*. The University encourages all community members to promptly report a Bias-Related Incident as soon as possible in order to maximize the University's ability to respond promptly and effectively. If the Accused Party is not a member of the University community at the time of the report, the University will not be able to take disciplinary action against the Accused Party. The University will, however, still seek to provide reasonably available support for the Reporting Party, identifying any information relevant to pattern or climate, and assisting a Reporting Party in identifying external reporting options. For more details regarding this support and available resources, please see section 8.0.

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

A. University Reporting Contacts

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

The designated Reporting Contacts are:

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

Office of Diversity and Community Engagement
221 North Grand
DuBourg Hall, Room 201
St. Louis, MO 63103
(314) 977-4585
diversity-community-engagement@slu.edu

Dean of Students Office
Busch Student Center, Suite 356
20 North Grand Blvd
St. Louis, MO 63103
(314) 977-9378
deanofstudents@slu.edu

Department of Public Safety and Emergency Preparedness
Wool Center, Room 114
3545 Lindell Blvd.
St. Louis, MO 63103
(314) 977-3000
DPS@slu.edu

Department of Housing and Residence Life
221 North Grand Blvd.
DuBourg Hall 157
St. Louis, MO 63103
(314) 977-2811
Professional Staff On-Call: (314)-486-4947 *(24 hours)*
reslife@slu.edu

Office of Student Responsibility & Community Standards
Wuller Hall, 2nd Floor, Room 234
3711 West Pine Mall
St. Louis, MO 63108
(314) 977-7326
conduct@slu.edu

A report may be filed with any of the Reporting Contacts described above. All of these Reporting Contacts will share the report with the University's Office of Institutional Equity and Diversity. When a report is received, the University will respond to and evaluate the report of the Bias-Related Behavior pursuant to Section 2.0 of the University's *Community Standards* in the *Student Handbook*.

B. Law Enforcement Reporting Options

A criminal report may be filed with the St. Louis Metropolitan Police Department or appropriate jurisdiction. The Department of Public Safety and Emergency Preparedness is also available to provide assistance with contacting the St. Louis Metropolitan Police Department, or other appropriate jurisdiction.

St. Louis Metropolitan Police Department

911 – *emergency*
(314) 231-1212 – *non emergency*

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

C. Bystanders

The University encourages all members of the University community to take reasonable and prudent action to prevent or stop Bias-Related Incidents. Taking action may include direct intervention when safe to do so, enlisting the help of friends, contacting the Department of Public Safety or local law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive, action will be supported by the University and protected from retaliation. More information regarding bystander action can be found in the Responsible Action Protocol in Section 1.17 of the University's *Community Standards* in the *Student Handbook*.

D. Statement Against Retaliation

The University will not tolerate Retaliation against any Student, Employee or Third Party who reports a Bias-Related Incident, participates in an investigation related to a report of a Bias-Related Incident, or participates in a hearing or appeal process related to a report of a Bias-Related Incident. Any incidents of Retaliation should be reported to the Director of the Office of Institutional Equity and Diversity or a designated Reporting Contact and may be subject to the same investigation, hearing, and appeal process as set forth in Sections 1.9 and 2.0. The University will take prompt and corrective action against all acts of Retaliation.

VIII. Resources

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

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

A. Emergency Resources

- **Saint Louis Metropolitan Police Department – 911**

- **Department of Public Safety and Emergency Preparedness**
  3545 Lindell Blvd.
  Wool Center, Room 114
  (314) 977-3000 *(24-hours)*

- **Saint Louis University Hospital Emergency Department**
  3635 Vista at Grand Blvd.
  (314) 577-6027

- **Student Health Center**
  3518 Laclede Ave.
  Marchetti Towers East
  (314) 977-2323

- **University Counseling Center**
  3711 West Pine Mall
  Wuller Hall, 2nd Floor North
  (314) 977-8255 (TALK) *(24-hours)*

The University also maintains a 24-hour toll free hotline available at (877) 525-5669 or (877) 525-KNOW. Bias-Related Incident reports may be submitted anonymously through the hotline. Information submitted through the University hotline will be shared with the Office of Institutional Equity & Diversity.

B. Confidential Resources

The *only* University resources that afford complete confidentiality (assuming no other conditions require mandatory disclosure, *i.e.,* imminent risk of harm to self or others) are the University Counseling Center and Student Health Center which both provide broad range of services and treatment for all Students, including full-time, part-time and graduate Students.

- **University Counseling Center**
  3711 West Pine Mall
  St. Louis, MO 63108
  Wuller Hall, 2nd Floor
  (314) 977-8255 (TALK) *(24-hours)*

- **Student Health Center**
  Marchetti Towers East
  3518 Laclede Avenue
  St. Louis, MO 63103
  (314) 977-2323

C. Additional Campus Resource (Private, but not Confidential)

In addition to the Reporting Contacts (Section 7.0), the following campus department can also provide resources, guidance and assistance to Students. This department is required to share all Bias-Related Incidents with the Director of the Office of Institutional Equity and Diversity.

- **Campus Ministry**
  Eckelkamp Center for Campus Ministry
  Wuller Hall
  3711 West Pine Mall
  St. Louis, MO 63108
  (314) 977-2425

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

IX. Response Protocol

The University will respond to all Bias-Related Incident reports in a timely and effective manner consistent with this Protocol.

1. All Reporting Contacts who receive a Bias-Related Incident report will immediately share all known information with the Director of the Office of Institutional Equity & Diversity.

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

3. The Director of the Office of Institutional Equity, or designee, will provide to the Reporting Party information describing available resources, remedial and protective measures and reporting options, including, but not limited to, pastoral care, academic assistance, alternative housing, or a "no contact" order from the University.

4. The Director of the Office of Institutional Equity and Diversity, or designee, will document on the Incident Report Log that a Bias Incident Report has been received and notify appropriate University officials. When possible, the Director of the Office of Institutional Equity and Diversity, or designee, will limit the information provided to University officials by taking the Reporting Party's preferences into consideration (consistent with the section on Privacy and Confidentiality).

5. The Bias Incident Report Team (BIRT) --- the Director of the Office of Institutional Equity & Diversity, the Vice President for Diversity & Community Engagement and the Associate Vice President & Dean of Students --- will conduct an initial review and may authorize investigation or dismiss a report, in whole or in part, if the contents of the report do not fall within the Bias Incident Protocol. The BIRT will communicate this initial disposition to the Reporting Party and the Director of the Office of Institutional Equity and

Diversity, or designee, will update the Incident Report Log. The initial disposition by the BIRT is final and not subject to appeal.

6. In situations where the BIRT authorizes a formal investigation, the Director of the Office of Institutional Equity & Diversity, or designee, will assign a trained investigator to conduct a prompt, thorough and impartial investigation. The investigator will determine the relevance of any available information, and will not consider statements of personal opinion, rather than direct observations or reasonable inferences from the facts, or statements as to any party's general reputation for any character trait, including honesty. At the conclusion of the investigation, the investigator will prepare and provide to the BIRT a written report that summarizes the incident. The investigator's report indicates whether information is sufficient to substantiate a charge of Harassment and/or Bias. The report will make no other recommendations with respect to other potential violations of University Policy or *Community Standards*.

7. The Director of the Office of Institutional Equity will update the Incident Report Log when the formal investigation is complete.

8. Upon receipt of the investigator's report, the BIRT will administer disposition of the report in one of the following ways:

a. If it is determined that sufficient information exists to support that a report of bias, hate or intolerance has likely occurred, the case is forwarded to the appropriate governance or administrative arm of the University. For Student cases, this would be the Office of Student Responsibility and Community Standards. The Reporting Party will be notified of completion and disposition of the investigation of the Bias Incident Report. This finalized investigative report, including the written recommendation, will be given to the Hearing Officer. This recommendation is non-binding on the Hearing Officer, who bears the ultimate responsibility of determining whether the Accused Party is responsible for committing a Bias-Related Incident or violation of *Community Standards* or other University Protocol.

b. If the BIRT determines that the allegations to persons or property merit consideration for Restorative Justice, it will be offered as an option to the Reporting Party as a reparative mechanism.

c. If, upon completion of the investigation, there is not sufficient information at the time for further disposition or action, the Bias Incident Report process ends.

9. The Director of the Office of Institutional Equity and Diversity, or designee, will update the Incident Report Log to reflect the fact that a BIRT review of the investigation is complete and the appropriate disposition of the report, if any, has been determined.

X. Remedial and Protective Measures

The University may recommend or impose a wide range of remedial and protective measures for Students, whether as Reporting Parties or Accused Parties, to provide support and guidance throughout the University's response to a report of a Bias Related Incident. These measures may be both remedial (designed to address a Reporting Party's safety, well-being and continued access to educational opportunities) or protective (involving action against an Accused Party). Remedial and protective measures may be imposed on an interim basis, or may be extended permanently.

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

Saint Louis University's process for resolving Bias-Related Incident reports against Students will be prompt and equitable and conducted with the oversight of the Director of the Office of Institutional Equity & Diversity. In every report under this Protocol, the University will make an assessment of any risk of harm to the Reporting Party or to the broader campus community and will take steps necessary to address those risks. These steps may include remedial and/or protective measures to provide for the safety of the parties and the campus community. The initial assessment will consider the nature of the report, the Reporting Party's expressed preference whether to proceed with an investigation, and the appropriate course of action. The appropriate course of action may include remedial and/or protective measures that do not involve disciplinary action against an Accused Party or a formal investigation and determination as to whether there has been a Protocol violation, and if so, whether sanctions are warranted. In determining whether this University's *Community Standards* or policies have been violated, the University will apply the preponderance of the evidence standard (more likely than not).

A. Determination of Responsibility and Sanctions

The Hearing Officer is an administrator designated by the University to determine responsibility whether a Bias-Related Incident occurred that violates the University's *Community Standards* or other relevant Protocol(s) and impose, as appropriate, any sanctions. At the conclusion of the individual meetings, or upon receipt of additional written comment, the Hearing Officer will make a determination as to whether, based on the preponderance of the evidence standard, the Accused Party committed a Bias-Related Incident that violates the University's *Community Standards* or other Protocol(s).

If the Hearing Officer determines that the Accused Party is responsible for one or more Bias-Related Incidents that violate the University's *Community Standards* or other applicable Protocol(s), the Hearing Officer will determine the appropriate sanctions. A determination of sanctions will be based on the facts and circumstances of each case and will be designed to eliminate the Bias-Related Incident and prevent any reoccurrence of such Bias-Related Incident. Any determination for sanctions will be rooted in the University's educational mission, institutional values and restorative practices. Sanctions for Employees and University Contractors are found in the University's *Harassment Policy* and *Faculty Manual*.

B. Appeals

The Accused Party may appeal the decision of the Hearing Officer. All appeals are due, in writing, to the Director of the Office of Institutional Equity & Diversity, or designee, within three (3) University business days following delivery of the Notice of Outcome. If a request is not received within three (3) business days, the Hearing Officer's determination is final. The appeal shall consist of a written statement outlining the basis for appeal and all relevant information to substantiate the grounds. The appeal will be decided by a panel of three members of the University community.

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

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

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

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

Appeals are not intended to be a full rehearing of the report (de novo). In most cases, appeals are limited to a review of the written documentation and pertinent documentation regarding the grounds for appeal. Absent extraordinary circumstances the appeal panel will not meet with either party. The decision of the appeal panel is a final determination.

XII. Restorative Practices and Community Engagement

When communities have been harmed by bias-related incidents of misconduct, restorative practices place the Reporting Party and/or Reporting Party, as well as the Accused Party (and the affected communities) at the center of the reconciliation and healing process. Bias-Related Incidents involve individuals and communities and affect us so deeply because they are incidents that confront our various social identities. The Bias-Incident Response Team proposes that restorative practices are an appropriate method for addressing Bias-Related Incidents. As restorative practices and community engagement is applied, the Director of the Office of Institutional Equity & Diversity will initiate and maintain ongoing contact to communicate information about the resources, supports, Protocol and applicable policies and procedures.

1.10 Immunizations Requirements and Recommendations

All students attending classes on campus, including part time students and students in programs that are partially online and partially on campus, must submit proof of required immunizations and screenings to the Student Health Center no later than August 1 for the fall term, January 3 for the spring term, and May 1 for the summer term. Forms and more information about the requirements, recommendations, and exemptions can be found at: https://www.slu.edu/life-at-slu/student-health/required-records-forms.php

The following immunizations have requirements or recommendations from SLU, or may have additional requirement for health professions students prior to their clinical assignments:

1. **TETANUS, DIPHTHERIA, PERTUSSIS**: Documentation of completed primary series and a booster within the past ten years is required for all students on campus.

2. **MEASLES, MUMPS, RUBELLA:** Documentation of two doses of MMR combined vaccine (or two doses of live measles, one dose of mumps, and one dose of rubella) separated by at least one month on or after the first birthday, or, documentation of physician-diagnosed disease or laboratory evidence of immunity is required for all students on campus. Persons who received killed mumps vaccine which was available between 1950-1978 might benefit from revaccination. Individuals who received killed measles vaccine, combination of killed and live measles vaccine, or measles vaccine of an unknown type in the period 1963-1967 are considered unvaccinated, and should receive two doses of live vaccine at least one month apart.

3. **VARICELLA:** Documentation of two doses of live varicella vaccine separated by at least one month, or, documentation of physician-diagnosed disease or laboratory evidence of immunity is required for all students on campus born after 1980.

4. **MENINGITIS:** Documentation of meningococcal quadrivalent (A, C, Y, W-135) vaccination is required for all students living in residence halls on campus, or a signed waiver acknowledging risks/benefits of vaccine must be submitted.

5. **MENINGITIS B:** Serogroup B Meningococcal vaccination is not required, but we highly recommend students discuss both meningitis vaccines with their health care provider.

6. **TUBERCULOSIS:** Tuberculosis screening is required for all students on campus. The required tuberculosis questionnaire must be submitted and will indicate if further testing is also necessary. The questionnaire can be found in our health forms packet available on our website, or by visiting the Student Health Center. Students in health professions may be required to do a two-step PPD skin test.

7. **HEPATITIS:** Immunization against Hepatitis A and B are recommended for adults and may be required for health professions students prior to their clinical assignments.

8. **POLIO:** Documentation of completed primary series may be required for health professions students prior to their clinical assignments.

Health professions students should check with their program to confirm additional requirements.

EXEMPTIONS:

1. Students claiming exemption from immunizations because of medical contraindications must submit a written statement signed and dated by a physician.
2. Students claiming exemption from immunizations because of religious beliefs must submit a written statement, signed and dated by the student (or parent/guardian if the student is a minor) describing his/her objection to immunization based upon bona fide religious beliefs or practice.

APPLICABILITY, DOCUMENTATION AND ENFORCEMENT:

1. This Policy applies to all domestic and international students on campus unless medical or religious exemptions pertain.
2. Submission of this record, by the date specified, is mandatory. Failure to comply will result in registration being cancelled and/or restricted.
3. The University also reserves the right to deny access to campus facilities, including residence halls, if documentation of compliance has not been provided. Further, in accordance with public health recommendations, non-immune students may be excluded from the University campus in the event of an outbreak, or other public health recommendation.

1.11 Indebtedness

University Students must make satisfactory settlement with the Office of Student Financial Services for any and all debts to the University. Satisfactory payment arrangements must be made before future registration will be allowed. No degree will be conferred on, nor any diploma, certificate or transcript or a record issued to, a Student who has an outstanding debt to the University. Federal aid cannot be posted toward a prior balance larger than $200 for any previous academic year.

1.12 Insurance

A. **Automatic Enrollment in & Fee for Health Insurance:** Health insurance is required for all full-time students enrolled at Saint Louis University attending classes on campus. All eligible students will be assessed a fee for coverage and automatically enrolled in the University Health Plan unless they submit a waiver request with proof of insurance in a timely manner, according to published dates and deadlines.

B. No University Affiliation with Life or Property Insurance: Saint Louis University does not endorse or affiliate itself with any insurance company for the purpose of life or property insurance for its Students. Therefore, no insurance salesman, agent or broker has prior authority to sell insurance anywhere on the campus of the University.

1.13 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC Section 1092 (f)), is the federal law that requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on or near their respective campuses. College and universities must disclose the most recent 3 years of campus crime statistics and publish required security policies. Compliance is monitored by the United States Department of Education, which can impose civil penalties for each violation as well as suspend institutions from participating in federal Student financial aid programs.

In accordance with the Clery Act, the University annually publishes its Annual Security & Fire Safety Report (Report). The Report can be accessed on-line at the DPS webpage: . https://www.slu.edu/about/safety/pdfs/2018-slu-clery-report.pdf Copies of the report and other information required under the Act can also be obtained during normal business hours from the Department of Public Safety (DPS), Wool Center, Room 114. The SLU Community will receive notice, no later than October 1st each year, that provides instructions on how the Report can be accessed.

1.14 Missing Student

I. Purpose

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

II. Scope

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

III. Dissemination

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

IV. Definitions

For purposes of this Policy, the following definitions pertain:

"Missing Person Contact" and "General Emergency Contact"

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

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

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

"Determined Missing"- Among University Community Members, only DPS is authorized, upon investigation, to determine that a Student is missing.

"Residential Student"- A Residential Student is a Student who resides in on campus housing pursuant the terms of a housing contract and is currently enrolled at Saint Louis University.

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

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

V. Designating Missing Person Contact(s)

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

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

VI. Reporting and Notification Procedures

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

Dean of Students Office
Busch Student Center, Suite 356
20 North Grand Blvd
St. Louis, MO 63103
(314) 977-9378
deanofstudents@slu.edu

Department of Public Safety
Wool Center, Room 114
3545 Lindell Blvd.
St. Louis, MO 63103
(314) 977-3000
dps@slu.edu

Information pertinent to include in the report of a missing Student would include:

1. Full name
2. Why it is believed the Student is missing
3. Last known location
4. Last activity on social media
5. Whether or not the Student is prescribed any life-saving medications they may not have access to
6. Whether the Student is believed to be a danger to themselves or others (and any appropriate information concerning this)

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

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

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

If investigation fails to locate the Student, and the Student's whereabouts has been unknown for 24-hours, DPS will declare the Student "Determined Missing." Prior to reaching this 24-hour threshold, if it becomes evident to DPS that the Student is actually missing, DPS may make the declaration any time prior to the threshold.

Within a 24-hour period following this "Determined Missing" declaration, the University will complete the following notifications:

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

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

VII. Investigative Role of the Department of Housing and Residence Life

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

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

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

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

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

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

7. If all of these steps do not provide Staff Members with an opportunity to speak with the Residential Student or to learn their whereabouts, the Department of Housing and Residence Life will: (a) contact DPS to investigate further and (b) notify the Dean of Students Office.

8. If these steps provide Staff Members with an opportunity to speak with the Residential Student, they will attempt to verify the Residential Student's state of health and intention of returning to campus. If needed, the Residential Student will be referred to the University Counseling Center.

VIII. References

- Higher Education Opportunity Act of 2008, 20 U.S.C. § 1092(j)
- Saint Louis University's Family Notification Policy, Section 2.11

1.15 Parking

Rules and regulations for the operation of motor vehicles (cars, trucks and motorcycles) are essential to safeguard the rights of pedestrians and drivers, and to permit parking as equitably as possible. Students obtaining a valid SLU parking permit must register their vehicle information with Parking, Card, and Transportation Services, Wool Center, Suite 130. The parking policies and procedures are located online on Parking, Card, and Transportation Services' web page https://www.slu.edu/parking. Failure to comply with these regulations may result in the imposition of parking fines, immobilization, tow, denial of parking privileges, and/or other disciplinary action. Unpaid fines will be considered a debt to the University

1.16 Recording of Name and Address Changes

Any changes in a Student's name or address must be timely reported to the Office of the University Registrar through Enrollment Services (DuBourg Hall, Room 119). All official notices will be sent to local addresses, and failure to receive notices, through neglect in changing address, will not be accepted as an excuse.

1.17 Responsible Action Protocol

I. Scope

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

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

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

II. Definition of Terms

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

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

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

III. Purpose

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

IV. Protocol

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

Without question, when an Assisting Student acts responsibly to assist an Endangered Student, such actions will be viewed positively by the University when determining whether any conduct actions, including parental notification, are required. For more information about parental notification, refer to the University's Community Standards, 2.11. It is important to note that all incidents reported on campus are documented and that educational, community, and health interventions may be required for Students involved in an incident involving an Endangered Student. In cases where serious or egregious incidents have occurred (particularly those involving severe injury, assaults, and damage, etc.), Assisting Students may be held accountable with formal Community Standards action(s), but the University will consider an Assisting Students' efforts to summon aid as a mitigating factor when determining any sanctions.

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

Students who fail to take responsible actions in emergency situations void all protections under the RAP and may be held responsible for contributing aggravating factors in a Community Standards proceeding. Failure to act

responsibly may lead to serious consequences when such failure to act results in a violation of University rules, regulations, or policies.

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

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

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

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

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

V. Frequently Asked Questions about RAP

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

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

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

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

- **Call** DPS at (314) 977-3000 and/or contact a Housing and Residence Life staff member immediately.
- **Stay** with the individual needing assistance (unless it is unsafe to do so).
- **Cooperate** fully with emergency officials at the scene and with University officials after the fact.

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

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

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

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

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

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

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

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

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

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

G. Will my parents find out?

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

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

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

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

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

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

J. What is alcohol poisoning?

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

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

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

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

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

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

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

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

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

1.18 Sexual Misconduct Policy

I. Scope

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

This Policy provides information related to:

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

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

This Policy applies to all acts where the conduct:

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

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

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

Where the Accused Party is an Employee, the investigative procedures outlined in the University Harassment Policy will apply and the disciplinary action(s) and processes outlined in other University Policy and/or *The Faculty Manual* will apply as appropriate. The *Faculty Manual* can be found on the Faculty Senate website: https://sites.google.com/a/slu.edu/facultysenate/home/

Where the Accused Party is a Third Party or other non-University affiliated party, the University will take appropriate corrective action and determine the appropriate manner of response consistent with the goals of this Policy, which may include reporting the conduct to law enforcement as appropriate.

II. Purpose

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

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

III. Statement of Values

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

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

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

IV. Notice of Non-Discrimination Under Title IX

Saint Louis University prohibits discrimination based on race, color, sex (which includes discrimination based on a student's gender identity, gender expression, gender transition, transgender status, gender nonconformity, or sexual orientation), national origin, religion, age, disability, or veteran status. Saint Louis University is committed to protecting the dignity of each person and all University policies, practices, and procedures are administered in a manner consistent with our Catholic Jesuit identity.

This Policy addresses all forms of sexual discrimination, sexual and gender-based harassment and violence, intimate partner violence, stalking and retaliation. Saint Louis University does not discriminate on the basis of sex in

its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that:

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

Sexual and gender-based harassment are also prohibited under Title VII of the Civil Rights Act of 1964, the Missouri Human Rights Act, and other applicable statutes. The University's response to sexual assault, intimate partner violence and stalking are also governed by the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA). The Annual Security Report can be found on the Department of Public Safety website (http://www.slu.edu/public-safety-and-emergency-preparedness-home/clery-report-log-and-Policy/annual-disclosure-of-crime-and-fire-statistics)

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

- Conducting an annual report and review of all reports to identify and address any patterns or systemic problems within the University community;
- Overseeing the prompt and equitable investigation and determination of responsibility for all reports of Prohibited Conduct involving all members of the University community;
- Evaluating the need for, and imposing, reasonably available remedial and protective measures;
- Assuring that sanctions and remedies are reasonably designed to eliminate Prohibited Conduct, prevent its recurrence and address its effects on the Reporting Party and the University community;
- Knowing and training the University community in policies and procedures and relevant state and federal laws;
- Advising any individual, including the Reporting Party, Accused Party, or a third party, about the courses of action available at the University and in the community;
- Evaluating a Reporting Party's request for anonymity or that no investigation or disciplinary action be taken;
- Providing assistance to any University employee regarding how to respond appropriately to a disclosure of Prohibited Conduct;
- Monitoring compliance with all procedural requirements and time frames outlined in this Policy; and
- Training, prevention, and education efforts and periodic review of climate and culture.

The Title IX Coordinator may delegate certain responsibilities to the Deputy Title IX Coordinators, as appropriate. A Deputy Title IX Coordinator is a member of the University community who understands this Policy and has received training with respect to the federal guidelines under Title IX. Deputy Title IX Coordinators are strategically chosen amongst various departments, areas, and colleges within the community to best serve the different student populations on campus. Deputy Title IX Coordinators often serve in roles such as, but not limited to: members of the Sexual Misconduct Advisory Board, Hearing Officers, Appeal Officers, and Care and Concern student advisors.

Deputy Title IX Coordinators may be called upon to serve in the role as Title IX Coordinator when needed. Contact information for the Deputy Title IX Coordinators is available through the Office of Institutional Equity and Diversity and at *www.slu.edu/here4you.*

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

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

Office for Civil Rights
Kansas City Office
US Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Ph: (816)268-0550
Email: OCR.KansasCity@ed.gov

V. Consent

What is Effective Consent:

- Effective Consent is an affirmative, knowing and voluntary decision – clearly communicated through mutually understandable words (e.g., saying "yes") and/or actions – to willingly engage in mutually acceptable sexual activity (e.g., to do the same thing, at the same time, in the same way, with another individual(s)).
- Effective Consent must be given freely, willingly, consciously and knowingly by each participant to any desired sexual contact.
- Consent may be withdrawn by any consenting party at any time during the sexual activity. Withdrawal of consent must be demonstrated by words and/or actions that indicate a desire to end sexual activity. Once an individual has communicated withdrawal of consent, all sexual activity must end.

What is NOT Effective Consent:

- Conduct will be considered "without consent" if no clear consent, verbal or nonverbal, is given.
- Effective Consent cannot be given by someone who is Incapacitated.
- Effective Consent cannot be gained through force, threat, intimidation or coercion.
- A current or previous dating or sexual relationship, by itself, does not constitute Effective Consent. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity. Effective Consent cannot be assumed based on prior sexual contact or subsequent sexual contact.
- Effective Consent cannot be inferred from silence, passivity or lack of resistance. Without outward communication or action, Effective Consent does not exist.
- Effective Consent cannot be inferred from an individual's attire or physical appearance.

- Effective Consent cannot be inferred from an individual's offer, acceptance, or participation in any form of non-physical sexual activity (e.g. social media forums, date/activity, consumption of alcohol, or invitation to a dorm room or private area).
- A verbal "no," even if perceived to be indecisive constitutes a lack of consent.

The expectations of our community regarding Consent include, but are not limited to, the following:

- It is the responsibility of the person initiating the sexual activity to obtain the other party's Effective Consent. It is not the responsibility of the intended recipient of such sexual contact to affirmatively deny such consent.
- All parties must have Effective Consent throughout the duration of the sexual activity.
- Effective Consent can be given by words and/or actions. Relying solely upon non-verbal communication, however, can lead to misunderstanding and as a result a potential violation of this Policy.
- Effective Consent to one form of sexual activity is not, by itself consent to other forms of sexual activity

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

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

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

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

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

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

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

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

- When an individual is physically forced to participate. Force is the use or threat of physical violence and/or imposing on someone physically in order to gain sexual access. There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. Any sexual activity that is forced is by definition without Effective Consent.
- When an individual is intimidated, threatened – even a perceived threat – isolated, or confined. Such intimidation could involve the use or threat of a weapon.
- When an individual is coerced or unreasonably pressured to participate in sexual activity. When someone makes clear that they do not want to engage in sexual activity, that they want something to stop, or that they do not want to go past a certain point of sexual interaction – continued pressure past that point can be coercive behavior. When evaluating coercive behavior, factors such as the frequency, duration, location (isolation of recipient of unwanted contact), and intensity of coercive behaviors will be considered. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity.

VI. Privacy and Confidentiality

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

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

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

- **Confidentiality:** Confidentiality means that information shared by an individual with certain campus or community professionals *cannot* be revealed to any other individual without express permission of that individual, unless there is an imminent threat of harm to self or others, or the conduct involves suspected abuse of a minor (which requires notifying child protective services and/or local law enforcement)[4]. These campus and community professionals include: clergy, physicians, and mental health providers, all of whom have privileged confidentiality that has been recognized by the law[5].

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

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

- **Release of Information:** The Clery Act requires the University to maintain anonymous statistical information in the University's daily crime log and Annual Security Report regarding reports of Clery-identified crimes. The information contained in the Clery report tracks the number of Clery reportable offenses occurring at campus locations and does not include the names or any other identifying information about the persons involved in the incident. The University may also share non-identifying information about reports received in aggregate form, including data about outcomes and sanctions. In addition, if a report of Prohibited Conduct discloses a serious and continuing threat to the campus community as defined in the Clery Act, the University will issue a timely notification to the community to protect the health or safety of the community. At no time will the University release the name of the Reporting Party to the general public without the express consent of the Reporting Party or as otherwise permitted or required by law.

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

[5] Missouri state law acknowledges the confidential nature of these communications for:

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

A physician licensed pursuant to chapter 334, a chiropractor licensed pursuant to chapter 331, a licensed psychologist or a dentist licensed pursuant to chapter 332, concerning any information which he or she may have acquired from any patient while attending the patient in a professional character, and which information was necessary to enable him or her to prescribe and provide treatment for such patient as a physician, chiropractor, psychologist or dentist." *See* R.S.Mo. 491.060.

VII. Prohibited Conduct

Saint Louis University prohibits all forms of sexual misconduct. Sexual misconduct is a broad term that includes, but is not limited to, sexual and gender-based harassment and violence, intimate partner violence, stalking and retaliation. The following definitions and examples focus on conduct that is specifically prohibited by the University's Sexual Misconduct Policy, Sexual Harassment Policy, and Community Standards.

"Sexual Misconduct" refers to a wide range of behaviors and encompasses any sexual behavior that was committed without consent. Sexual Misconduct may vary in severity and consist of behaviors including, but not limited to, the following prohibited conduct that violates Saint Louis University's Sexual Misconduct Policy, Harassment Policy, and Community Standards as well as a person's rights, dignity, and integrity.

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

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

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

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

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

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

- May be committed by or against anyone, regardless of sex, gender, sexual orientation, gender expression/gender identity;
- May occur between people of the same sex or different sexes;
- Does not have to be "directed at" a specific person or persons to constitute harassment;
- May include both intentional conduct and conduct that results in negative effects, even if those negative effects were unintended;

- Often includes a power differential between the parties based on differences in age or educational, employment, or social status;
- May be committed by a stranger, an acquaintance, or someone with whom the Reporting Party has a current or previous relationship, including a romantic or sexual relationship;
- May occur in the classroom, in the workplace, in residential settings, or in any other setting; and
- May be committed in the presence of others, when the parties are alone together, or through remote communications, including email, text messages, or social media.

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

Sexual Contact is:

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

Sexual Intercourse is:

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

"Sexual Exploitation" occurs when an individual takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute any other form of Prohibited Conduct. Examples of Sexual Exploitation include, but are not limited to:

- invasion of sexual privacy, including observing or allowing another individual to observe another's nudity or sexual activity without the Effective Consent of all individuals' involved;
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- engaging in voyeurism;
- knowingly exposing another individual to a sexually transmitted infection or virus without that individuals' knowledge of the exposure;
- exposing or inducing another to expose their genitals without consent; or
- inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

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

A course of conduct means two or more acts, including, but not limited to acts in which the stalker directly, or indirectly, or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Stalking includes, but is not limited to, the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, online dating sites, cell phones, texts, or other similar devices or forms of contact are used.

Examples of stalking may include, but are not limited to:

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

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

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

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

"Retaliation" refers to any adverse action or attempts including harassment, threats, intimidation, or coercion that would discourage a reasonable person from reporting Prohibited Conduct or participating in the investigation or hearing process. Retaliation also refers to any acts, threats, or attempts to seek retribution against a Reporting Party, the Accused Party, or any individual or group of individuals involved in the investigation, and/or determination

of responsibility for Prohibited Conduct under this Policy. Retaliation can be committed by any individual or group of individuals, not just a Reporting Party or Accused Party.

VIII. Resources

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

The University is committed to treating all members of the community with dignity, care, and respect. Any individual affected by Prohibited Conduct, whether as a Reporting Party, Accused Party, witness, or a third party, will have equal access to support

consistent with their needs and available University resources. This section provides contact information for University resources, resources in the Greater St. Louis community, and national resources.

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

A. Emergency Resources

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

EMERGENCY ASSISTANCE AND MEDICAL CARE

Saint Louis Metropolitan Police Department -911

Department of Public Safety and Emergency Preparedness

Wool Center, Rm. 114, (314) 977-3000

Saint Louis University Hospital Emergency Department

3635 Vista at Grand Boulevard, St. Louis, MO 63110

Student Health Center

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

University Counseling Center

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

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

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

B. Confidential Resources

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

- Disclosure to a licensed counselor in the University Counseling Center;
- Disclosure to a medical professional in the context of the physician-patient relationship; and
- Disclosure to a member of the clergy when the communication is made in their professional capacity of giving religious or spiritual advice.

Speaking confidentially with a licensed counselor in the University Counseling Center does not require a report to Department of Public Safety, Title IX Coordinator, or any other reporting body, without the consent of the Reporting Party.

University Counseling Center
3711 West Pine Mall
Wuller Hall, 2nd Floor
St. Louis, Missouri 63108
Phone: (314) 977-8255

The University Counseling Center provides a broad range of services for all Students, including full-time, part-time and graduate students, including individual and couples counseling, educational and therapy groups, psychiatry, outreach and programming, and consultation to groups, departments, and organizations. University counselors are trained to provide services to persons impacted by sexual violence. Mental health information and records are not available to anyone outside or within the University without the client's express permission.

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

Student Health Services
Marchetti Towers East
3518 Laclede Avenue
St. Louis, Missouri 63103

Phone: (314) 977-2323 (24 hours)

Student Health Services provides medical treatment, outpatient services, and a variety of educational programs for all Students, including full-time, part-time and graduate students. The staff of Student Health include: nurses, physicians of various specialties, medical assistants, patient care coordinators, and many support staff. More information about the services provided can be located on their website: http://www.slu.edu/life-at-slu/student-health/.

Medical Services in the Greater St. Louis Community

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

St. Louis area hospitals that have the capacity to conduct forensic exams include:

St. Louis University Hospital	(314) 577-8777
St. Mary's Health Center	(314) 768-8360
Barnes/Jewish Hospital	(314) 362-9123
Missouri Baptist Hospital	(314) 996-5225
Mercy Hospital St. Louis	(314) 569-6090

Additional Confidential Resources in the St. Louis Area

St. Louis Regional Sexual Assault Center (YWCA)	(314) 531-7273 *(24-hour access)* https://www.ywcastl.org/
Alternatives to Living in Violent Environments (ALIVE)	(314) 993-2777 *(24-hour access/crisis line)*
Crime Victims Advocacy Center	(314) 652-3623 *(24-hour access)*
Legal Advocates for Abused Women	(314) 664-6699
RAINN (Rape, Abuse & Incest National Network)	1 (800) 656-HOPE *(24-hour access)* www.rainn.org

LGBT Counseling of St. Louis	(314)602-5534 http://www.lgbtcounselingstl.com
St. Louis Metro Trans Umbrella Group	https://www.stlmetrotrans.com/
Life Crisis	(314) 647-4357
Safe Connections	Crisis Hotline: (314) 531-2003 Counseling & Support Services: (314) 646-7500 Tty: (314) 646-0505 www.safeconnections.org
Bridgeway Sexual Assault Center Hotline	(877) 946-6854 http://bridgewaybh.com
Provident Life Crisis Hotline	(314) 647-HELP (4357) 1-800-273-TALK (8255)
Saint Martha's Hall (domestic violence shelter)	(314) 533-1313 www.saintmarthas.org
Kathy J. Weinman Shelter for Victims of Domestic Violence	(314) 423-1117 www.friendsofweinman.org
Legal Services of Eastern Missouri	Immigration Law Program (314) 256-8756 Lasting Solutions Unit (314) 534-4200 www.lsem.org

C. Campus Resources (Private, but not Confidential)

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

Dean of Students Office

Busch Student Center, Suite 356
20 N Grand Blvd
St. Louis, MO 63103
(314) 977-9378
deanofstudents@slu.edu

The Dean of Students Office provides an increased level of support to the University community through various educational efforts, programmatic opportunities and mechanisms of coordinated care and community commitment.

Student Responsibility and Community Standards

Wuller Hall, 2nd Floor, Rm 234
3711 West Pine Mall
St. Louis, MO 63108-3306
(314) 977-7326
conduct@slu.edu

The Office of Student Responsibility and Community Standards is committed to working with students and the University community to foster values that reflect the mission of the University

Department of Housing and Residence Life

221 North Grand Blvd.
DuBourg Hall, Room 157
St. Louis, MO, 63103
(314) 977-2811
Professional Staff On-Call: (314) 486-4947 (24 hours)
reslife@slu.edu

The Department of Housing and Residence Life at Saint Louis University is dedicated to providing a secure and inclusive educational environment that facilitates student learning and holistic development through intentional experiences and engagement in community.

Office of Institutional Equity and Diversity

221 North Grand Blvd.
DuBourg Hall 36
St. Louis, MO 63103
(314) 977-3838

The mission of the Office of Institutional Equity and Diversity is to promote a deep understanding and appreciation among the diverse members of the University community, to promote justice and equality in educational and employment opportunities, as well as to lead efforts to create an inclusive academic and work environment. For additional resources and handouts regarding how to report an incident, please visit **www.slu.edu/here4you**.

Saint Louis University Department of Public Safety
Wool Center, Rm. 114
3545 Lindell Blvd.
St. Louis, MO 63103
(314) 977-3000 (24 hours)

The Department of Public Safety will assist students in contacting appropriate law enforcement authorities, enforcing no contact or civil protective orders, providing safety escorts or emergency transportation to law enforcement or medical professionals.

Campus Ministry

Eckelkamp Center for Campus Ministry
Wuller Hall
3711 West Pine Mall
St. Louis, MO 63108
Phone: (314) 977-2425

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

Disability Services
Busch Student Center, Suite 331
20 N. Grand Blvd
St. Louis, MO 63103
(314) 977-3484
http://www.slu.edu/life-at-slu/student-success-center/disability-services

Disability Services partners with students, faculty, academic departments and service providers to facilitate equal access to and opportunity to participate in all University programs, services, and experiences. This office coordinates aid and services to meet the needs of students with disabilities to create a safe and supportive campus community for everyone.

D. National Resources

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

Not Alone.gov Locate services, resources and supports in an area	https://obamawhitehouse.archives.gov/1is2many/notalone
National Domestic Violence Hotline **National Sexual Assault Online Hotline**	1.800.799.SAFE (24 hour) http://www.thehotline.org
Domestic Abuse Helpline for Men and Women	1.888.743.5754 http://www.dahmw.org/
Stalking Resource Center	http://www.victimsofcrime.org/our-programs/stalking-resource-center
Rape, Abuse, and Incest National Network (RAINN)	http://www.rainn.org 1 (800) 656- HOPE (4673) (24 hour hotline)

E. Employee Resources

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

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

Call 1-800-859-9319 to make an appointment or visit www.guidanceresources.com for more information.

IX. Reporting Contacts and Options

The University has a strong interest in supporting individuals impacted by Prohibited Conduct and promoting accountability for conduct in violation of this Policy. The University encourages all community members to promptly report all incidents of Prohibited Conduct as soon as possible in order to maximize the University's ability to respond promptly and effectively. **The University does not, however, limit the time frame for reporting.** If the Accused Party is not a member of the University community at the time of the report, the University will not be able to take disciplinary action against the Accused Party. The University will, however, still seek to meet its Title IX obligations by providing reasonably available support for the Reporting Party, identifying any information relevant to pattern or climate, and assisting a Reporting Party in identifying external reporting options. For more details regarding this support and available resources, please see section 12.0.

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

A. University Reporting Contacts

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

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

The designated Reporting Contacts are:

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

- **Department of Public Safety**
  Wool Center, Room 114
  3545 Lindell Blvd.
  St. Louis, MO 63103
  (314) 977-3000
  dps@slu.edu

- **Dean of Students Office**
  Busch Student Center, Suite 356
  20 N Grand Blvd

St. Louis, MO 63103
(314) 977-9378
deanofstudents@slu.edu

- **Department of Housing and Residence Life**
  221 N. Grand Blvd.
  DuBourg Hall, Room157
  St. Louis, MO, 63103
  (314) 977-2811
  Professional Staff On-Call: (314) 486-4947 (24 hours)
  reslife@slu.edu

- **Office of Student Responsibility and Community Standards**
  Wuller Hall, 2nd Floor, Room 234
  3711 West Pine Mall
  St. Louis, MO 63108-3306
  (314) 977-7326
  conduct@slu.edu

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

A report may be filed with any of the Reporting Contacts described above. All of these Reporting Contacts will share the report with the University's Title IX Coordinator. When a report is received, the University will respond to and evaluate the report of Prohibited Conduct pursuant to Section 10.0 and 11.0, below.

B. Law Enforcement Reporting Options

A criminal report may be filed with the St. Louis Metropolitan Police Department or appropriate jurisdiction. A Reporting Party that is 17 years of age or older has the right to notify or decline to notify law enforcement. The Department of Public Safety and Emergency Preparedness is also available to provide assistance with contacting the St. Louis Metropolitan Police Department, or other appropriate jurisdiction.

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

St. Louis Metropolitan Police Department

911 – *emergency*
(314) 231-1212 – *non emergency*
(314) 444-5385 – *domestic abuse division*
(314) 444-5385 – *sex crimes division*

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

At the request of law enforcement, the University may agree to defer its Title IX fact gathering until after the initial stages of a criminal investigation. The University will nevertheless communicate with the Reporting Party regarding Title IX rights, procedural options and the implementation of remedial and protective measures to assure safety and

well-being. The University will promptly resume its Title IX fact gathering as soon as it is informed that law enforcement has completed its initial investigation.

C. Bystanders

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

D. Amnesty

To encourage reporting and/or participation in the Title IX investigatory process, individuals who in good faith report Prohibited Conduct, either as a Reporting Party, witness or bystander, will not be subject to disciplinary action by the University for their own personal consumption of alcohol or drugs at or near the time of the incident, or other minor infractions, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. (See the Student Handbook section 1.17 Responsible Action Protocol for more information)

E. Statement Against Retaliation

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

X. Response Protocol

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

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

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

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

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

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

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

7. The Reporting Contact will connect the Reporting Party with the University Counseling Center if the Reporting Party so wishes, which may include contacting the counselor on-call depending on the time of day.

8. The Reporting Contact will provide to the Reporting Party information describing available resources, remedial and protective measures and reporting options, including, but not limited to, pastoral care, academic assistance, alternative housing, or a "No Contact" Order from the University. The information will be discussed at the time of the initial report and provided in writing by the Title IX Coordinator (or designee) to the Reporting Party.

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

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

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

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

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

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

15. The Accused Party will be notified if an investigation by the University is requested. Resources will be made available to the Accused Party by the Title IX Coordinator. For more information, please see section 13.0.

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

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

The University's ability to act to protect the interests of the Reporting Party and other Students is limited by the information provided to it. For example, the University's ability to respond to a report of Prohibited Conduct may be limited if the Reporting Party requests that their name or other identifiable information not be disclosed to the Accused Party, that no investigation occur, or that no disciplinary action be taken. Additionally, while the Reporting Party is under no obligation to reveal the identity of the Accused Party, the Reporting Party will be encouraged to do so in the interest of protecting all members of the University community and preventing future incidents of Prohibited Conduct.

Where a Reporting Party chooses not to participate in University processes or pursue the report as a criminal matter, the University will nevertheless assess whether to pursue University disciplinary action for the safety of the Reporting Party and the University community. This assessment will be conducted by the Title IX Coordinator. In assessing the appropriate University action(s), the Title IX Coordinator will consider the Reporting Party's express preference(s) in light of the following factors:

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

The University will evaluate a request for anonymity in the context of its responsibility to provide a safe and non-discriminatory environment for the campus community. The University will take reasonable steps to investigate and respond to the report consistent with the Reporting Party's request to maintain anonymity or to not pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Reporting Party. Where the University determines that action should be taken that is inconsistent with the request of the Reporting Party, the Title IX Coordinator will inform the Reporting Party about the chosen course of action, which may include the University initiating disciplinary action against an Accused Party. Where the University determines that

University disciplinary action is appropriate, the University will not require the Reporting Party's participation in any investigation or determination of responsibility if the Reporting Party does not wish to participate in any such action. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve disciplinary action against an Accused Party or disclosing the identity of the Reporting Party.

XII. Remedial and Protective Measures

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

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

- Imposition of a No Contact Order which prohibits either Party from communicating through any manner or medium with the other Party. Parties will be notified of such orders via their SLU email and failure to comply with such orders may result in disciplinary action.
- Rescheduling of exams and assignments;
- Providing alternative course completion options;
- Change in class schedule, including the ability to transfer course sections or withdrawal from a course without penalty;
- Change in an Employee's work schedule or job assignment;
- Change in a Student's University-sponsored or controlled housing;
- Assistance from University support staff in completing housing relocation;
- Limit of an individual's or organization's access to certain University facilities or activities pending the outcome of the matter;
- Voluntary leave of absence;
- Providing an escort to ensure safe movement between classes and activities;
- Providing access to medical services;
- Providing academic support services, such as tutoring;
- University-imposed administrative leave or separation;
- Interim suspension or leave;
- Assistance in obtaining a civil protection order; and/or
- Any other remedy which can be tailored to the involved individuals to achieve the goals of this Policy.

Remedial measures are available regardless of whether a Reporting Party pursues a complaint or investigation under this Policy. The University will maintain the privacy of any remedial and protective measures provided under this Policy to the extent practicable and will promptly address any violation of the protective measures. The Title IX

Coordinator has the discretion to impose and/or modify any remedial or protective measure based on all available information, and is available to meet with a Reporting Party or Accused Party to address any concerns about the provision, scope, or application of remedial and protective measures.

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

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

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

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

A. Right to an Advisor

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

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

B. Timeframe for Investigation, Determinations and Appeal

Except for good cause, the University will conclude its investigation, hearing, and appeal process within sixty (60) to ninety (90) calendar days following receipt of a report. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness, fairness, and impartiality. The University may extend this time frame for good cause and will communicate any delay in the process in writing to the parties, including an updated timeframe for completion and the reason(s) for any delay. Good cause may exist for a variety of factors, including the complexity of the circumstances of each allegation, the integrity and completeness of the investigation, to comply with a request by external law enforcement, to accommodate reasonable scheduling requests or extensions by either or both Parties, to accommodate the availability of witnesses, to account for holidays resulting in University closure, or to address other legitimate reasons.

C. Notice

When an investigation is initiated, the Investigator will provide a written notice of investigation. The notification will include, but is not limited to, the following:

- Name of the Reporting Party:
- Nature of the reported prohibited conduct and the corresponding sections of the Sexual Misconduct Policy and Student Handbook;
- Time, date, and location of the reported incident(s), if known
- Right to an Advisor;
- Prohibition on retaliation;
- Name of the individual assigned to investigate the matter; and
- Contact information for the Title IX Coordinator.

If in the course of the investigation, information is provided that discusses different or additional Prohibited Conduct that was not included in the original notification of investigation, the Investigator will provide an amended notice of investigation to the Accused Party outlining the additional information.

Upon receipt of an investigative report, the Hearing Officer will provide written notification of charges to both the Reporting Party and the Accused Party. This notification will include, but is not limited to, the following:

- Name of the individual assigned as the Hearing Officer to determine responsibility and sanctions, if applicable;
- Sections of the Student Handbook that the Hearing Officer determines are alleged to have been violated;
- Invitation to meet with the Hearing Officer;
- Opportunity to provide questions to be asked of the other Party;
- Opportunity to review the investigative report, including the recommendation of the Investigator.

D. Investigation

Where a decision has been made to pursue an Investigation, the Title IX Coordinator, or designee, will assign a trained Investigator to conduct a prompt, thorough and impartial investigation of reports of Prohibited Conduct. All parties and witnesses are expected to provide truthful information. Knowingly providing false or misleading

information is a violation of University Policy and can subject a Student or Employee to disciplinary action. The Investigator or designee will provide timely updates, as appropriate or requested, about the timing and status of the investigation.

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

The Reporting Party and Accused Party will have an equal opportunity to be heard, to submit information, and to identify witnesses who may have relevant information. Witnesses must have observed the acts in question or have information relevant to the incident and cannot be participating solely to speak about an individual's character.

The investigator will determine the relevance of any proffered information, and will not consider statements of personal opinion, rather than direct observations or reasonable inferences from the facts, or statements as to any party's general reputation for any character trait, including honesty.

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

A Reporting Party's prior sexual history will never be used as evidence of character or reputation, and will only be considered during an investigation under limited

circumstances. For example, where there is a current or ongoing relationship between the Reporting Party and the Accused Party, and the Accused Party asserts that the conduct was consensual, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties. The mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Any prior sexual history of the Reporting Party with other individuals is typically not relevant and will only be permitted if it is probative of a material fact, for example, to explain an injury or physical finding.

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

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

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

At the conclusion of the investigation, the Investigator will prepare a written report that summarizes the report, details the information gathered, identifies the potential Policy violations and synthesizes the areas of agreement

and disagreement between the parties and any supporting information or accounts. In preparing the report, the investigator will review all facts gathered to determine whether the information is relevant and material to the determination of responsibility given the nature of the allegation. Before the report is finalized, the Reporting Party and Accused Party will be given the opportunity to review a preliminary investigative report that contains all information to be relied upon in reaching a determination. The Reporting Party and Accused Party may submit any additional comment or information to the investigator within five (5) business days of the opportunity to review the report.

Upon receipt of any additional information by the Reporting Party or Accused Party, or after the five (5) day comment period has lapsed without comment, the Investigator will finalize the report. This finalized report will include a written recommendation at the conclusion of the report detailing whether there is or is not sufficient information alleged to support a finding that Prohibited Conduct occurred using a preponderance of the evidence standard. This finalized report, including the written recommendation, will be given to the Hearing Officer. This recommendation is non-binding on the Hearing Officer, who bears the ultimate responsibility of determining whether the Accused Party is responsible for committing Prohibited Conduct in violation of this Policy.

The Investigator will complete the investigative report and make a recommendation to the Hearing Officer within a time frame that is reflective of the complexity of the circumstances of each allegation, the number and availability of Parties and witnesses involved, or any other matter unique to the circumstances of the investigation.

E. Determination of Responsibility and Sanctions

The Hearing Officer is an individual designated by the University to determine responsibility and impose, as appropriate, any sanctions. Both the Reporting Party and the Accused Party will receive a written notification from the Hearing Officer within five (5) business days from the Hearing Officer's receipt of the investigative report. The Hearing Officer will provide both Parties an opportunity to review the final investigative report and meet with the Hearing Officer separately to discuss the recommended findings and underlying facts. The Parties may submit written comments in lieu of or in addition to an in-person meeting with the Hearing Officer. Any Party may submit written questions that they want to be asked by the Hearing Officer of another Party. The Hearing Officer will review the questions prior to them being asked of another Party to ensure they are appropriate and relevant. At the conclusion of the individual meetings, or upon receipt of additional written comment, the Hearing Officer will make a determination as to whether, based on the preponderance of the evidence standard, the Accused Party committed an act or acts of Prohibited Conduct in violation of this Policy.

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

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

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

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

Both the Reporting Party and Accused Party will be provided an opportunity to meet with the Title IX Coordinator, or designee, to learn of the Hearing Officer's findings, including any sanction when applicable, within ten (10) business days from the time the Hearing Officer has conducted meetings with all relevant Parties. This meeting will provide each Party with an opportunity to ask questions, obtain resources, and discuss their right to appeal. Each Party will have their own meeting, though they will occur near in time in order to provide the decision to both Parties as close to simultaneously as possible. Both Parties will also receive written notice of the Hearing Officer's findings, any sanctions, the rationale for each and the right to appeal at the conclusion of the meeting. Either Party may choose not to meet with the Title IX Coordinator and request only to receive a written copy of the Hearing Officer's findings.

If an Accused Party wishes to return to campus after completing their period of suspension, the University shall notify the Reporting Party if a.) the Accused Party's request to return has been approved and b.) the Reporting Party is currently enrolled in the University.

F. Appeals

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

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

- There was a material deviation from the producers set forth in this Policy or applicable provisions of the Student Handbook that would significantly impact the outcome of the case or may have resulted in a different finding;
- New or relevant information, not available at the time of the investigation or determination of responsibility, has arisen that would significantly impact the outcome of the case.

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

The other Party will have an opportunity to review the appeal and may submit a written response to the appeal to the Title IX Coordinator in the Office of Institutional Equity and Diversity, or designee, within three (3) University business days following a Party's review of the appeal. No additional submissions by either Party will be permitted.

Appeals are not intended to be a full rehearing of the report (de novo). In most cases, appeals are limited to a review of the written documentation and pertinent documentation regarding the grounds for appeal. Absent extraordinary circumstances the appeal panel will not meet with either Party. The decision of the appeal panel is a final determination.

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

XIV. Programming and Training

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

Students who wish to be involved in the University's efforts regarding peer-led prevention and awareness campaigns should contact Anna Kratky, Title IX Coordinator, Kim Sahr, Sexual Misconduct Investigator, and Dr. Jodi Seals, Wellness Program Director. Additionally, the Assembly for Sexual Assault Prevention (ASAP) (slu.sapa.chair@gmail.com), UNA (una.slu@gmail.com) and the Rainbow Alliance (alliance@slu.edu) are student organizations that have expressed their support of those impacted by sexual violence and encourage members of the University to inquire regarding prevention opportunities.

XV. Review and Approval

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

XVI. Revision History

EFFECTIVE DATE	VERSION NUMBER	MODIFICATION
August 18, 2011	1.0	
August 16, 2012	2.0	
August 22, 2013	3.0	
August 19, 2014	4.0	
August 26, 2015	5.0	
July 1, 2016	6.0	
July 1, 2017	7.0	
July 1, 2018	8.0	

1.19 Statement and Policy on Speech, Expression and Civil Discourse

Statement

I. The Jesuit Tradition of Education at Saint Louis University

In 1818, at the behest of Reverend Louis William DuBourg, Bishop of Louisiana, Saint Louis University became the first institution of higher learning west of the Mississippi River. In 1827, The Society of Jesus assumed responsibility of the fledging University. Throughout its long history, SLU has borne witness to rapid social change, shifting mores, and the recasting of cultural values. Yet, despite these changes, it has remained committed to the Judeo-Christian conviction that all Creation, including human rationality, is fundamentally good and to the Catholic insistence on the harmony of faith and reason. These convictions are what prompted Christian thinkers such as Augustine and Aquinas to regard Greek philosophers such as Plato and Aristotle as vital sources of knowledge with profound insights into the human condition. The founder of the Jesuit order, Ignatius of Loyola, had confidence that the discerning mind could find God in all things. The Jesuit order has a history of learning from those beyond the boundaries of Christianity. Matteo Ricci, S.J. studied with Chinese mandarins in the 16th century and many Jesuits, building on Arabic and Greek foundations, achieved great renown as astronomers, physicists, and mathematicians in the 16th and 17th centuries. Because of this tradition, Saint Louis University fully embraces the pursuit of truth for the glory of God and the service of humanity.

II. Freedom of Speech and the Jesuit Tradition

The free and vigorous exchange of ideas, debate, discussion, and disputation are fundamental to the life of a university. In accordance with our Jesuit-Catholic heritage, we are committed to freedom of speech and expression for all members of our community and we welcome a diversity of views to campus. As a University community, we encourage speech that is: intelligent, articulate, and elevating; speech that strives to be respectful of all peoples regardless of race, ethnicity, religious affiliation (or lack thereof), gender, gender expression or sexual orientation; speech that is not needlessly and intentionally contemptuous toward the Jesuit-Catholic identity and mission of our institution. Yet, our heritage commits us to welcome the open exchange of ideas that might be critical of our Jesuit-Catholic mission and identity or offensive to some members of the community. Our commitment to seek the truth wherever it may be found impels us to tolerate even speech that produces offense. However, an invitation to speak on our campus does not express the University's endorsement or approval of a speaker's or performer's ideas or values.

III. Saint Louis University's Commitment to All Members of Its Community

The University affirms its commitment to its members, no matter their race, ethnicity, religion, gender, gender expression or sexual orientation, and it seeks to create an environment in which all members are treated with dignity and encouraged to participate fully in the life of the University. Consistent with the U.S. Constitution, the University prohibits any expressions deliberately intended to incite violence against any group, to threaten imminently the safety of any of its members, or to promote the violation of law. Our internal documents, such as the *Student Handbook* and the *University's Harassment Policy*, prohibit harassment or expressions of bias or hate that "intimidate, mock, degrade, or threaten" members of our community, but the best defense against hate is not to censor, rather it is to shine the bright light of speech on why we should reject hateful rhetoric. This is often achieved with more open speech, not less.

IV. Concern for the Marginalized and Free Speech

In accordance with Catholic social teaching, our university affirms its particular concern for those who are poor, vulnerable, or marginalized. We recognize that many members of our community identify with groups whose very existence has, at times, been imperiled. We affirm our commitment and responsibility as an institution to be cognizant of current climate and politics as they relate to marginalized groups. We do not believe that restricting speech is the only way to protect marginalized groups, because efforts to curtail speech that might be seen as offensive may well endanger the very groups those efforts intend to protect. Our desire is to defend against offensive speech by creating a vigorous commitment to welcome a broad diversity of views, accompanied by measures to allow protest and provide support, especially for marginalized groups. The founders of our country recognized that a free people must be able to speak freely, without fear of retribution from their government. From such a simple assurance comes the ability for citizenry to unite to identify and decry abuses of power and wrongdoing by individuals in position of authority. Free speech is the sine qua non of a democratic republic. The importance of free speech is magnified on a university campus. The University community values its Catholic intellectual, religious, and moral heritage, and it is that very tradition that impels it to embrace and protect freedom of expression.

V. Ignatian Guidelines for Civil Conversation

In 1546, St. Ignatius of Loyola offered guidelines for civility in difficult conversations. He had in mind Jesuit advisors attending the Council of Trent. We believe these precepts are as important today as they were then, and adopt his guidelines below as a model for the kind of civil discourse we hope to encourage at Saint Louis University:

1. Be considerate and kind, especially when it comes to deciding on matters under discussion.
2. Be slow to speak, and only after having first listened quietly, so that you may understand the meaning, leanings, and wishes of those who do speak.
3. Consider the reasons on both sides without showing any attachment to your own opinion, and try to avoid bringing dissatisfaction to anyone.
4. Deal with everyone on an equal basis.
5. Give your opinion with the greatest possible humility and sincerity, and always end with the words *salvo meliori iudicio*—with due respect for a better opinion.
6. Take the time necessary for a full conversation, even if it is inconvenient.

SLU strives to be a community that is animated by commitments to the pursuit of truth and the service of humanity. It is because of these commitments that we embrace freedom of thought, expression, and speech grounded in a mutual commitment to civil discourse.

Policy on Speech, Expression and Civil Discourse

I. Policy Summary

Saint Louis University's (SLU's) commitment to freedom of expression, consistent with its Catholic Jesuit heritage and its status as a research university, is detailed in its *Statement on Speech, Expression and Civility*. This Policy,

and its supporting Procedures, details how the philosophy expressed in the Statement will be promoted and facilitated in the daily life of the SLU community. The focus of the Policy is on creating an environment for learning that embraces diverse opinions across political and ideological spectrums and encourages civil discourse while assuring that the legitimate concerns of the institution for reverence toward diversity, safety of its community and security of the campus environment are met.

II. Who Is Affected by this Policy

This Policy applies to those who comprise the SLU community—students, faculty and staff and their organizations—both when an outside speaker or performer is invited to a public event or a University event as defined herein, or when a member of the University community or organization presents a speech or performance outside the classroom or not as a part of the curriculum for an academic course. The expectation for civil discourse at events and activities is governed by this Policy and extends equally to the SLU community and to those guests and visitors in attendance who are not members of the SLU community.

This Policy does not apply to speakers invited to address a class as a part of the curriculum; to convocations such as commencement; or to speakers and performers in designated University venues when such venues have been rented to unaffiliated organizations, either for-profit or not-for-profit. Such rental arrangements are subject to other University approved policies, which are generally consistent with this Policy.

III. Definitions

Academic community refers to the students, faculty, clinicians, and staff of the University.

Alternative Views and Discourse is a planned and approved opportunity for those with alternative viewpoints concerning the content of a speech or performance to express those viewpoints.

Civil discourse is a framework for behavior of all participants, prior to, during and following a speech or performance on campus. Based on the Ignatian guidelines incorporated in the *Statement*, this Policy defines this discourse as that which encourages those involved to:

- focus on the issues rather than on the individual(s) espousing them;
- defend their interpretations using factual information;
- thoughtfully listen to what others say;
- strive to maintain respect for the other while undertaking a serious exchange of views;
- appreciate and understand that passion in presenting views is not incivility;
- seek the sources of disagreements and points of common purpose;
- embody open-mindedness;
- take the time necessary for a full conversation, even if it is inconvenient.
- avoid violence of any kind.[6]

[6] Adapted from A Plea for Civil Discourse: Needed, the Academy's Leadership: Andrea Leskes. Liberal Education. Fall 2013, Vol. 99, No. 4

Convocation is any University-wide event which is open to the public and a part of the University Academic Calendar, such as Baccalaureate or Commencement.

Designated University Official (DUO) is a University administrator assigned to coordinate any needed University response at any potentially disruptive event.

Disruptive behavior is any effort by attendees at an event to prevent a speaker or performer from exercising the right to free speech by interfering with their ability to be heard.

Organization refers to a group of SLU community members who have formally aligned around a common purpose or theme, and which has been formally recognized by the University.

Outside speaker or performer is an individual or group of individuals not otherwise affiliated with the University invited by a sponsoring organization to speak or perform in a University venue.

Public Event is an event at which attendance is open to the general public.

Publicly-accessible Space includes all traditionally-public areas on the campus such as walkways, quads, plazas, lawns and other green spaces.

Relevant Official (RO) is the University administrator who has responsibility and is accountable for the sponsor's area, for example: the Vice President for Student Development or designee is the RO in the case of student sponsored events and the Provost or designee (e.g. a Department Chair) is the RO for faculty sponsored events.

Senior University Official is the President of the University or another official designated by the President for purposes of implementing this Policy, either in general or in a specific instance.

Speech, Expression and Civil Discourse Committee (SECDC) is an advisory group appointed by the President of the University, chaired by the Vice President for Student Development (or designee), and charged with periodically reviewing this Policy, monitoring its effectiveness and recommending changes when needed. Upon request, the SECDC also provides advice and recommendations regarding controversial event requests. [see Appendix 1]

Sponsor is any individual member of the SLU community or organization of students, faculty or staff formally recognized by the University through its usual procedures for such recognition.

University Event is one at which attendance is limited to members of the sponsoring group (closed university event) or to the SLU Academic community (open university event).

IV. Policy

A. Facilitating Free Speech

1. Basic Tenets

Saint Louis University welcomes diversity of thought and lively debate on the variety of issues that energize an academic community's search for truth. The University recognizes that facilitating free expression is not always tidy and may even be controversial. However, it also recognizes that providing opportunities for such expression is fundamental to its role as an academic institution, and, in particular, as a Catholic Jesuit University dedicated to the pursuit of truth for the greater glory of God and for the service of humanity. The University is therefore strongly committed to providing an environment wherein even the thorniest of matters can be explored openly and argued productively. The University neither dictates nor censors content. It does, however, have a responsibility to members of its community to assure that speech and expressive activities do not infringe on their safety or impede institutional functions.

This Policy complements but does not address the scope of other policies like the University's Bias-Related Incident Protocol or the University's Harassment Policy. If speech and expressive activities during the events covered by this Policy give rise to reports of bias, hate, or harassment, then these two policies provide the mechanisms for addressing the allegations

2. The Responsibilities of Sponsorship

Any individual member of the SLU community or organization of students, faculty or staff formally recognized by the University through its usual procedures for such recognition can sponsor an event that presents speakers or performers in a University venue. With such sponsorship comes responsibility for organizing, conducting and evaluating an event, and accountability for an event's consistency with this Policy and all other applicable University policies. The sponsor's responsibilities include:

- Selection of speakers or performers.
- Informing speakers or performers of the University's commitment to civil discourse and the potential for a presentation of alternative views. (See also Section 4.2.5 below)
- Identifying funds required to support the event, including speaker/performer fees and other costs such as venue charges or security costs, if applicable to the event.[7]
- Responding to contacts (calls, emails, etc.) concerning an event, speaker or performer before and after an event in a timely and responsible fashion.
- Helping assess the potential for disruptive behavior or protests related to the event and proposing a plan for dealing with same. (See Section 4.3)
- Following all established University policies and procedures related to contracting, scheduling and use of facilities.
- Maintaining to the fullest extent possible a safe environment.

Failure to meet any of these responsibilities may result in the sponsor losing the ability to invite outside speakers and performers for a defined period of time.

[7] If the costs of an event are being met in whole or in part, in cash or in kind, by an organization outside the University, the outside organization is responsible for costs incurred by the University in proportion to its financial contribution to the event.

The University may offer consultative assistance and guidance to assist sponsors in planning and presenting events covered under this Policy.

B. Organizing an Approved Event

1. Basic Tenets

Responsibility for planning and managing an event is shared between the sponsor and the appropriate University entities that manage space, catering, security, finance, and other functions that support event success.

2. Venue Considerations

Providing appropriate interior or exterior space for a University sponsor's events to promote dialogue and open exchange of views is an obligation freely accepted by the University. Accordingly, although a sponsor's access to University venues may be limited by considerations of event size, timing and access, it will not be limited as a way of controlling content of an event. Events held inside a University venue will require advance planning and registration. Outdoor expressive events can be held in any publicly accessible spaces on the campus provided the event does not obstruct access to the campus by pedestrians or vehicles, or to University buildings, or interfere with normal University functions. Unless known to the organizers 24 hours before the event that an external speaker(s) will participate, advance approval is not required. Outdoor expressive events are, however, subject to intervention by the University when they involve any of the legal or safety concerns detailed in Section 4.3 of this Policy.

3. Access Considerations

Public Events are open to the general public. Attendees may be subject to screening to determine compliance with University policies concerning possession of firearms, alcohol or other proscribed items on University property. Attendees at University Events are required to show an approved SLU identification at the entrance or at any time when requested to do so by a University official or security personnel.

4. Event Publicity

Public Events open to those not affiliated with the University can be publicized to the larger community through any appropriate means, whereas University Events should be publicized only on the campus, and publicity should include the following statement: "This is a University event limited to the SLU community, and admission to the event will require presentation of a valid SLU identification."

In publicizing any event, the sponsor will clearly indicate in all materials and media that "The views expressed by speakers, presenters, or others who participate in this program do not imply approval or endorsement by the sponsoring group or by Saint Louis University."

5. Alternative Views and Discourse

The University recognizes that there are multiple perspectives on many of the issues that may be the subject of a sponsored event and that such ideological diversity, and its free expression, is fundamental to the search for truth. The presentation of such alternative views at sponsored events is therefore encouraged in efforts to advance the University's commitment to civil discourse and free expression. This presentation provides an opportunity for those who may disagree with the subject matter of a specific event to engage in a form of dialogue with the speaker or performer as well as those hosting and attending the event. Such opportunities for presentation should be planned and approved in advance, to the extent possible, and may be expressed during a moderated question and answer

period, by a respondent speaker or panel at the time of or after the event, in a separate opportunity for such response following an event, or in written materials distributed prior to, or at the event.

6. Catholic Identity

As a Catholic Jesuit institution, the University is mindful of the social and moral teachings of the Catholic Church but has no intention of censoring speech or dictating content. In some instances, the University's senior administration may determine that it is important to offer a perspective in accordance with the University's Catholic Jesuit identity if the subject matter of a speech, performance or presentation is clearly contrary to moral and social teachings of the Catholic Church. This perspective may be presented in a variety of ways and may either be a part of the event itself or presented at another time or place. If sharing a Catholic perspective is to be a part of the event itself, the form and implementation will be coordinated with the event sponsor and RO.

7. Communications

The sponsor is responsible for receiving and responding to pre- and post-event communications such as calls, letters and emails whether such are supportive or critical of the event. The response should include the rationale for the sponsor's choices regarding the event as well as the sponsor's view of the value the event brought to the SLU community.

8. Event Review

Following a public or University event as defined in this Policy, the sponsor is encouraged to prepare a brief report detailing those things that went well, and any problems experienced. In particular, the sponsor's comments on the application of this Policy and the related Procedures to their experience would be useful. The report will be provided to the SECDC as a part of its monitoring responsibility.

9. Political Campaigns

Sponsors must consider that the University, as a tax-exempt entity, is prohibited by law from participating or intervening, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office at any level; and from supporting particular candidates, political parties, or substantial activity that attempts to influence legislation. This prohibition extends to political fundraising and traditional political rallies, and any event involving an elected official, political candidate, or surrogate must be educational in nature and approved in advance by the Relevant Official (RO) and University Counsel. Compliance with these legal requirements does not mean the University will either promote or suppress expression across the spectrum of political thought represented in its diverse community.

C. Managing an Approved Event

Responsibility for managing an event is shared between the sponsor and the University. A representative of the sponsor will set the context for the event. Prior to introducing the speaker or performer, the sponsor's representative will address the University's commitment to civil discourse and freedom of expression and urge attendees to comply in the interests of a fruitful exchange of views. If a presentation of Alternative Views on the speaker's or performer's content is to be a part of the event program, the representative will provide information as to how this will occur.

If deemed necessary for an event, a Designated University Official (DUO) will be present. The DUO is responsible for assuring the event proceeds in a manner consistent with this Policy and that supports the speaker's or

performer's right to be heard and the audience's right to see and hear the speech or performance. Management of events that engender conflict or stimulate demonstrations or protests is discussed in Section 4.4

In the event the speech or performance is interrupted to the extent the speaker or performer's ability to be heard is compromised, the sponsor's representative should the first person to intervene and attempt to bring the event back on track. Intervention techniques for the sponsor may include: 1) reminding attendees of the civil discourse commitment; 2) restating the opportunity for Alternative Views and Discourse, if provided; or 3) recessing the event for a time certain to re-establish control. Response to disruption will be coordinated with the DUO assigned to the event who has the authority to intervene.

In general, the DUO will not intervene in the event unless requested by the sponsor's representative or if the event crosses the threshold to involve a legal or safety concern, that is, activity that:

- Is illegal or represents imminent threat of causing violence or illegal action; or
- Advocates the physical harm, coercion, intimidation or other invasions of personal rights of individuals within the University community; or
- Advocates damage or destruction or seizure of University buildings or other property, or
- Involves activity that disrupts or obstructs the functions of the University or imminently threatens such disruption or obstruction.

A potential sequence of intervening actions on part of the DUO could be as follows:

1. Providing verbal warnings to the disrupting party
2. Requesting removal of persons who present a significant disruption to the event
3. Authorizing security action, in potential conjunction with DPS
4. Suspending or bringing the event to a recess
5. Terminating the event

D. Managing Conflict

1. Basic Tenets

Although the University values and promotes civil discourse as the best approach to examining different positions on controversial issues, it recognizes that many issues involve passionately-held opposing viewpoints that engender conflict. The University supports the right of members of its community to freely express their disagreement with any speaker or performer, provided that such expression neither impairs the speaker's or performer's free speech ability to be heard, nor represents an imminent threat to the safety and security to any members of the SLU community or interferes with the normal functioning of the University. The University's Policy is to facilitate an exchange of views on issues, even when that exchange may be contentious. The University reserves to right to act, however, whenever necessary to maintain a safe and secure environment for its community. Restrictive action on a speech or performance should be taken sparingly, when there is a clear and foreseeable threat to the safety and the orderly functioning of the University's academic and business functions. The remainder of 4.4 contains further detail.

2. Anticipatory Actions

Event sponsors and designated University officials have a joint responsibility for assessing whether a proposed speaker or performer is likely to be considered offensive or harmful by individuals or groups within the SLU

community. For those instances where an individual or group in the SLU community is likely to be aggrieved by a speaker or performer, it is strongly encouraged that a conversation takes place in advance involving University officials, the sponsor, and aggrieved parties to examine and consider potential impacts and concerns. As a part of the discussion, potential for the presentation of Alternative Views or other demonstrations of dissent from a speaker or performers views should at least be considered.

When considering an event request, particular attention will be given to whether or not the proposed speaker or performer espouses positions that denigrate or attack marginalized individuals or groups, those who experience structural discrimination and systemic injustice in our society. In such situations, the University must consider the impact a speaker or performer may have on the individual or group and take appropriate supportive actions. These actions may include publicly rejecting or condemning some ideas and beliefs promulgated by the proposed speaker or performer, as well as providing care and concern for vulnerable individuals, as dictated by the circumstances in a specific situation.

In instances where a proposed speaker or performer has a track record of creating controversy or taking position(s) in conflict with the traditions and values of the University as set out in the *Statement,* or advocating actions that raise concerns for safety, the RO will notify the sponsor of the specific concerns raised by the invitation. The RO will work with the sponsor to assess the potential risk posed by the proposed speaker or performer(s) and develop a plan of action to address such risks. The RO may consult as needed with the SECDC and/or with subject matter experts. Following review, the RO will provide guidance to the sponsor concerning the location, structure and timing of the event, as well as the consideration of Alternative Views (see section 4.2.5).

Speakers or performers invited by an academic department, although not connected to a particular class or curriculum, and members of the SLU community (i.e., faculty, staff and students) who are presenting or performing on campus are excluded from the requirements set forth in this section 4.4.2.

3. Basis for Rejecting a Proposed Event or Rescinding an Invitation to a Speaker or Performer

While a decision to reject a proposed event or rescind an invitation to a speaker or performer is the last and least preferred option, in rare instances an event request may be rejected by the RO if it is concluded that the speaker or performer's advocacy of any actions or positions are deliberately intended to incite violence against any group, to threaten imminently the safety of any of its members, or to promote the violation of law, or are deemed likely to constitute a clear, present and significant risk to the orderly implementation of the University's activities and its obligation to maintain a safe environment for its community and its members.

At Saint Louis University, the safety of our community means that individuals are not subject to physical harm, coercion, direct threat or intimidation, or other invasions of their personal rights. Factors to be considered in this determination include:

- Background information about the speaker's/performer's positions, works, published speeches, etc.
- Whether the track record of the speaker or performer in other settings has been marked with any violence, direct and targeted safety threats, or other civil disruption incompatible with this Policy.
- The University's ability to ensure the safety of those participating and attending an event.

To maintain a safe environment for the SLU community and to avoid rejecting a proposed event, the RO may stipulate that attendance at the event be limited to members of the sponsoring group (closed university event) or to the SLU Academic community (open university event).

4. Appeal of Decision to Reject a Proposed Event

A sponsor has the right to appeal any decision of the RO to reject or restrict a request to hold a proposed event. The appeal shall be in written or electronic form and submitted to the RO. The appeal should provide a detailed response to the reasons given for disallowing or restricting the event and include a specific request for relief. The RO will consult with the SECDC in considering the appeal. The sponsor has a right to attend any meeting at which the appeal is considered and to be heard as a part of the proceeding. After an appeal meeting, the RO and the SECDC will make recommendations to the President, who has the final authority to uphold or set aside the original decision under appeal. In most instances, the appeal will be decided within 10 working days.

5. Protesting an Event

Protest by members of the University community is a form of expression of free speech that is supported by the University, provided such activities do not violate a speaker or performer's ability to be heard and an audience's ability to see and hear a speech or performance. It is the responsibility of designated University officials and the sponsor, working together, to assess the potential for protest in conjunction with an event and make arrangements for reasonable accommodation of protesters as part of the event plan. When deemed necessary, such arrangements may include reservation of appropriate space(s) adjacent to the event venue for protesters. However, it is not required that protests be limited to a specific location, and all publicly accessible spaces on the campus are available for protest, provided that such activities do not violate this or other University policies.

E. Violations of Policy

All members of the SLU community are accountable for their actions in maintaining an environment of open and civil exchanges of ideas. Students violating this Policy will be subject to the disciplinary procedures under the University's Code of Community Standards. Faculty and staff violations will be handled in accord with the University's Faculty Manual and Human Resources policies.

F. Related Documents and Tools

This Policy on Civil Discourse, Speech and Expression is derived from, and supports, the Saint Louis University *Statement on Speech, Expression and Civility* which details the values, history and commitments of the institution to freedom of expression. In turn, this Policy undergirds the University's *Procedures* for implementing this *Policy.*

G. Roles and Responsibilities

Assuring compliance with this Policy is the responsibility of the RO for the sponsor's area and, ultimately, the President. The implementation of the Policy will be reviewed periodically by the SECDC. In carrying out that responsibility, the functions of the Committee include developing guidelines as needed to implement this Policy; monitoring of the effectiveness of the Policy and Procedures in achieving their intent; proposing amendments to the Policy and Procedures when needed; and periodically communicating and maintaining transparency with the SLU community concerning the effectiveness of the Policy and Procedures in supporting the objectives articulated in the *Statement on Speech, Expression and Civility*. The SECDC also helps develop, publicize and review appeal procedures.

H. Revision History

REVISION HISTORY		
EFFECTIVE DATE	**REVISION NUMBER**	**MODIFICATION**
	1.0	New Document

1.20 Student Grievance (Non-Academic and Non-Student Employment)

I. Introduction

The following grievance procedure is available to Students, if a Student believes they have not received fair treatment with respect to services provided by the University, outside of the classroom and workplace.

II. Purpose

In support of Saint Louis University's commitment to *cura personalis* or "care for the whole person," the Dean of Students Office is committed to serve as a fair and impartial intermediary to connect undergraduate and graduate Students to resources, explore solutions, and provide appropriate conflict resolution to address non-academic and non-student employment Student grievances. The Dean of Students Office is a safe environment for Students to share their concerns. When reporting a non-academic or non-student employment grievance, the role of the Dean of Students Office is to listen to concerns, help identify options for navigating through difficult matters, provide information on university policies and procedures, make appropriate referrals, and work to facilitate a fair resolution of issues. In alignment with Saint Louis University's Standards of Conduct, the Dean of Students Office is committed to serving undergraduate and graduate Students by demonstrating the University's shared values and committing to the following process:

- The Dean of Students Office will research and present all possible options to a Student with a grievance.
- The Dean of Students Office will strive to help a Student with a grievance reach a state of resolution or lesser conflict within ten (10) University business days when possible.
- The Dean of Students Office will be transparent with a Student about the Office role and what can be done, and clearly states that the Office is that of a guide and not a place to solely find a solution for a Student.
- The Dean of Students Office will help facilitate positive change for a Student with a grievance normally within ten (10) University business days after initial contact. The Dean of Students Office will check in with the Student and they will collectively determine whether there is need to continue to work together.
- The Dean of Students Office will work to promote fairness and justice for all Students.

III. Definitions

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

1. The term "Conflict Coaching" refers to the conflict resolution process whereby Students get advice or "coaching" from the Dean of Students Office to guide them in engaging in resolving the grievance more effectively.

2. The term "Facilitated Dialogue" refers to the conflict resolution process whereby the Dean of Students Office facilitates a conversation between the Student and a representative from the department involved in the grievance for the parties to gain an understanding of the other's point of view. In this conflict resolution process, parties maintain ownership of the outcome.

3. The term “Grievance” refers to situations where a Student believes they have not received fair treatment with respect to services or programs provided by the University, outside of the classroom and workplace. For purposes of this Policy, the Dean of Students Office only has authority to engage with a Student regarding non-academic and non-student employment grievances.

4. The term “Mediation” refers to a voluntary, semi-structured process where the Dean of Students Office assists the Student and a representative from the department involved in the grievance in identifying, and hopefully satisfying, their individual and mutual interests relative to the dispute. The Dean of Students Office identifies a mediator in the process and provides a written outcome to which both parties agree.

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

6. The term “Non-student Employment” refers to concerns not related to a Student’s employment.

7. The term “Student” refers to any and all persons enrolled at or taking courses through the University in any capacity.
8. The term “University” refers to Saint Louis University and all its affiliated schools, divisions, departments and related entities, campuses and controlled properties.

IV. Overview and Application of Policy

This Policy applies to all undergraduate and graduate Students enrolled at Saint Louis University. Academic grievances should be addressed with the academic College or School in which the Student is enrolled. Student Employment grievances should be addressed with the appropriate department, office or unit in which the Student is employed. The Dean of Students Office will help guide a Student to appropriate resources and support that are outside the scope of this Policy, if necessary. Information on the process for academic grievances can be found on the Provost’s website at https://www.slu.edu/provost/accreditation-compliance/student-complaints.php. Information on the process for student employment grievances can be found at https://www.slu.edu/human-resources-home/staff-grievance-Policy .

V. Procedures

The objective of the Student Grievance Policy is to facilitate resolution within ten (10) University business days, when possible after initial contact. The Dean of Students Office will follow-up with the Student to mutually determine if further communication is needed.

Grievance Report Process:

1. A Student who believes that they have a grievance may complete the Student Grievance Reporting Form. Other forms of communication will be accepted upon request.

2. The Student will receive an email confirmation that the report was submitted and routed to the Dean of Students Office for review.

3. The Dean of Students Office will contact the Student via e-mail upon receipt of the Incident Report to schedule a meeting.

4. The Dean of Students Office will then conduct an initial review to confirm the grievance is non-academic and non-student employment related, and that the Student has tried to resolve the grievance within the appropriate department where the services or programs are provided. The Dean of Students Office will then research the grievance by interviewing all related parties and reviewing available and relevant information.

5. Upon completion of information gathering and full review, the Dean of Students Office will contact the Student to discuss the findings.

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

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

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

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

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

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

VI. Responsibilities of the Dean of Students Office Regarding (Non-Academic & Non-Employment) Student Grievances

The Dean of Students Office shall:

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

The Dean of Students Office shall not:

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

VII. Contact information

Dean of Students Office
Busch Student Center, Suite 356
Email: cura@slu.edu
Incident Report Form: grievance.slu.edu

VIII. Relevant University Policies and Other References

Saint Louis University Policies - University Community Standards

1.21 Student Identification

All registered Students are expected to carry their University Identification Card (SLU ID card) at all times for identification purposes. Misplaced IDs can be temporarily frozen. Contact Parking, Card, and Transportation Services to temporarily freeze your ID and then to unfreeze when recovered. Lost or damaged cards must be replaced by Parking, Card, and Transportation Services immediately at the Student's expense. If your ID is stolen and you bring the police report number from the theft, your ID card can be replaced at no additional charge. SLU IDs are the property of Saint Louis University and must be shown to any University official or their designated agent upon request.

1.22 Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S. C. § 1232g, as amended, is a federal law giving certain rights to families or Students regarding education records at schools of every level receiving funding from the U.S. Department of Education.

At the postsecondary school level, the rights afforded by FERPA belong, in general, to the Student rather than the family.

These rights, as summarized in the Department of Education regulations, 34 C.F.R § 99.7, are as follows:

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

1.23 University Events

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

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

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

1.23.3.2 Register the Activity. All student organization events must obtain approval from the Student Involvement Center prior to securing space and/or advertising for the event. All requests should be submitted at least twenty (20) business days prior to the desired event date.

Registration should follow one of the following procedures:

1. Submit a Speaker Approval form, available in SLU Groups, to insure the featured speaker complies with the University's Speech, Expression and Civil Discourse Policy. Once the speaker is approved, the organization shall proceed by submitting an event approval request, and then complete the process by reserving space via "25Live."

2. If the event does not include a featured speaker, the organization should submit an event approval request. Upon receiving approval, the organization can reserve space via "25Live." Obtain a Program Planning Form, found online from the Student Involvement Center and follow the policies outlined in the Registration of Programs and Events set forth in Section 3.3 of the Student Organization Policies. Complete the form and submit it to the Student Involvement Center in Busch Student Center, Suite 319 at least twenty (20) business days before the event.

1.23.3.3 Contracting Services s. No contracts on behalf of the University may be signed by any unauthorized individual, which includes students conducting business on behalf of their organization. Contracts may only be signed by authorized University officials. Personal liability for the event may result for the individual signing contracts on behalf of the University without authorization. Consult the Student Involvement Center at (314) 977-2805 for details.

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

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

1.24 Weapons Policy

I. Introduction

Saint Louis University prohibits firearms and other weapons, as defined in Section 4.0 of this Policy, on its premises in accordance with and to the maximum extent permitted by federal, state, and local laws and regulations.

II. Purpose

The purpose of this Policy is to provide a safe working and educational environment for all students, faculty, staff and visitors.

III. Personnel Affected

Except as specified in Section 6.0, this Policy applies University wide, to all students, faculty, staff, volunteers, visitors, independent contractors and vendors and their employees, and supplements but does not replace or substitute any other applicable University policy or procedure. Subject to review and approval by the Assistant Vice President for Public Safety, University departments, e.g. Residence Life, may adopt additional restrictions that would apply within their department.

IV. Definitions

For the purposes of this Policy, the term "weapon" is defined as any dangerous instrument, device or substance, intended to cause death, designed, or has been adapted or converted for the purpose of causing death, inflicting physical injury, or causing property damage, including. without limitation: firearms, including devices designed or converted to expel a projectile by the action of explosion, pressurized gas or mechanical action (such as pellet and BB guns); bows, crossbows, slingshots or any other projectile weapon that is not a firearm; knives with blades greater than four (4) inches in length, except culinary knives; knives with blades that fold or close into the handle, and open automatically by pressure applied to a mechanism located in the handle, or that open from the handle by the force of gravity or application of centrifugal force ("switchblade" knife); any instrument or device designed, adapted or converted for the purpose of stunning or inflicting physical injury by striking a person (such as a club, "sap", or "blackjack"); any device designed, adapted or converted for the purpose of stunning or inflicting physical injury by delivering an electrical charge (such as a Taser or stun-gun); any explosive or incendiary substance, or device designed, adapted or converted for the purpose of causing an explosion or fire; any noxious gas or chemical substance, except for those used in University approved laboratories, and any device designed, adapted or converted for the purpose of releasing a noxious gas or chemical substance, except for small hand-sized (units of not more than 3 oz. nor more than 18% OC) personal protection devices sold commercially (commonly referred to as "mace") in the state of Missouri, that eject a repellant or temporary incapacitating substance for the purpose of causing a temporary adverse physical effect on a human being.

For the purposes of this Policy, a Prop/Theatrical Weapon is defined as any device that could be reasonably mistaken for a weapon, such as a toy gun, starter gun, or theatrical weapon.

V. Policy

All Saint Louis University Students, faculty, staff, volunteers, visitors, and independent contractors, vendors and their employees are strictly prohibited from carrying Weapons on premises owned or controlled by the University and in vehicles owned or controlled by the University, regardless of whether they possess a valid Concealed Carry Weapons permit to carry a firearm. University students, faculty, staff, and volunteers are prohibited from storing Weapons on premises owned or controlled by the University, including inside of their personal vehicles regardless of whether they possess a valid Concealed Carry Weapons permit to carry a firearm.

Visitors to the University, independent contractors, vendors and their employees are also prohibited from storing Weapons inside of their company owned or personal vehicles regardless of whether they possess a valid Concealed Carry Weapons permit to carry a firearm.

All Saint Louis University students, faculty, staff, volunteers, visitors, and independent contractors, vendors and their employees are prohibited from possessing, carrying, or using a Prop/Theatrical Weapon without prior written approval from the Assistant Vice President for Public Safety; provided however, under no circumstances will a Prop/Theatrical Weapon be permitted inside University owned or operated residential facilities.

VI. Exceptions

The following are the only exceptions to this Policy:

a. Members of the Department of Public Safety who are required to carry a weapon in accordance with departmental Policy.

b. Security officers authorized by their employer, and duly licensed and legally permitted to possess weapons such as employees of armored car services that collect and transport cash, checks and other valuables.

c. Federal, state and local law enforcement officers in the performance of their duties.

d. Members of the armed services performing official duties as defined by law, regulation, or lawful order.

Prior written approval must be obtained from the Assistant Vice President for Public Safety when a weapon (real or replica) will be used in a University course or activity, a program or activity conducted on University premises by an outside organization, used in connection with an athletic activity or drill, public ceremony or artistic performance.

VII. Procedures

If you have reason to believe an individual is in possession of a weapon in violation of this Policy you should immediately contact the Department of Public Safety by calling (314) 977-3000, or local law enforcement authorities by dialing 911, and provide a description of the individual and their location. Do not approach the individual or investigate. If you have any uncertainty in deciding whether to make a report, you should decide in favor of making a good faith report. Questions and inquiries about this Policy should be directed to:

The Department of Public Safety (DPS)

Communications Center: (314) 977-3000

Division of Human Resources: (314) 977-2360

VIII. Policy Violations

Anyone possessing a weapon in violation of this Policy will be asked to immediately remove the weapon from University premises, or surrender the weapon to Department of Public Safety officers or local law enforcement authorities. Failure to comply may result in arrest and/or criminal prosecution. University faculty, staff, and volunteers found in violation of this Policy, shall be subject to applicable University disciplinary policies, and any violation of this Policy may result in sanctions up to and including their termination. Any students found in violation of this Policy may be subject to disciplinary actions under the Community Standards in the Student Handbook, which do not imitate or serve as a substitute for civil or criminal proceedings, but rather have been created to maintain and preserve the educational nature of the University and ensure an inclusive community.

IX. Other Related Policies

Community Standards

Housing and Residence Life Handbook

Residence Life Community Living Principles

X. Approval

Effective Date: Sept.7, 2016

2.0 Statement of Student Rights & Responsibilities and Community Standards

Preamble

Saint Louis University is committed to the preservation of personal dignity and the safety of its community members. All members of the University community share responsibility for fostering this environment by adhering to standards of conduct. Those standards of conduct are provided in the University's Community Standards, which help create an educational climate of excellence that is rooted in the Catholic Jesuit tradition. Saint Louis University Students are expected to strive for excellence, to develop their talents through discovery and reflection, and to be concerned for the *cura personalis* (care of each individual). Students are expected to contribute to the development and sustainability of their campus community through word and action. The Saint Louis University community is characterized by respect for the dignity of others and the pursuit of truth.

In order to demonstrate respect for the dignity of others, it is essential that Students assume responsibility for their behavior and that of their guests. When Students and/or their guests negatively infringe on the rights of others, the University may intervene and take disciplinary action when necessary. Processes initiated in accordance with the Community Standards and other University policies are integral to the educational mission of the University and are administered in a manner consistent with our Catholic Jesuit Identity. Disciplinary actions taken under the Community Standards are not intended to imitate or to serve as a substitute for civil or criminal proceedings, but rather have been created to maintain and preserve the educational nature of the University and ensure an inclusive community.

Statement of Student Rights and Responsibilities

In joining the SLU community, Students are afforded certain rights and assume certain social responsibilities that are critical for Students to have access to a safe place for learning and living in community, reverence toward diversity, and security of the campus environment.

- The Right to Learn, which includes the right of access to diverse ideas, the right of access to facts, the right to express diverse ideas and opinions, and the right to discuss those ideas with others.
- The Right to Exist and Peaceful Coexistence, which includes the right to be free from violence, force, intimidation, threats, and abuse, allowing all Students to be who they are and move about freely.
- The Right to Free Speech, and Expression with Civility, consistent with the University's Catholic Jesuit heritage, which includes a commitment to providing an environment wherein even the thorniest of matters can be explored openly and argued productively. Students, however, not only have a responsibility to assure that speech and expression do not infringe on the safety of others or impede institutional functions, but also have the opportunity to freely express their disagreement, provided that such expression neither impairs other, including differing, viewpoints or expression, nor interferes with normal functions of the University.
- The Right of Privacy, which includes the right to be free of unauthorized search of personal property. This right to privacy, however, does not supersede a Student's contractual agreement to follow University Policy while attending SLU or when living in University Housing. In the interest of protecting University persons and property, which includes the residence halls, there may be times when it is necessary for University personnel to enter and/or search residence hall rooms. (See Appendix B, Housing & Residence Life Handbook.)

- The Right to Report, which empowers Students to be free to report any action that they believe unduly interferes with their rights and learning environment and the right to receive a reasonable response according to University Policy to that report.

Notice of Non-Discrimination

All Saint Louis University programs and activities are open to all Students without regard to sex, gender, gender identity and expression, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, pregnancy, genetic information, or any other protected classification. (See the University Harassment Policy, 1.8).

2.1 Definitions

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

2.1.2 The term **"Advisor"** refers to an individual provided by the University or selected by a Reporting Party or Accused Party, who is present at any meeting related to an investigation or disciplinary proceeding. An advisor of choice may include an attorney retained by a Party at their own expense. An advisor provided by the University will be trained in regard to University policies, procedures, and resources. Advisors may participate in University processes in an advisory capacity, but they may not take part directly in the investigation, meeting with the Hearing Officer, or appeal. If a party wishes to speak privately with their advisor they may request a brief recess from the meeting or proceeding. The University has the right at all times to determine what constitutes appropriate behavior on the part of an advisor. The advisor may not be a fact witness or otherwise have any conflicting role in the process.

2.1.3 The term **"Appeal Body "** refers to any University official or group authorized by the University to hear appeals of decisions implemented by a Hearing Officer. See University Appeal Board (UAB) and Community Standards Appeal Board (CSAB).

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

2.1.5 The term **"Community Standards"** refers to University policies and standards of conduct provided to create a safe learning and living environment that is grounded in our Catholic Jesuit identity.

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

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

2.1.8 The term **“Hearing”** refers to the meeting in which a Student is provided the opportunity to meet with a Hearing Officer and either take responsibility or not take responsibility for the alleged Community Standard violation(s) as provided in their notification letter. For those Hearings concerning violations that could result in suspension or expulsion from the University, a Student may have an Advisor accompany them.

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

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

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

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

2.1.12 The term **"Student Organization"** refers to any number of persons who have complied with the formal requirements for University recognition or registration.

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

2.1.14 The term **"University Activity"** refers to any on campus or off campus event or function conducted, approved, sponsored or funded, in whole or in part, by the University or any Student Organization.

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

2.2 Policy Overview and Applicability

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

The University reserves the right to initiate action and seek appropriate outcomes for misconduct which is not specifically identified in the Community Standards or in other University policies, rules and regulations whenever in

the judgment of the Vice President for Student Development or their designee, it is determined to be in the best interest of the University. This includes misconduct that occurs off campus, regardless of whether it is named in the University Community Standards.

2.3 Professional Standards

All undergraduate, graduate and professional program Students at the University are both members of a particular school and college, as well as general members of the University Community. Because social behavior, professional behavior and discipline in certain professional groups may be closely related to professional suitability, the dean of a particular school or other similarly situated person will have and may assume full authority and responsibility to handle incidents involving professional suitability. Standards of professional behavior and policies and procedures for handling such matters observed by the individual academic units may take precedence over the policies set forth in the Community Standards at the discretion of the Vice President for Student Development, or designee. A Student may be accused of and sanctioned for violating the Community Standards and for violating academic unit policies arising under the same facts, circumstances and actions.

2.4 Violation of Law and the University Community Standards

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

2.5 Conduct Occurring Off Campus

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

- The extent to which the behavior significantly impairs, obstructs, or interferes with the mission, processes or normal functions of the University.
- The impact of the behavior upon other members of the University.
- The potential positive impact that a resolution of the matter under the Community Standards would have on the University community and the Student.

2.6 Residence Hall/Apartment Rules and Regulations

Students and guests in the residence halls/apartments are subject to the rules and policies appearing in the Residence Life Guide, Residence Hall/Apartment Contract, and the Community Standards. Individual floors and halls/apartments also have authority to formulate standards of behavior for the residents in addition to those contained herein, subject to the approval of the Director of Housing and Residence Life and are incorporated herein. These policies will be established using the processes and criteria published by the Department of Housing and Residence Life. Floor and hall/apartment Policy changes must be posted in designated areas or distributed to the affected individual Students at least 72 hours before they become effective. In the event of a conflict between any floor or hall Policy and those policies contained in the Community Standards or elsewhere, the more stringent Policy will take precedence.

2.7 Community Standards Violations

2.7.1 Abusive Behavior

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

2.7.2 Aiding or Facilitating

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

2.7.3 Alcohol - Underage Drinking/Possession

Any unlawful use or possession of alcoholic beverages by any Student under the age of 21. Any student who is found responsible for this violation may receive a monetary fine and/or fee applied to their student account.

2.7.4 Alcohol - Public Intoxication

Under the influence of alcohol in public to the degree that they are a danger to themselves and/or others, or causing a significant disruption in the community. Any student who is found responsible for this violation may receive a monetary fine and/or fee applied to their student account.

2.7.5 Alcohol - Fake ID

Using, possessing, or providing a driver's license or other identification with information inconsistent with information maintained by the University for the purpose of purchasing alcohol or entering an establishment that requires patrons to be 21. Any student who is found responsible for this violation may receive a monetary fine and/or fee applied to their student account.

2.7.6 Alcohol - Open Containers

Open containers of alcohol are not allowed in any area of campus unless otherwise designated. Alcohol is not permitted to be removed from areas designated for alcohol consumption in public areas. Specific to residential living, no person is allowed to have open or unopened containers of alcohol in a common area (including, but not limited to, hallways, lounges, kitchens, bathrooms, elevators, or game rooms) or in outdoor public areas. No alcohol is permitted on a balcony/patio at any time. Any student who is found responsible for this violation may receive a monetary fine and/or fee applied to their student account.

2.7.7 Alcohol - Purchasing or Providing Alcohol to Minors

Buying alcohol for or providing alcohol to anyone under the age of 21. This includes, but is not limited to, providing alcohol at a party where underage Students are drinking. Any student who is found responsible for this violation may receive a monetary fine and/or fee applied to their student account.

2.7.8 Assault

Intentionally committing physical harm against any person.

2.7.9 Complicity

a. Complicity with or failure of any Student to take action to prevent or appropriately address known or obvious violations of any University Policy or the University Community Standards.

b. Complicity with or failure of any organized group or Student Organization to take action to prevent or appropriately address known or obvious violations of any University Policy or the University Community Standards.

2.7.10 Destruction of Property

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

2.7.11 Dishonesty

Acts of dishonesty, including the following:

a. Providing false and/or misleading information to a University official, Faculty, an authorized University agent, or other member of the University community;

b. Inappropriately manufacturing, altering, possessing in violation of University Policy, or otherwise misusing any University or legal document(s), record, or instrument of identification, and,

c. Academic Dishonesty which includes but is not limited to:

i. Falsification;

ii. Plagiarism or intentional representation of someone else's thoughts or words as if they were one's own or plagiarism;

iii. Academic Cheating or the use of unauthorized assistance to gain an academic advantage over other Students through unauthorized assistance of technical aids, resources not approved by the instructor;

iv. Sabotage; and

v. Collusion and Concealment.

Academic Dishonesty violations may be adjudicated under the University's Academic Integrity Policy, which can be found the at the Academic Affairs website, https://www.slu.edu/academics/graduate/university-wide_academic_integrity_Policy_final_6-26-15.pdf.

2.7.12 Disorderly Conduct

Breach of peace; leading or inciting others to disrupt scheduled or normal activities. This may also include drunken and rowdy behavior.

2.7.13 Disruptive Behavior

Behaviors and expressive activities that disrupt, interfere with, obstruct, sabotage, or prevents classroom activities, studying and learning spaces across campus, including but not limited residential housing, teaching, research, and academic advising, or other University learning or scholarly activities, as well as normal University functions, or that undermines the academic success of others. (See the University's Behavioral Care & Concern (BCC) Policy BCC.)

2.7.14 Drugs

Use, possession, manufacturing, sale, purchase with the intent to distribute, or distribution of illicit drugs, controlled substances, or drug paraphernalia except as expressly permitted by law. This also includes legal substances that are used in a way not intended by the manufacturer (e.g. huffing nitrous oxide, whippits). Factors such as odor, Student's physical appearance, and conditions within the room will be taken into consideration when determining whether a drug violation has occurred. (See University Policies 1.6 and Residence Life Community Living Policies 4.2). Possession of marijuana under a valid medical marijuana card is not permitted on campus. (See University Drug Policy, 1.6). Any student who is found responsible for this violation may receive a monetary fine and/or fee applied to their student account.

2.7.15 Failure to Comply

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

2.7.16 Failure to Evacuate

Failure to evacuate a University-owned or controlled building during an emergency or when advised to do so by a University official.

2.7.17 Fraud

Wrongfully deceiving a University official, authorized agent, or member of the University Community for the purpose of academic, financial, or personal gain.

2.7.18 Harassment

Any unwelcome, unsolicited, and offensive conduct that injures, degrades, shows hostility, or disrupts from the formation of an inclusive environment directed toward a person or group of people because of sex, gender, gender identity and expression, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital

status, military status, veteran status, pregnancy, genetic information, or any other protected classification. (See the University Harassment Policy, 1.8).

2.7.19 Hazing

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

2.7.20 Inappropriate Conduct

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

2.7.21 Indecent Conduct

Sexually explicit, graphic, abusive, degrading, intimidating, or offensive jokes, comments, remarks, gestures, and acts. Engaging in sexual acts in a residence hall/apartment while others are present will be a violation under this community standard.

2.7.22 Intimate Partner Violence

Any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a romantic, sexual, dating, spousal, domestic, or other intimate relationship. Whether a dating relationship exists will depend on the length, type, and frequency of interaction. A domestic relationship also includes a current or former cohabitant, a person with whom a victim shares a child in common, a person similarly situated to a spouse under domestic or family violence law, or anyone else protected under domestic or family violence law. Intimate Partner Violence may include any form of Prohibited Conduct under this Policy, including Sexual Assault, Stalking, and Abusive Behavior. (See the University's Sexual Misconduct Policy, 1.18).

2.7.23 Retaliation

Any harassment, threats, intimidation, or coercion, or attempts thereof that would discourage any person from reporting a violation of University Policy, the Community Standards, or from participating in an investigation or hearing process. (For Sexual Misconduct violations, see the University's Sexual Misconduct Policy, 1.18).

2.7.24 Safety Violation

a. Intentionally or recklessly starting a fire.

b. Misusing fire safety equipment or elevators.

c. Intentionally or recklessly endangering the welfare of any individual.

d. Intentionally or recklessly obstructing fire, police, or emergency services.

e. Using, possessing, or storing dangerous chemical, fireworks, or explosives on University property, or illegally possessing dangerous chemicals, fireworks or explosives on an off campus property.

f. Utilizing any instrument in a manner that endangers or tends to endanger any person.

g. Obstructing the free flow of pedestrian or vehicular traffic on or adjacent to University premises or at University events.

h. Failing to comply with the reasonable and lawful directions of University officials and University police.

i. Failure to evacuate a building in an emergency or when directed to do so by a University Official.

2.7.25 Sexual Misconduct

Refers to a wide range of behaviors and encompasses any sexual behavior that was committed without consent. Sexual Misconduct may vary in severity and consist of behaviors including, but not limited to: conduct that violates Saint Louis University's Sexual Misconduct Policy, Harassment Policy, and Community Standards as well as a person's rights, dignity, and integrity.

2.7.26 Sexual or Gender-Based Harassment

Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature if

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

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

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

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

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

- May be committed by or against anyone, regardless of sex, gender, sexual orientation, gender expression/gender identity;
- May occur between people of the same sex or different sexes;
- Does not have to be "directed at" a specific person or persons to constitute harassment;

- May include both intentional conduct and conduct that results in negative effects, even if those negative effects were unintended;

- Often includes a power differential between the parties based on differences in age or educational, employment, or social status;

- May be committed by a stranger, an acquaintance, or someone with whom the Reporting Party has a current or previous relationship, including a romantic or sexual relationship;
- May occur in the classroom, in the workplace, in residential settings, or in any other setting; and

- May be committed in the presence of others, when the parties are alone together, or through remote communications, including email, text messages, or social media.

2.7.27 Sexual Assault

Engaging or attempting to engage in any form of sexual contact or sexual intercourse with another without Effective Consent and/or by force.

Sexual Contact is:

- Any intentional contact with the breasts, buttocks, groin, genitals, or mouth with any object or body part, whether it is over or under clothing;
- Making another touch you or themselves with or on any of these body parts; or
- Any other intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Sexual Intercourse is:

- Vaginal penetration, however slight, by a penis, object, tongue or finger;
- Anal penetration, however slight, by a penis, object, tongue, or finger; or
- Oral copulation (mouth to genital or anal contact or genital or anal to mouth contact).

2.7.28 Sexual Exploitation

Non-consensual or abusive sexual advantage taken by an individual of another for their own advantage or benefit, or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute any other form of Prohibited Conduct. Examples of Sexual Exploitation include, but are not limited to:

- Invasion of sexual privacy, including observing or allowing another individual to observe another's nudity or sexual activity without the Effective Consent of all individuals involved;
- Prostituting another person;
- Non-consensual video or audio-taping of sexual activity;
- Engaging in voyeurism;
- Knowingly exposing other individuals to a sexually transmitted infection or virus without that individuals' knowledge of the exposure;
- Exposing or inducing another to expose their genitals without consent; or

- Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

2.7.29 Stalking

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

A course of conduct means two or more acts, including, but not limited to acts in which the stalker directly, or indirectly, or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Stalking includes, but is not limited to, the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, online dating sites, cell phones, texts, or other similar devices or forms of contact are used.

Examples of stalking may include, but are not limited to:

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

2.7.30 Smoking

Tobacco use is prohibited on campus. "Tobacco" is defined to include, but not be limited to, any lit cigarette, cigar, pipe, bidis, clove cigarette, e-cigarettes, any other smoking product; smokeless or spit tobacco, also known as dip, chew, snuff, or snus in any form; and any other tobacco product or device not approved by the FDA for the strict purpose of tobacco cessation. (See University Tobacco-Free Policy @ http://www.slu.edu/tobacco-free-Policy). Any student who is found responsible for this violation may receive a monetary fine and/or fee applied to their student account.

2.7.31 Theft

Removal, attempted removal, or possession of University property (including residence hall property and apartment property), another's personal property, or public property, on or off campus.

2.7.32 Threatening Behaviors

An expression of intention to cause physical or mental harm to any person.

2.7.33 Trespassing

Unauthorized entry into any room, building, structure, facility, or area on or off campus.

2.7.34 Unauthorized Access

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

2.7.35 Unauthorized Use of Electronic Devices

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

2.7.36 Unauthorized Use of Computers

Theft, unlawful use of or other abuse of computer facilities, files, software and resources, including but not limited to:

a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;

b. Unauthorized transfer of a file;

c. Use of another individual's identification and/or password;

d. Use of computing facilities and resources to interfere with the work of another Student, faculty member or University Official;

e. Use of computing facilities and resources to send obscene or abusive messages;

f. Use of computing facilities and resources to interfere with normal operation of the University computing system;

g. Use of computing facilities and resources in violation of copyright laws;

h. Any violation of the University's Appropriate Use Policy, Student Handbook, 1.3.

2.7.37 Violation of University Policy

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

2.7.38 Weapons

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

2.8 Hearing Procedures

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

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

2.8.3 Hearing Procedures

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

1. The Director of the Office of Student Responsibility and Community Standards (Director), or designee, will investigate the violation.

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

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

4. A hearing notification letter will be sent by the Hearing Officer to the Accused Student containing the alleged violation(s) and hearing details (time, day, location, etc.…).

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

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

7. With the exception of suspension and expulsion, the Hearing Officer may impose any sanctions deemed appropriate under the circumstances and consistent with University Policy. In determining the appropriate sanction(s), the Hearing Officer may consider the following factors:

- The nature and violence of the conduct at issue;
- The impact of the conduct on the Reporting Party;
- The impact or implications of the conduct on the community or the University;
- Prior misconduct by the Accused Party, including the Accused Party's relevant prior discipline history;
- Whether the Accused Party has accepted responsibility for the conduct;
- Maintenance of a safe and respectful environment conducive to learning;
- Protection of the University community; and,
- Any other mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.

8. Students will be notified of the outcome of the hearing via email. The outcome letter will include:

   i. The finding(s) (responsible/not-responsible)
   ii. Sanctions, if appropriate
   iii. The appeal process

9. The grounds for appeal may only be based upon the following:

i. There was a material deviation from the procedures set forth in the Community Standards that would significantly impact the outcome of the case or may have resulted in a different finding;
ii. New or relevant information, not available at the time of the hearing, has arisen that would significantly impact the outcome of the case.

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

11. All appeals must be submitted within three (3) business days from the date on the outcome letter using the **Community Standards Appeal Form**. If an appeal is not received within three (3) business days, the Hearing Officer's determination is final.

12. Appeals for violations considered to be "non-suspendable" will be heard by the Community Standards Appeal Board (see Section 2.1.13), unless school is not in session, in which case, the appeal may be heard by the University Appeal Board, comprised of staff and/or faculty and/or Students. The decision by the Appeal Board is the final decision in the case.

b. Suspendable Violations: The following outlines the process for a Student that has allegedly committed a suspendable offense. These procedures do not apply to Sexual Misconduct violations. See Section 2.4 below and the University's Sexual Misconduct Policy, 1.18, for information pertaining to the hearing process for those cases.

1. The Director of the Office of Student Responsibility and Community Standards (Director), or designee, will investigate the violation.

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

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

4. A hearing notification letter will be sent by the Hearing Officer to the Accused Student containing the alleged violation(s) and hearing details (time, day, location, etc.…).

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

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

7. The Hearing Officer may impose any sanctions deemed appropriate under the circumstances and consistent with University Policy. In determining the appropriate sanction(s), the Hearing Officer may consider the following factors:

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

8. Barring extenuating circumstances, Students will be notified of the outcome of the hearing via email within fourteen (14) business days. The outcome letter will include:

i. The finding(s) (responsible/not-responsible);
ii. Sanctions, if appropriate; and
iii. The appeal process.

9. The grounds for appeal may only be based upon the following:

i. There was a material deviation from the procedures set forth in the Community Standards that would significantly impact the outcome of the case or may have resulted in a different finding;
ii. New or relevant information, not available at the time of the hearing, has arisen that would significantly impact the outcome of the case.

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

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

11. Appeals must be submitted within three (3) business days from the date on the outcome letter using the **Community Standards Appeal Form**. If an appeal is not received within three (3) business days, the Hearing Officer's determination is final.

12. Appeals under this section will be heard by the University Appeal Board (see Section 2.1.). The decision by the Appeal Board is the final decision in the case.

2.8.4 Interim Suspension

In certain circumstances, a Student may be suspended for an interim period pending the outcome of a hearing. An interim suspension may include restriction of a Student from the University to the minimum extent necessary when there is cause to believe the student has committed a serious violation of University Policy, but is not limited to the following violations: arson, assault, sexual misconduct, significant property damage, a significant bias incident, drug trafficking, relationship violence, threats of violence, or other disruptive behavior incompatible with the normal functions of the University. The interim suspension may include the period of time required for the University to investigate the alleged violation(s) and may continue through the period of time in which the Hearing Officer's provides their determination. An interim suspension may include restriction from attending classes, attending University activities, clubs, and functions, and/or participating in intercollegiate athletics. Violations of the Community Standards while on interim suspension may result in further charges being investigated and adjudicated. The Associate Vice President & Dean of Students, or their designee, may impose an interim suspension when they deem such action appropriate, including but not limited to, whenever such action is necessary to protect the safety and well-being of the University Community, to protect the Accused Student's own physical or emotional safety and well-being, or if the Accused Student poses a potential or significant threat of disruption or potential interference with the orderly functioning of the University. The interim suspension does not replace the regular hearing process.

The Accused Student may appeal the interim suspension to the Vice President for Student Development. Appeals must be submitted within three (3) business days from the date on the Interim Suspension letter using the **Community Standards Appeal Form**. If an appeal is not received within three (3) business days, the Interim Suspension determination is final. The appeal shall consist of a plain, concise and complete written statement outlining the basis for appeal and all relevant information to substantiate the grounds.

2.8.5 Hearing Procedures for Sexual Misconduct Cases

Saint Louis University's process for resolving reports of alleged violations of the University's Sexual Misconduct Policy by Students will be prompt and equitable and conducted with the oversight of the Title IX Coordinator. The Sexual Misconduct Policy, which can be found in its entirety in Section 1.18 of the Student Handbook, applies to all forms of sexual and gender-based harassment and violence, intimate partner violence, stalking and retaliation by or against University community members of any gender, gender identity, gender expression or sexual orientation (collectively referred to as Prohibited Conduct). The following outlines the Hearing Procedures the University will utilize for Formal Resolutions of alleged Prohibited Conduct. A Formal Resolution involves an Investigation to determine if there has been a Policy violation, and if so, whether sanctions are warranted. In determining whether there has been a violation, the University will apply the preponderance of the evidence standard (more likely than not).

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

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

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

d. The Hearing Officer will provide notice to both parties that a Finalized Report has been received and the violations alleged in the report. The Hearing Officer will provide an opportunity for the Reporting Party and Accused Party to meet with them to discuss the allegations. Any Party may submit written questions that they wish to be asked by the Hearing Officer of another Party. The Hearing Officer will then make a determination as to whether, based on the preponderance of the evidence standard, an act or acts of Prohibited Conducted occurred.

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

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

f. Both the Reporting Party and Accused Party will simultaneously receive a written Notice of Outcome. The outcome letter will include the following:

i. The Hearing Officer's finding(s) (responsible/not-responsible);
ii. Sanctions, if appropriate;
iii. Rationale for the findings and sanctions; and

iv. The appeal process.

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

The grounds for appeal may only be based upon the following:

i. There was a material deviation from the procedures set forth in this Policy or the Student Handbook that would significantly impact the outcome of the case or may have resulted in a different finding;
ii. New or relevant information, not available at the time of the hearing, has arisen that would significantly impact the outcome of the case.

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

The other party will have an opportunity to review the appeal and may submit a written response to the appeal to the Title IX Coordinator in the Office of Institutional Equity and Diversity, or designee, within three (3) University business days following a Party's review of the appeal. No additional submissions by either Party will be permitted.

Appeals are not intended to be a full rehearing of the report (de novo). In most cases, appeals are limited to a review of the written documentation and pertinent documentation regarding the grounds for appeal. Absent extraordinary circumstances the appeal panel will not meet with either party. The decision of the appeal panel is a final determination.

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

If an Accused Party is suspended and wishes to return to campus after completing their period of suspension, the University shall notify the Reporting Party of the Accused Party's return if the Reporting Party is still enrolled in the University.

2.8.6 Retaliation

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

2.8.7 Interim Suspension

In certain circumstances, a Student may be suspended for an interim period pending the outcome of a hearing. An interim suspension may include restriction of a Student from the University to the minimum extent necessary when there is cause to believe the student has committed a serious violation of University Policy, but is not limited to the following violations: arson, assault, sexual misconduct, significant property damage, a significant bias incident, drug trafficking, relationship violence, threats of violence, or other disruptive behavior incompatible with the normal functions of the University. The interim suspension may include the period of time required for the University to investigate the alleged violation(s) and may continue through the period of time in which the Hearing Officer's provides their determination. An interim suspension may include restriction from attending classes, attending University activities, clubs, and functions, and/or participating in intercollegiate athletics. Violations of the Community Standards while interimly suspended may result in further charges being investigated and adjudicated. The Associate Vice President & Dean of Students, or their designee, may impose an interim suspension when they deem such action appropriate, including but not limited to, whenever such action is necessary to protect the safety and well-being of the University Community, to protect the Accused Student's own physical or emotional safety and well-being, or if the Accused Student poses a potential or significant threat of disruption or potential interference with the orderly functioning of the University. The interim suspension does not replace the regular hearing process.

The Accused Student may appeal the interim suspension to the Vice President for Student Development. Appeals must be submitted within three (3) business days from the date on the Interim Suspension letter using the **Community Standards Appeal Form**. If an appeal is not received within three (3) business days, the Interim Suspension determination is final. The appeal shall consist of a plain, concise and complete written statement outlining the basis for appeal and all relevant information to substantiate the grounds.

2.8.7 Student Organizations

All hearing procedures applicable to Accused Parties are also applicable to Student Organizations. Organizations that are not formally recognized by the University, but operate as a Student organization, will be held accountable for violations of University Policies and Community Standards and are subject to any and all sanctions that may be imposed.

2.9 Sanctions

The following sanctions may be imposed individually or in combination upon a Student or Student Organization found to have violated the Community Standards or any other University Policy. Other sanctions not listed may be imposed upon recommendation by the Hearing Officer or Appeal Body. The type and length of a sanction is at the discretion of the Hearing Officer. Students with outstanding sanctions may not be considered in "Good Standing" with the University. Students must complete their sanctions in the time period directed in order to remain in good standing.

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

2.9.2 University Censure. A censure may be issued to any Student or organization whose conduct violates University rules. Censure provides notice that any further violation(s) will result in more serious disciplinary action and may be used as a basis for future sanctioning should further violation(s) of the University's Community Standards occur.

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

2.9.4 Discretionary Sanctions. Discretionary Sanctions include, but are not limited to, restorative practices and actions to help ensure education and well-being, along with service to the University or community; letters of apology, reflection or restoration; active participation or completion of educational programs; assessment and counseling; evaluation or treatment by an appropriate health care or other licensed/approved professional; random drug testing; disqualification, for a specified period of time, from representing the University in official capacities such as intercollegiate athletics or holding or seeking a Student officer position, or participating in University events and programs; or other discretionary assignments deemed appropriate by the Hearing Officer.

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

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

Fake ID

$100 (per ID).

Drugs

1st offense: $100

2nd offense: $200

3rd offense: $300

Tobacco Use

$100

Tampering with Fire/Life Safety Systems

$300

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

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

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

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

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

2.9.12 Expulsion. Permanent separation of the Student from the University. Any Student who has been expelled from the University under the Community Standards may be re-admitted only with written approval of the Vice President for Student Development. Students who are expelled from the University may forfeit all tuition and other fees paid or required to be paid for the academic year. Students who are expelled from the University may not visit the university or attend university activities and or functions.

2.9.13 Revocation of Admission and/or Degree. Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of standards in obtaining the degree, or for serious violations committed by a Student prior to graduation.

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

2.10 Disciplinary Records

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

Any charge for which a Student is found not responsible does not become part of a Student's disciplinary record. In situations involving both an Accused (or a Student Organization) and a Student claiming to be the victim of another

Student's actions, the records of the process and of the sanctions imposed, if any, will be considered to be the education records of both the Accused(s) and the Student(s) issuing the complaint because the educational career and chances of success in the academic community of each may be impacted.

To receive information in a Student's file, the Student must submit a signed request in-person or if in writing, along with a copy of a picture ID, to the Office of Student Responsibility and Community Standards. The request should describe specifically what should be released and to whom. Students requesting a copy of their file for their own personal records may come to the Office of Student Responsibility and Community Standards to review their disciplinary record. Students requesting a release of information to a third party (graduate school, employer, etc.) will only receive information from the file on incidents where the Student either accepted responsibility or was found responsible in a hearing/appeal process. Disciplinary records for Students found responsible for violating University Policy and/or Community Standards, with sanctions less than suspension or expulsion, will generally be maintained for seven years (7) from the date of an incident, after which they are destroyed. Records of cases in which suspension or expulsion from the University occur, are kept indefinitely. As a part of FERPA all disciplinary records are confidential and may not be disclosed in whole or in part except as provided by law or by the written authorization of the Student, under legal compulsion, or where the safety of other persons may be involved. Disciplinary records are maintained separate from the Student's academic record but are part of the Student's educational record.

2.11 Family Notification

The purpose of Saint Louis University's family and legal guardian notification Policy is to foster a healthy and safe campus community while promoting the educational and professional success of Students. Consideration to notify parents demonstrates Saint Louis University's commitment to "*cura personalis*" or a deep "care of the person" and our goal "to work toward the common good."

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

Family notification is intended as a means to inform and encourage communication between a Student and their family without compromising our primary relationship with the Student and their ability to assume responsibility for their actions. Families are encouraged to use this information to assist their Student in fulfilling their educational goals through the use of open dialogue. After family notification has occurred, the University will continue to correspond and otherwise conduct business directly with the Student, and not through the family or legal guardian, or any other third party, along with encourage the Student to maintain healthy and regular communication with their primary support.

2.11.1 Policy

a. In accordance with the Family Educational Rights and Privacy Act Policy, the University has established the following guidelines for notifying family when there is:

i. Concern for the welfare of a Student;
ii. The Student's behavior may jeopardize the welfare of others; or
iii. The Student is involved in violations of federal, state, or local law or University policies related to the possession, use, or distribution of alcohol or a controlled substance (drugs) and is under the age of 21.

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

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

2.11.2 Circumstances for Notification

In general, notification of parents or legal guardians for a violation of federal, state, or local law or University Policy may happen given the following circumstances:

a. The Student receives treatment at a medical facility for a serious or life-threatening injury.

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

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

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

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

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

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

2.12 Interpretation and Revision

2.12.1 Any questions of interpretation or application of the Community Standards will be referred to the Vice President for Student Development, or their designee for final determination.

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

3.0 Student Organization Policies

3.1 General Standards for Student Organizations
3.2 Chartering Procedures for Student Organizations
3.3 Registration of Programs and Events
3.4 Student Organization Alcohol Policy
3.5 Space Reservation
3.6 Publicity
3.7 Student Fund Raising Policy

3.1 General Standards for Student Organizations

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

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

A. Definition. A Student Organization shall be defined as a group of Saint Louis University Students joined together in the pursuit of a common purpose that is not inconsistent with the University's institutional mission and/or Catholic teaching. Student Organizations are open to all Students with regard to sex, gender, gender identity and expression, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, pregnancy, genetic information or any other protected classification. Fraternities and sororities may retain gender specific membership (see Section 3.1.(G)).

B. Types of Organizations. There are five types of Student Organizations:

1. CSO (Chartered Student Organization): These groups are chartered by the Student Government Association (SGA) and officially affiliated with SLU.

A CSO has the following rights and responsibilities:

- The use of Saint Louis University facilities;
- The use of Student bulletin board space;
- Publicize events and activities open to all Students on all University calendars;
- Apply for SGA funding;
- Have access to a mailbox in the Busch Student Center.
- Table during Fall and Winter Welcome events
- Receive a bank account through SGA
- Operate and manage a SLU Groups page
- Apply for a SLU Email through ITS

- Attend Leadership Workshops offered by the SGA Committee for Student Organizations (ComSO)
- Utilize the Vice President for Student Organizations (VPSO) or the ComSO for questions
- Use SLU in their official name
- Comply with the University's Community Standards (Student Handbook, 2.0) and Student Organization Policies (Student Handbook, 3.0)

Every Chartered Student Organization must submit a copy of its constitution (local and national), and bylaws or other satisfactory information governing its operation, to the Student Involvement Center by the end of the 2nd week of the semester. The University will accept in good faith the provisions of such constitutions and bylaws, indicating that the organization is free to select members upon the basis of individual merit, and the membership in the organization is not governed by restrictive clauses that deal with sex, gender, gender identity and expression, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, pregnancy, genetic information or any other protected classification. (See the University Harassment Policy, 1.8).

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

2. Independent Student Organization (ISO): These groups are not chartered by SGA and have not taken any action to reach out to SGA. While they can operate independently of SGA and the Student Body, they are *not* eligible for any of the benefits that CSOs receive for being affiliated with SGA. They are prohibited from using SLU's name in association with their organization.

3. Developing Student Organization (DSO): These are groups that have expressed interest in becoming a Chartered Student Organization through SGA. They are responsible for facilitating the process, meaning they must reach out to the VPSO for a meeting, they must request a time to present to ComSO, and if approved by ComSO, to present to Senate. SGA provides DSOs similar rights and abilities as CSO's *except funding.* The developing period can last anywhere from 6-12 months. ComSO is more likely to advocate to Senate that a DSO receive Chartered Status if the group shows a wide interest on campus, a specific niche, and has been proactive in the time they have spent as a DSO. DSO status cannot be extended past 12 months unless recommended and approved by ComSO in extenuating circumstances.

4. Probationary Student Organization (PSO or ProbSO): These are Student Organizations that have not been meeting SGA standards. When a CSO is placed on probation and becomes a PSO, they retain all the *responsibilities* of a CSO, however, their SLU Groups page is suspended, they cannot table, reserve space, host events, or apply for funding until they have completed the requirements ComSO has laid out for them to return to Chartered Status.

5. Endorsed Student Organization (ESO): These are groups who demonstrate a temporary necessity or niche on campus and participate in an abbreviated process for a temporary "Charter" from SGA. An ESO has all the rights and responsibilities of a CSO, but will remain a CSO for a limited amount of time in order to carry out a specific goal. They must be re-approved by ComSO and Senate on an annual basis.

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

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

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

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

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

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

H. Historically Black and multi-cultural Greek Organizations. The National Pan-Hellenic Council (NPHC) is comprised of nine historically black fraternities and sororities. The majority of NPHC chapters recognized by Saint Louis University are city-wide chapters, which is defined as a collegiate chapter of two or more participating colleges or universities. Each city-wide chapter operates under a constitution and bylaws, elects officers, hold initiation, and is recognized by their national headquarters. Saint Louis University supports these chapters through the Multicultural Greek Council (MGC) which serves as the governing board of any NPHC or any other multi-cultural

Greek-letter organization. The MGC serves as the liaison between the city-wide chapters and the Saint Louis University community.

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

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

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

3.2 Chartering Procedures for Student Organizations

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

A. Application for Charter

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

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

B. Approval of Charter

1. Following the application for charter, provided that a period of 6 months has elapsed between the time of the application and the meeting at which the SGA Vice President for Student Organizations will present the constitution and current list of officers and the organization's advisor to the general assembly. An officer representing the proposed organization will be present to answer any and all questions. If one such officer is not present, the application will be automatically tabled until the following meeting of the General Assembly. Upon a second absence of such an officer, the charter will be automatically denied.

2. Approval or disapproval of an organization's application for Charter will be by a majority vote of the General Assembly.

3. After an organization has been approved by SGA, the Student Involvement Center, as represented by the Director shall have 48 hours in which to file an "objection to charter." This objection must be filed with both SGA and the organization applying for charter. If no objection is raised during this period, the organization will be immediately chartered and recognized.

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

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

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

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

3.3 Registration of Programs and Events

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

A. University-Sanctioned and Registered Student Events

Registration of Student-sponsored programs and events provides for coordination of the use of University facilities and provides the opportunity for publicity for sanctioned University events on the All University Activities Calendar. Use of University facilities such as Busch Student Center, academic classrooms and auditoriums, Allied Health Multipurpose Room, DuBourg Grand Hall, IL Monastero and Boileau Hall as well as all mall/quad areas of campus by Student groups require registration of the event through Event Services. All Student programs and events must be scheduled with Event Services.

1. Programs approved by the Student Involvement Center must be registered with Event Services and include:

a. Any event advertised and open to the campus and/or the general public.

b. Any event sponsored by a Chartered Student Organization to which a guest speaker has been invited and which is open to the campus and/or the public.

c. Any event using University funds or facilities at which alcoholic beverages are to be served or sold.

e. Any event held on University mall/quad/outside areas by Student Organizations.

2. Procedures for registration of Student Organizational meetings include:

a. To use University premises and facilities: To reserve meeting space, organization officers should use “25Live”, the University’s event and reservation management software. This program can be found under “tool” in the mySLU portal. If you have questions about “25Live” please contact the staff in Event Services at (314) 977-6338 (MEET).

3.4 Student Organization Alcohol Policy

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

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

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

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

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

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

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

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

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

3.5 Space Reservation

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

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

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

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

C. After satisfactory registration and reservation of space, requests for food and beverages must be made with a representative of Campus Dining Services, Busch Student Center, (314) 977-1559.

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

3.6 Publicity

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

A. Posters and Displays

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

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

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

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

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

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

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

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

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

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

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

12. In accordance with the state fire marshal's regulations, all postings within 30 inches of any light fixture must be of fireproof material.

13. Special provisions can be made to display posters during Student Government elections or other all campus referenda, through the Student Involvement Center and SGA.

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

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

B. Fliers and Handbills

1. The University reserves the right to regulate locations on campus where fliers and handbills may be distributed. Fliers and handbills must be approved by the Student Involvement Center three (3) business days prior to posting or distribution. In general, handbills, fliers or posters may not be distributed:

- Outside buildings where normal flow may be impeded
- Inside buildings and offices, except from reserved distribution tables

2. Fliers and handbills may not be placed on car windshields.

3. Sponsoring Student Organizations or departments must be clearly identified on the flyer or handbill.

4. Sponsoring Student Organizations or departments distributing handbills or fliers are responsible for their content.

5. These same rules also pertain to the distribution of fliers or handbills in the city of St. Louis. City ordinance prescribes that it is unlawful to place, throw or knowingly drop in or upon any street, highway, alley or public ground in the city, handbills, blotters, posters or advertising samples, or to place these or like items in or on any street, highway, alley or public grounds in the city. Permission must be secured from the mayor's office to distribute handbills to homes in St. Louis, along the streets or on any city property. Permission to place large banners (fliers, posters, etc.) in local stores must be obtained from the individual merchants.

C. Advertising and Alcohol

Publicity for events at which alcohol is present must not emphasize or promote the sale, distribution or consumption of alcohol, nor depict the use of alcoholic beverages. Only events that comply with state law and University Policy may be advertised to the University community.

3.7 Student Fundraising Policy

To ensure the proper use of the University name in fundraising ventures, to minimize the inconvenience of donors and streamline communication by various University groups, and to assure proper adherence to state and municipal laws, the following policies are established.

These policies and procedures pertain to fundraising ventures entered into by Chartered Student Organizations, either on or off campus.

A. Purpose

The purpose of this Policy is to prevent inconveniences and disturbances to Saint Louis University's donors and other stakeholders with multiple contacts soliciting donations by various groups within the University's community, to protect the good name and reputation of the University, and to maintain the University's ongoing compliance with its legal and statutory obligations.

Saint Louis University is a tax-exempt charitable organization under section 501(c)(3) of the Internal Revenue Code and is therefore strictly prohibited from intervening, directly or indirectly, in support of or opposition to the political campaign of any candidate or group of candidates for elected public office. Recognized Student Organizations are therefore also strictly prohibited from using any of the University's facilities, resources and services, including its names marks and logos for political campaign purposes including, without limitation, the endorsement or solicitation of goods and services or any other commitments, financial or otherwise.

B. Definitions

Fundraising, for purposes of this Policy, is defined as any solicitation for financial or other commitments for the provision goods, in-kind donations or services; the sale of goods and services (including event ticket sales); raffles, prize drawings and auctions; the collection of membership dues and fees, whether the proceeds from which are intended for the benefit of recognized Student Organization or are to be used by sponsoring recognized Student Organizations or to make as a donation to a tax-exempt charitable organization under section 501(c)(3) of the Internal Revenue Code.

1. Internal Fundraisers are fundraising activities that are intended for the benefit of organizations within the University community or the University community itself.

2. External Fundraisers are fundraising activities that are intended for the benefit of other groups and organizations from outside of the University community, and must be tax-exempt charitable organizations under section 501(c)(3) of the Internal Revenue Code.

The proceeds of Fundraising activities that are intended to benefit an outside organization must be paid directly to the organization in the form of a check unless, pursuant to a written agreement with the outside organization such funds are to be collected directly by the outside organization, in which case the outside organization must provide a detailed accounting of the funds collected.

Student Organizations seeking to collaborate in Fundraising activities with third parties and individuals from outside of the University community (e.g. profit shares) must obtain the prior written approval of the Student Involvement Center in accordance with Fundraising approval processes that may be established by the Student Involvement Center. At a minimum, requests for approval must contain a detailed written description of the proposed Fundraising activities, the organization(s) who will benefit from the proceeds and how the proceeds are to be used.

3. Profit shares, for purposes of this Policy are defined as any arrangement where a third party or commercial business shares some of its profits with a Student Organization for the purposes of raising money toward a cause.

4. Sales, for purposes of this Policy, shall include, without limitation, the sale of any goods and services, tickets to fundraising events, and chances in a raffle or prize drawing, whether by direct sale or auction.

Sales activities must be conducted in accordance with all municipal, state and federal laws and University. Fundraising activities, which entail "Sales," must receive the prior written approval of the Student Involvement Center. Sales activities may only be conducted from behind a table, and only in those locations specifically designated by Event Services. "Door-to-door" sales which, include but are not limited to, approaching individuals and groups on University premises, or calling on individuals and groups in their offices, and residences are prohibited except as may be expressly authorized by the Student Involvement Center.

The sale of food items that are made or prepared by an organization must meet all laws and regulations for the safe handling and preparation of food items. Sponsoring Student Organizations are solely responsible for obtaining any required authorizations and licenses from the City of St. Louis Department of Health. The Student Involvement Center will be available to advise organizations on the process for contacting the City of St. Louis Department of Health.

Any and all sales for the purpose of fundraising must be conducted directly (person-to-person) by a Student member of the sponsoring organization.

Any uses of Saint Louis University's names, registered marks and logos used on, or in reference to any items or services for sale must receive prior written approval from the University's Marketing and Communications Division. The name "Saint Louis University" and the names of campus buildings and areas may be used purpose of providing directions to the location where the Fundraising activity is to be conducted. The sponsoring organization must clearly indicate in all announcements and promotional materials, and at the point of sale that Saint Louis University, a matter of Policy will not endorse or provide its approval of any products or services, or any of the providers thereof.

5. Solicitation, for purposes of this Policy, is defined broadly to include any request express or implied, of any contribution, financial or in-kind, that is made in person or, via the mail, telephone, email or any other means of communication.

6. In-Kind Contributions, for purposes of this Policy, is defined broadly to include to include any type of non-cash contribution or donation of goods, services, or any other commitment which can be assigned a cash value.

Individuals and groups must be sponsored by a recognized Student Organization and must be approved by the Student Involvement Center in order to conduct fundraising activities on University premises.

Students are strictly prohibited from using any University phone or mailing lists, email lists, listservs, and bulk mail services for fundraising purposes.

Collection of membership dues and fees - Requiring members to provide personal funds in order to participate in a recognized Student Organization and/or activity.

Only recognized Student Organizations are permitted to collect membership dues. The purposes of these funds may be used in support of the organization's sponsored activities, recruitment activities, etc.

Funds collected in this manner do not need to be approved by the Student Involvement Center. Recognized Student Organizations that hold accounts with Saint Louis University must deposit these funds into the recognized Student Organization's account through the Student Involvement Center with clear descriptions on how and in what manner the funds were collected.

A Raffle, or prize drawing is a type of lottery in which chances are sold, and the prizes awarded are goods or services rather than money. Raffles or prize drawings may be permitted in certain limited circumstances. Fundraising activities that involve elements of chance, will require that strict oversight measures be put into place to maintain the organization's and University's ongoing compliance with all applicable laws and regulations. The types and number of such measures shall be determined by the Student Involvement Center in consultation with the Vice President for Student Development.

C. Scope

This Policy covers any and all fundraising activities conducted by recognized Student Organizations whether alone or in conjunction with a third party, regardless of the activities' location, that are for the benefit of the Student Organization, the University community at large, or outside organization that is tax-exempt under section 501(c)(3) of the Internal Revenue Code.

Any Student, recognized Student Organization, or group of two or more SLU Students may sponsor a Fundraising activity. This Policy applies to all Fundraising activities conducted by any of the aforementioned sponsors, whether conducted on or off University premises or with the use of University resources for Fundraising.

Students who are organized as part of a team that is sponsored by a recognized Student Organization are exempt from needing to obtain approval from the Student Involvement Center for their fundraising activity, unless said approval is expressly outlined in the above sections of this Policy for the following:

- Use of Saint Louis University's names, registered marks and logos on reference to items for sale;
- The sale of baked goods and other food items requiring preparation;
- "Door to Door" sales;

- Obtaining and using University phone or mailing lists, email lists, listservs, and bulk mail services to contact alumni, individuals, foundations, or corporations;
- Raffles and drawings.

These Student teams are still required to follow the guidelines set forth in the previous sections of this Policy. Examples of Student teams would be for such sponsoring organizations as SLU Relay for Life or SLU Dance Marathon.

D. Policy

The sponsor of a Fundraising activity must complete a request form and obtain approval for the fundraising activity from the Student Involvement Center. Recognized Student Organizations submitting requests for approval of fundraisers should take into account the purpose, process, and manner in which they plan to raise the funds.

Any fundraising activities that involve the sale or distribution of alcoholic beverages, or which promote the consumption of alcoholic beverages is strictly prohibited. Fundraising activities may not be conducted at or in conjunction with any establishment for which the sale or distribution of alcoholic beverages is a specific focus of their business.

E. Guidelines

Fundraising must provide a benefit to the University community and be consistent with Saint Louis University's mission as a Catholic Jesuit institution and comply with all applicable local, state, and federal laws and University policies, rules and regulations.

1. Fundraising activities may not disrupt or impair University operations or services.

2. Overbearing, coercive or intimidating Fundraising practices will not be tolerated, and taking part in such actions may result in University disciplinary and legal consequences.

3. Students who wish to enter into a contract with a third party to host, co-sponsor, profit-share, speak, perform, or present as part of their fundraiser must first obtain approval from the Student Involvement Center through the Fundraising approval process.

4. All fundraising contracts must be reviewed and approved by the Student Involvement Center prior to their execution or the commencement of any fundraising activities. Fundraising activities must be conducted in compliance with any instructions, limitations and conditions for their conduct that may be established by the Student Involvement Center in consultation with the Vice President for Student Development.

5. When conducting Fundraising activities off of Saint Louis University's campuses, Students must obtain prior written permission from the University in order to identify themselves as Saint Louis University Students. Such permission will identify the specific Student or Students conducting the Fundraising activity indicating that they are Saint Louis University Students, the Student Organization with which they are affiliated and the intended use or beneficiary for the proceeds. Students conducting fundraising activities may request a letter from the University identifying them as members of a specific, recognized Student Organization and the specific purpose and beneficiary for which they are raising funds. Students must show their Saint Louis University ID to help identify her or himself as a member of the Saint Louis University community.

6. Recognized Student Organizations' Fundraising proceeds must be used in a manner that is consistent with the official purpose of the organization, and in accordance with all applicable rules and policies of Saint Louis University. An accounting of any funds raised must be provided to the Student Involvement Center within five (5) business days after the event.

F. Procedures

Recognized Student Organizations seeking the required permissions and approvals for a proposed Fundraising activity must follow the procedures set forth below:

1. Students must submit a fundraising event in SLU Groups, sharing all details of the planned fundraising activity. This should be done at least twenty (20) business days prior to the commencement of the proposed Fundraising activity.

3. The Director for the Student Involvement Center or their designee will conduct an initial review of the Form and may request additional information and documentation from the sponsoring Student Organization.

4. Following approval by the Student Involvement Center, Students may apply to reserve a campus venue for the Fundraising activity in accordance with the policies and procedures of the Department of Event Services, located in Busch Student Center, Suite 313. – not sure if this is the correct, new location?

G. Appeals

Saint Louis University Student Organizations whose application to conduct a Fundraising activity is denied by the Student Involvement Center may appeal the decision to the Vice President for Student Development. The appeal process is as follows:

1. Appeals must be in writing and sent to the Vice President for Student Development. At a minimum, appeals must include a detailed explanation of how the Student Organization believes they followed the fundraising activity guidelines or, how the fundraising activity review guidelines were not followed by the Student Involvement Center.

2. The Vice President for Student Development, or their designee, shall contact the Student Organization to arrange a meeting time. During the appeals meeting, the Vice President for Student Development, or their designee, shall gather all necessary information regarding the process.

3. After meeting with the Student Organization, the Vice President for Student Development, or their designee, shall gather all other pertinent information at his/her discretion from any other parties involved in the process.

4. The Vice President for Student Development, or their designee, shall notify the organization of the decision within ten (10) business days of the initial meeting with the Student Organization. All decisions by the Vice President for Student Development, or their designee, are final.

4.0 Behavioral Concerns Policy and Procedures

Table of Contents

4.1 Behavioral Concerns Committee (BCC)
4.2 Policy Overview and Applicability

4.1 DEFINITION OF BEHAVIORAL CONCERNS COMMITTEE

The Behavioral Concerns Committee (BCC) reviews cases in which a Student has displayed behavior that poses a risk to themselves or others in the University community, or that demonstrates a pattern of behavior that disrupts or impedes their personal and academic success. The BCC consists of staff representatives who work with the Student to develop an intentional intervention that will best support their individual needs as well as balance the needs of the University community. Examples of situations which may be referred to the BCC include, but are not limited to (1) a history of drug or alcohol abuse, (2) suicidal ideation/attempts, (3) disordered patterns of eating, cutting and self-mutilation, (4) inadequate management of psychological or medical conditions, and (5) unmanaged trauma as a result of sexual or physical assault.

4.2 POLICY

The Behavioral Concerns Policy provides the University's process for responding to and assisting Students experiencing acute or chronic socio-emotional and/or psychological issues that impede or interfere with their ability to learn and be successful in the University community and provides the mechanisms by which such a Student may continue toward the completion of their academic goals, if not immediately, in the future.

In cases in which a Student's behavior has been determined to pose a safety risk to themselves or other community members, the Vice President for Student Development, or their designee, reserves the right to take immediate, necessary, and appropriate action to protect the health, safety, and well-being of an individual and/or the University community (See Interim Suspension, 2.8.6).

If a Student poses a safety risk to the health or safety of themselves, others, or the community, or when it is determined that their behavior constitutes a high probability of substantial harm, the significance of risk may be determined by the following criteria:

a) the duration of the risk;
b) the nature and severity of the potential harm;
c) the likelihood that potential harm will occur; and,
d) the imminence of the potential harm.

The University will first determine whether reasonable accommodations to policies, practices, and procedures will sufficiently mitigate the risk, unless those reasonable accommodations would cause undue hardship for the University.

4.2.1 Referrals and Reporting a Student in Distress

Members of the University Community (Students, faculty, staff, parents/families, alums, etc.) may refer a Student of

concern or report an incident involving a Student's distressed or disruptive behavior to the Dean of Students Office. Community members are also encouraged to refer a distressed Student to the University Counseling Center ("UCC"), Disability Services, Student Health, and/or any other resources on campus for a consultation when they observe early warning signs of concern. In these cases, community members should still report this behavior and the referrals to the Dean of Students Office. Reports and referrals will be forwarded to the BCC for review and/or evaluation.

4.2.2 Behavioral Concerns Committee (BCC)

The mission of the University's Behavioral Concerns Committee (BCC) is to promote student success and campus safety by identifying Students in distress to determine the appropriate University response. The focus of SLU's Behavioral Concerns Committee is care and concern for students who may be in distress. The BCC identifies Students in distress by reviewing cases in which a Student has displayed behavior that poses a risk to themselves or others in the University community, or that demonstrates a pattern of behavior that disrupts or impedes their personal and academic success. BCC members seek to implement a coordinated response with resources and assistance to Students in distress, while mitigating risk in an effort to keep the SLU community healthy and safe. The BCC consists of staff representatives who work with the Student to develop an intentional intervention that will best support their individual needs as well as balance the needs of the University community. Examples of situations which may be referred to the BCC include, but are not limited to (1) a history of drug or alcohol abuse, (2) suicidal ideation/attempts, (3) disordered patterns of eating, cutting and self-mutilation, (4) inadequate management of psychological or medical conditions, and (5) unmanaged trauma as a result of sexual or physical assault.

4.2.3 BCC Review

The Dean of Students, or Dean's designee, presents cases that have been referred or reported by a member of the University Community to the BCC for initial review. The BCC meets weekly to determine strategies of care for Students alleged to pose a safety risk to themselves or others in the University community. If a clinical evaluation is deemed appropriate and has not yet been provided or determined, the BCC may refer a Student for a clinical assessment or evaluation.

A. Student Referral for Clinical Assessment or Evaluation

The Dean of Students Office or appropriate official may refer or mandate a Student for evaluation by a campus or independent licensed psychiatrist, psychologist or licensed counselor or social worker chosen or approved by the University Counseling Center Director or their designee, at the Student's expense. Such evaluation may be appropriate if it is believed that the Student may meet the criteria set forth in this Policy. A Student may be subject to a mandatory and involuntary clinical assessment or evaluation based upon the following criteria:

1. The Student provides information or exhibits behavior indicating they are in distress and the distress is having an impact on the Student's behavior, personal well-being, or ability to function as a productive member of the University community; or

2. The Student is involved in the University's community standards process and information was reported or observed indicating that a mental health evaluation or Alcohol and Other Drug Abuse (AODA) evaluation is appropriate.

A Student who fails to complete a mandated or involuntary clinical assessment or evaluation may be referred for a community standards violation of “Failure to Comply” under the Community Standards outlined in the Student Handbook.

Students referred or mandated for a clinical assessment or evaluation will be informed via letter provided in person, by certified mail, or by University email. The clinical evaluation must be completed per the direction in the referral letter, unless the Dean of Students Office (or designee) or Hearing Officer within the Office of Student Responsibility & Community Standards grants an extension. A student who fails to complete the clinical evaluation in accordance with the referral letter guidelines and/or who fails to give permission for the results to be shared with appropriate administrators, may be referred for a community standards violation of “Failure to Comply” under the Community Standards outlined in the Student Handbook.

B. BCC Case Review – Non-Threat to Self or Others

If, after the case review, the BCC concludes that the Student does not pose a safety risk, but should complete recommendations intended to assist the Student in managing their behavior, the Dean of Students Office will reach out to meet with the Student and provide relevant resources and services on campus, and assist the Student in establishing communication with various sources of assistance and support, including parents and/or legal guardians (consistent with Community Standards, 2.11 Family Notification), to help ensure their personal well-being and academic success.

C. BCC Case Review – Student Risk to Self

If, after the case review, the BCC concludes that the Student poses a safety risk to themselves, the BCC must first determine whether reasonable accommodations to policies, practices and procedures will sufficiently mitigate the risk, unless those reasonable accommodations would cause undue hardship for the University. If it is determined that reasonable accommodations can be provided, the Dean of Students Office will make outreach to the Student to set up a required meeting, which may result in referral to resources, referral to a clinical evaluation and/or assessment, parental notification (only in cases of imminent threat), etc. At any time, the Student may elect to apply for a Voluntary Leave of Absence (See Section 4.2.4 below). A Student who fails to substantively engage in this process, or follow up and comply with the agreed upon recommendations may be referred for a community standards violation of “Failure to Comply” under the Community Standards outlined in the Student Handbook.

D. BCC Case Review – Student Threat to Others, or Community

When the BCC determines, based upon all available information, that a Student poses a safety risk to others or the community, the Dean of Students Office, along with the Threat Assessment Team (comprised of members from various campus offices) will conduct an assessment of threat and determine appropriate interventions, guided by the National Behavioral Intervention Team Association’s (NaBITA) guidelines of *Identify, Assess, and Manage*. The Threat Assessment Team also utilizes recommended assessment tools (e.g. SIVRA-35). Interventions include, but are not limited to an Involuntary Leave of Absence (See Section 4.2.5). At any time, the Student may elect to apply for a Voluntary Leave of Absence (See Section 4.2.4). If the student has violated other community standards, the Dean of Students Office will work with the Office of Student Responsibility & Community Standards to expedite the appropriate course of action, inconsideration of the Community Standards outlined in the Student Handbook, for the safety of the individual Student, all Students, and the University community.

4.2.4 Voluntary Leave of Absence

A Student may elect to apply for a Voluntary Leave of Absence for personal or medical reasons. Students should be sure to follow the Leave of Absence process. If a Voluntary Leave of Absence is being requested for medical reasons, medical documentation must include the duration of the leave; however, options for extending the leave may be considered. If a Student requests a Voluntary Leave of Absence, the Dean of Students Office will serve as a resource to the Student by assisting the Student in connecting with on-campus academic and support offices, including but not limited to the Student Health Center, University Counseling Center, Housing & Residence Life, the appropriate academic dean's office, academic advisor, Registrar, and Student Financial Services. The Student is encouraged to maintain contact with the Dean of Students Office while on Voluntary Leave, and is permitted when necessary, to visit the campus to fulfill University obligations. The Student is permitted to return upon the end of the leave. If the Voluntary Leave of Absence was for medical reasons, the Student may be required to submit medical documentation confirming approval to return to the University setting, along with any conditions necessary for a healthy return. This medical release may be dispensed for review to help ensure continued progress at the University.

4.2.5 Administrative BCC Review for Involuntary Leave of Absence

A. Involuntary Leave of Absence Determination.

The Dean of Students Office, in consultation with the BCC will conduct a review for an Involuntary Leave of Absence if it is determined by the BCC that a Student poses a safety risk to others or the community. Risk is determined by using the National Behavioral Intervention Team Association's (NaBITA) Risk Rubric. In this process, administrative evidence (e.g. information gathered during BCC case review) will be reviewed and a recommendation will be made to the Vice President for Student Development (or their designee). If the administrative evidence and/or clinical assessment/evaluation support the need for an Involuntary Leave of Absence, the Vice President or designee will render a decision. At any time, the Student may elect to apply for a Voluntary Leave of Absence (See Section 4.2.4 above). If the determination is made that a leave is warranted, notification will include information regarding a framework with conditions for leave, duration of leave, and conditions for re-enrollment. If other actions are pending, including but not limited to violations of community standards or academic policies, appropriate University officials will be notified immediately.

The Dean of Students Office may also review a case for an Involuntary Leave of Absence for any Student reviewed by the BCC in accordance with Section 4.2.3, for whom it was determined pose a safety risk to themselves and fail to substantively follow or comply with the agreed upon recommendations. In addition, Students who are required to have a clinical assessment/evaluation in accordance with Section 4.2.3(A), but fail to complete the evaluation as required may also be reviewed for an Involuntary Leave of Absence.

B. Appeal Process

A Student may appeal an Involuntary Leave of Absence determination made by the Dean of Students Office to the Vice President for Student Development by filling out an Appeal Form. The appeal shall consist of a plain, concise and complete written statement outlining the basis for appeal and all relevant information to substantiate the grounds.

4.2.6 Refunds

Tuition, financial aid and housing costs may be refunded in accordance with standard University Policy. The same arrangements for refunds of tuition or other costs may be available to a Student who takes a Leave of Absence for documented clinical determination and/or diagnosis, whether voluntary or involuntary.

4.2.7 Returning from a Leave of Absence

Reinstatement as an enrolled Student following either a Voluntary or Involuntary Leave of Absence normally requires a certification from the Student's treatment provider which satisfies the University that the Student's behavior is compatible with the academic and community standards of the University. In general, an opinion from the Student's treating clinical professional that the Student is fit to return is sufficient. In exceptional cases, Saint Louis University may require the Student to undergo an independent clinical assessment or evaluation.

In evaluating a Student's request to return to the University, the BCC may recommend to the Vice President for Student Development, or their designee, that a Student shall be required to comply with a set of reinstatement conditions set out for the Student in a written agreement. A Student's request to return may be denied only if upon the BCC's recommendation, the Vice President for Student Development, or designee, finds that the Student will not be able, upon return, to meet academic standards with reasonable accommodation(s) or be safely at the school even when appropriately utilizing available support services both on and off campus. The Vice President of Student Development in consultation with the BCC may impose additional conditions for compliance upon the Student's return.

4.2.8 Alternative Housing While Enrolled

If a Student does not meet the standard for imposition of an Involuntary Leave of Absence, but cannot safely remain in Saint Louis University Housing, Saint Louis University may require the Student to live in housing other than Saint Louis University Housing while enrolled.

Recommendations about whether to require a Student to move out of Saint Louis University Housing will be made by the BCC to the Vice President for Student Development, or a designee. A campus housing restriction may also prevent a Student from entering Saint Louis University Housing - for example, to visit friends - so as to prevent disruption to the residence community.

4.2.9 Conduct Proceedings

Students charged with conduct violations may be afforded the following accommodations by the BCC and the Office of Student Responsibility and Community Standards:

• If the Student takes a Voluntary Leave of Absence for a documented clinical determination or diagnosis, conduct proceedings may be suspended until the Student returns.

• If Saint Louis University is considering whether to require the Student to take an Involuntary Leave of Absence or to move out of Saint Louis University housing, conduct proceedings may be suspended while the decision is being made.

• If a Student is placed on an Involuntary Leave of Absence, the case may remain suspended until the Student returns.

4.2.10 Disciplinary Records

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

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

To receive information in a Student's file, the Student must submit a signed request in-person or if in writing, along with a copy of a picture ID, to the Office of Student Responsibility and Community Standards. The request should describe specifically what should be released and to whom. Students requesting a copy of their file for their own personal records may come to the Office of Student Responsibility and Community Standards to review their disciplinary record. Students requesting a release of information to a third party (graduate school, employer, etc.) will only receive information from the file on incidents where the Student either accepted responsibility or was found responsible in a hearing/appeal process. Disciplinary records for Students found responsible for violating University Policy and/or Community Standards, with sanctions less than suspension or expulsion, will generally be maintained for seven years (7) from the date of an incident, after which they are destroyed. Records of cases in which suspension or expulsion from the University occur, are kept indefinitely. As a part of FERPA all disciplinary records are confidential and may not be disclosed in whole or in part except as provided by law or by the written authorization of the Student, under legal compulsion, or where the safety of other persons may be involved. Disciplinary records are maintained separate from the Student's academic record but are part of the Student's educational record.

2019-2020 Student Responsibility and Community Standards Drug & Alcohol Policies

Table of Contents

Scope
Definitions
Standards of Conduct
Overseas Programs/Sanctions
Counseling and Assistance
Alcohol Policy
Alcohol Guidelines
Alcohol and Student Groups
University Sanctions
Health Risks
Effects of Alcohol
Legal Sanctions

Drug and Alcohol Abuse Prevention Policy

The Drug-Free Schools and Communities Act Amendments of 1989, require Saint Louis University to certify that it has adopted and implemented drug and alcohol abuse prevention programs as a condition of receiving federal funds and financial assistance. As a Catholic Jesuit Institution dedicated to the search for truth through education, and improving the temporal and spiritual well-being of all persons, Saint Louis University has had a long-standing Policy of promoting a campus environment free from drug and alcohol abuse. In accordance with the Drug Free Schools and Communities Act Amendments of 1989 and Saint Louis University's Catholic Jesuit mission, this Policy restates the University's commitment to maintaining an environment which is free of impairment and conducive to the physical, emotional, psychological, and spiritual development of all persons.

Scope

This Policy applies to all Students taking courses for academic credit at Saint Louis University, including Students enrolled at the North Campus, South Campus, or Saint Louis University at Madrid and academic programs located overseas.

Definitions

For the purposes of this Policy, the following definitions will be applied:

● The term "**Illicit drugs**" includes any controlled substance listed in Schedule I-V of §812 of the Federal Controlled Substance Act and those listed under Illinois, Missouri or other applicable laws.

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

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

● The term "**University activities**" includes academic programs affiliated with the University or in which Students have matriculated for academic credit at Saint Louis University, including study-abroad programs overseas, and any on campus or off-campus event or function conducted, approved, sponsored or funded, in whole or in part, by the University or any officially recognized Student Organization.

Standards of Conduct

Saint Louis University prohibits the unlawful manufacture, distribution, sale, possession or use of illicit drugs or alcohol on its premises or as part of any University activity. Conduct involving prescription drugs which have not been prescribed by a physician will be treated as a violation. This Policy supplements and does not limit rules of conduct pertaining to alcohol or drugs which are published in other official University publications.

*Medical Marijuana***:** A number of states, including Missouri and Illinois, have passed laws that make the use of marijuana for some medical conditions legitimate under the law of that state. However, the possession or use of marijuana remains an offense under the Controlled Substances Act, a federal law. Saint Louis University is obligated to comply with all federal laws and regulations. In order to remain in compliance, SLU will not permit the possession or use of marijuana at educational or other activities sponsored, conducted, or authorized by SLU or its student organizations, whether on or off campus, in any on-campus housing, or in any other SLU buildings or other property.

Overseas Programs/Sanctions

Students visiting foreign countries to attend academic programs overseas are reminded that they may be subject to arrest and legal sanctions for drug and alcohol offenses under the laws and regulations of that particular country or institution in addition to the University sanctions described in the University Community Standards.

Counseling and Assistance

Saint Louis University offers confidential, professional counseling and referrals for Students needing assistance for problems relating to alcohol and drug abuse. Students may obtain information and assistance by contacting the following Counseling and Consultation Center locations:

Location	**Telephone**
North Campus - Wuller Hall	(314) 977-8255 (TALK) *(24-hours)*
Madrid Campus - Manresa Hall	011-34-91-554-5858 (extension 230)

For assistance off-campus, the following organizations provide local referrals and information on alcohol or drug abuse through nationwide hot-line services:

Organizations	**Toll-Free Number**
Alcohol and Drug Referral	1 (800) 252-6465
Alcoholics Anonymous	1 (800) 344-2666
National Council on Alcoholism	1 (800) 622-2255 (NCA-CALL)
National Institute on Drug Abuse	1 (800) 662-4357 (HELP)
Parents' Resource Institute for Drug Information	1 (800) 241-9746

Alcohol Policy

In observance with the law of Missouri and the ordinances of the City of St. Louis, no person under the age of 21 may purchase or attempt to purchase or have in their possession, any alcoholic or intoxicating beverage on Campus or at University activities. Therefore, no alcohol beverage may be served or sold to anyone under 21 years of age on Campus or at University activities. Students must present two forms of valid photo identification or comply with our reasonable age verification procedures at events held on the Campus at which alcohol is available. Students found presenting false identification or taking other steps to acquire alcohol as a minor will be subject to disciplinary action under the Community Standards, and risk criminal prosecution.

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

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

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

University departments and Student Organizations also may impose additional, more stringent restrictions on the use and distribution of alcohol by their members. Additional University alcohol-related policies include the Community Standards Alcohol Violations (sections 2.7.3-2.7.7); Dry Recruitment Policy (section 3.1.I), Student Organization Alcohol Policy (section 3.4), and Residence Life policies (Appendix B). Alcohol guidelines for Student athletes can be obtained from the Athletic Department, located in the Chaifetz Arena. Copies of the Greek Social Event Policy, intended to provide risk management guidelines and govern the use and distribution of alcohol at fraternity and sorority events, are available at the Student Involvement Center, Room 319, Busch Student Center.

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

The University may take reasonable steps to protect the rights of others threatened by illegal or immoderate drinking on Campus or at social events sponsored by the University. The University, therefore, prohibits drinking that infringes on the rights of others, prohibits misconduct due to drinking or drinking by anyone under 21 years of age. The University prohibits any drinking patterns that lead to behaviors detrimental to the health and welfare of the individual, Student group or University community. Social activities are expected to have clear purposes, other than the

consumption of alcoholic beverages. The University encourages moderation in the use of alcohol for those of legal age who choose to drink. The University strongly asserts that choosing not to drink is as socially acceptable as choosing to drink.

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

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

For assistance and information on issues relating to alcohol please contact the Student Health Center at (314) 977-2323 or the University Counseling Center at (314) 977-8255 (TALK) *(24-hours).*

Alcohol Guidelines

Saint Louis University permits the lawful possession and consumption of alcoholic beverages on Campus or at University activities by persons who are of legal drinking age, consistent with the following guidelines:

- Anyone under the age of 21 is not allowed to be in the presence or possession of alcohol in a residence hall, and university owned/leased apartments.
- Underage Students who have roommates who are over 21 can be in their living space when alcohol is present, however, the underage Student cannot consume alcohol and no one else under 21 can be present when alcohol is being consumed.
- Students living in residence halls, university owned/staffed buildings who are 21 years of age or older may bring small amounts of alcohol for personal consumption into the space to which they have been assigned.
- Residents who choose to use alcohol legally are expected to do so in a responsible manner, including, but not limited to, not distributing alcohol to minors, and not consuming alcohol in the presence of guests (non-roommates) who are under the age of 21.
- With the exception of a roommate, no alcohol is permitted in the presence of an underage Student.
- Alcohol collections and/or displays are prohibited in all residential spaces.
- No alcohol, whether in open or in uncovered unopened containers, is permitted in lounges, hallways, or other residence hall/apartment living unit public areas by anyone, of any age. No alcohol is permitted on the balcony of any University apartment.
- Kegs, party balls, beer bongs and similar large containers of alcohol are not permitted in the residence halls/living units.
- Irresponsible use of alcohol, regardless of age, resulting in public intoxication, disorderly conduct, vandalism or similar conduct will result in disciplinary action.
- Intoxicated residents may be prohibited from escorting guests into the residence halls/living units. In addition, intoxicated visitors may not be escorted into University housing, regardless of their escort.
- Should you be found in a room/living unit in which an alcohol Policy is being violated, you will be subject to disciplinary action, regardless of age.
- Failure to comply with these Community Standards may result in disciplinary action.
- Alcohol and alcohol paraphernalia will be disposed of and/or confiscated.

Alcohol and Student Groups

The following guidelines apply to Student groups and organizations:

- The possession, sale, use or consumption of Alcoholic beverages, during an organizational event, in any situation sponsored or endorsed by the organization, or at any event an observer would associate with the Student Organization, must be in compliance with any and all applicable laws of the state, province, county, and/or city and must comply with University Third Party Vendor Guidelines, which can be found on the Student Involvement Center website. This Policy covers any and all activities conducted by recognized Student Organizations whether alone or in conjunction with a third party, regardless of the activities' location. In addition, fraternities and sororities must also follow these and any additional guidelines set forth by their respective governing councils.
- No alcoholic beverages may be purchased through or with organizational funds or by any members or guests in the name of or on behalf of the Student Organization. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
- OPEN PARTIES, meaning those with unrestricted access by non-members of the Student Organization, without specific invitation, where alcohol is present, are prohibited.
- No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the age of 21.
- No organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as any establishment for which the sale or distribution of alcoholic beverages is a specific focus of their business) at which alcohol is provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a Student Organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this Policy, including the use of a third-party vendor and guest list. As an exception to the Policy, Student Organizations (whose charter allows them to do so) may host events in the Billiken Club (in adherence with other relevant guidelines), including during hours of operation when alcohol is served.
- No Student Organization may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
- All recruitment or rush activities associated with any Student Organization will be non-alcoholic. No recruitment or rush activities associated with any Student Organization may be held at or in conjunction with a tavern or alcohol distributor as defined in this Policy.
- Student Organizations that violate the University's Student Organization Policies pertaining to alcohol or the University's Alcohol Policy and Guidelines will be subject to a maximum sanction allowed by the Community Standards, including suspension or expulsion from the University. Repeated violations will constitute sufficient grounds for the suspension or permanent dismissal of the organization from the University. To the extent that the University serves society by developing and sustaining an environment free of alcohol and drug abuse, the University reserves the right to take disciplinary action against Students involved in violations of the Standards and Alcohol Policy Guidelines occurring off campus. Disciplinary measures will be administered consistent with local, state and federal laws.

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

University Sanctions

Students who violate the University Community Standards pertaining to alcohol, illicit drugs, and/or the Alcohol Policy and Guidelines will be subject to the maximum sanctions available under the community standards. In cases when a finding of responsibility is determined, the disciplinary history of a Student, Student Organization, and Student group, will be taken into consideration in determining the most appropriate outcome, which may include dismissal from the University if sufficient grounds exist.

Appropriate disciplinary action for violations of the University Community Standards and Alcohol Policy and Guidelines may include counseling and/or a satisfactory completion of a rehabilitation program. The University may, at its discretion, refer cases to the proper law enforcement authorities for arrest or prosecution. To the extent that the University serves society by developing and sustaining an environment free of alcohol and drug abuse, the University reserves the right to take disciplinary action against Students involved in violations of the Standards and Alcohol Policy Guidelines occurring off campus. Disciplinary measures will be administered consistent with local, state and federal laws.

Health Risks

There are numerous, serious health risks associated with the use of illicit drugs and alcohol. Substance abuse, when left untreated, may lead to damaged vital organs such as the liver, brain, and kidneys. Other problems normally associated with substance abuse include nausea, vomiting, loss of memory, slurred speech, blurred vision, and violent acts of aggression. These effects, more often than not, lead to poor academic performance, loss of jobs, arrests, arguments with family and friends, and serious accidents.

Effects of Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher manual functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and intellectual disabilities. In addition, research indicated that children of alcoholic parents are at a greater risk of becoming alcoholics than other children.

Legal Sanctions

Because of the harmful effects of alcohol and drug abuse, local state and federal governments have enacted laws making it a criminal offense to unlawfully possess, use or distribute illicit drugs or alcohol. These laws cover the one time, "social or recreational" users as well as the alcoholic and drug addict. In order to assist you in understanding the potential legal implications of such conduct, a summary of the criminal sanctions which may be imposed under local, state, and federal laws is provided below:

Missouri Law - Alcohol

Missouri's Liquor Control Law makes it illegal, among other things, for a person under the age of 21 years to purchase, attempt to purchase, or possess any intoxicating liquor (Mo. REV. STAT. 311.325). Violation of this provision can result in a fine between $50 and $2,000 and/or imprisonment for a maximum term of one year. County and municipality ordinances contain similar prohibitions and sanctions.

Missouri Law - Drug

Missouri Drug Regulations (Mo. REV. STAT. § 579.055) make it unlawful for any person to distribute, deliver, manufacture, produce or attempt to distribute, deliver, manufacture or produce a controlled substance or to possess with intent to distribute, deliver, manufacture, or produce a controlled substance. Any person who violates or attempts to violate this section with respect to any controlled substance except for 35 grams or less of marijuana is guilty of a Class D felony. Additionally, it is a class A felony to distribute or deliver a controlled substance on or near University property. Persons convicted of this offense can be sentenced to imprisonment for not less than 10 years. Conviction for possession of illicit drugs may result in up to 7 years imprisonment and a maximum fine of $10,000 unless the offense involves more than 10 grams but less than 35 grams of marijuana, which entails up to 1 year in prison and a fine of $2,000. Anyone who violates this law with respect to distributing or delivering 35 grams or less of marijuana may be guilty of a Class E felony.

Illinois Law - Alcohol

It is against Illinois law to sell or distribute alcoholic beverages to persons under 21 years of age or to anyone who is intoxicated. Violation is a Class A misdemeanor with a minimum fine of $500. Persons under 21 who possess alcoholic beverages on the street or in a public area may be subject to a Class A misdemeanor.

Illinois Law - Drug

The Illinois Controlled Substances Act (720 ILCS 570/201) makes possession of a controlled substance a felony criminal offense under Illinois law. Generally, possession convictions result in a Class 4 felony with a sentence of 1-3 years in prison or a fine of $25,000. Conviction for possession of illicit drugs results in a Class 1 felony with 6 to 50 years' imprisonment and a fine of up to $200,000, unless the offense involves a smaller amount (100 grams or less) of certain drugs, which elicits 4 to 15 years in prison and a fine of up to $200,000. The Illinois Drug Paraphernalia Act (720 ILCS 600/2) makes it a Class A misdemeanor to knowingly possess drug paraphernalia. The law does not distinguish between the types of drug paraphernalia used except for methamphetamine

manufacturing materials. The penalties for possessing a pipe to smoke marijuana are the same as a needle to shoot heroin, even though heroin is regarded as a more dangerous drug.

Federal Law

Conviction for possession of illicit drugs results in the following:
8 years if the substance is heroin or any Schedule I or II opiate, an analogue of these, or cocaine base;
6 years if the substance is cocaine, flunitrazepam (Rohypnols), LSD, or PCP;
4 years if the substance is any other controlled substance or a list I chemical.

City of St. Louis Ordinance

http://stlouis-mo.gov/internal-apps/legislative/upload/floor-substitute/BB275FS.pdf

Any person, with the exception of those individuals described in Section 2 of the ordinance, found in possession of 35 grams or less of marijuana shall be subject to a fine of not less than one hundred dollars and not more than five hundred dollars. There is a strong presumption that the proper disposition of any such case is to suspend the imposition of sentence and/or require community service work and/or drug counseling and education.

The severity of the sanctions imposed for both possession and distribution offenses depend on the type and quantity of drugs, prior convictions, and whether death or serious injury resulted. Sanctions may be increased for offenses which involve distribution to minors or occur on or near Campus. In addition, other federal laws require or permit forfeiture of personal or real property used to illegally possess, facilitate possession, transport or conceal a controlled substance. A person's right to purchase a firearm or receive federal benefits, such as Student loans, grants, contracts, or professional or commercial licenses, may be revoked or denied as a result of a drug conviction. Additionally, federal law mandates that any Student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance during the period on the date of such conviction and ending after the interval specified.

Housing and Residence Life
2019-2020
Handbook

2019-2020 Housing and Residence Life Handbook Contents

The contents of the 2019-2020 Housing and Residence Life Handbook are included below:

Residence Hall & Apartment Housing, p. 3

Community Living, p. 4

Residence Hall & Apartment Contract Information, p. 4

Residence Hall & Apartment Services, p. 5

Residence Life & Community Living Standards, p. 7

Residence Life & Community Living Policies, p. 8

Facility Policies & Guidelines, p. 10

Emergency Procedures, p. 14

Residence Hall & Apartment Housing

(physical address and front desk phone number)

University Residence Halls

Clemens Hall (Closed for renovation)
3630 West Pine Mall
314.977.1500

DeMattias Hall
3825 West Pine Mall
314.977.1560

Fusz Hall
3700 West Pine Mall
314.977.2984

Griesedieck Hall
3630 West Pine Mall
314.977.1500

Grand Hall
3605-13 Laclede Avenue
314.977.9854

Marguerite Hall
3811 West Pine Mall
314.977.3070

Reinert Hall
303 South Grand Blvd.
314.977.3080

Spring Hall
11 North Spring Avenue
314.977.6698

Walsh Hall
3630 West Pine Mall
314.977.1500

University Apartments

Grand Forest Apartments
3400 Laclede Avenue
314.977.2075

Marchetti Towers East Apartments
3520 Laclede Avenue
314.977.3089

Marchetti Towers West Apartments
3530 Laclede Avenue
314.977.3094

Village Apartments
314.977.1558

Anderson Hall
3746 West Pine Mall

Brown Hall
3744 West Pine Mall

Chan Hall
3740 West Pine Mall

Donnelly Hall
3742 West Pine Mall

Robert May Hall *(graduate and professional student housing)*
3331 Locust Street
314.977.3094

Eagleton Hall
3807 West Pine Mall

Fox-Clark Hall
3805 West Pine Mall

Gunn Hall
3803 West Pine Mall

C.S. Huh Hall
3801 West Pine Mall

Community Living at Saint Louis University

On-campus living at Saint Louis University provides an integral part of a Student's educational experience, offering opportunities and services beneficial to their overall development. We expect Students to be responsible and involved citizens in the residential community and thus active co-constructors who participate in making and carrying out decisions affecting their community. Residents will come together to create community standards that each Student will be held accountable for as a participant in the residential experience. Residents will also work with their roommates, suitemates, or apartment mates to create an agreement on how their personal living area should be managed throughout the year. Students are vital in the process of creating their residential environment

As a residential Student, you enjoy and receive considerable freedom, and with that freedom comes many responsibilities. You are responsible for your room/living unit. Regardless of your presence, you are responsible for all activities that occur there if you have knowledge of others' activities or fail to take proper actions to stop any activity. You are also responsible for your actions, the physical environment of the building, and the community as a whole. If you are aware of, or in the presence of, a violation of University Policy, and remain in the presence of, or fail to take reasonable actions to stop the violation, you are giving your implied consent to this violation, and could be held responsible.

A benefit of attending a Jesuit University is our strong commitment to values. We value your right to privacy, freedom of choice, and the responsibility that comes with those freedoms. Your room/living unit is a private space and we try to respect your privacy as best we can. You have the freedom of choice, and that, as individuals, you will make decisions that will affect your life. Hopefully, these decisions will be a result of a close examination of available information, and your own careful thought. It is in this context that you will make decisions about how you will act, represent yourself and comply with the expectations of other residents, the University and the law. It is important that you examine and consider the predictable outcomes or results of your actions. Our expectation, then, is that you will comply with these policies, as well as any local, state or federal laws.

This Housing and Residence Life Handbook is designed to provide you with information about services, policies, procedures and opportunities that will enable you to fully participate in on-campus living. As a residential Student, it is your responsibility to review this handbook as well as the Community Standards. If you have any questions, please talk to a Housing and Residence Life (HRL) staff member or contact the Department of Housing and Residence Life at (314) 977-2811 or via email at reslife@slu.edu.

Residence Hall & Apartment Contract Information

The following information is from the Saint Louis University Housing Contract. Read and preserve your copy of the housing agreement as you have assumed full responsibility for complying with its contents. By signing the Housing Contract each resident demonstrates that he or she understands and agrees to the conditions of the contract. This contract is for the academic year. It is also expected that each resident has read and understands all policies in the HRL Handbook.

Administrative Reassignment
The University reserves the right to reassign an individual or a group of individuals at any time. This Policy is usually, but not exclusively, applied to situations where an individual Student or group of Students has had recurring behavioral problems or community damage.

Residents of communities (room or floor) with environments that are displaying behaviors inconsistent with the University's values, mission or policies are subject to an administrative move. If an administrative

reassignment occurs, the Student(s) will be responsible for any additional room charges that may be affiliated with the new assignment. The central housing office will determine when an administrative move is deemed necessary. If an administrative move occurs, parent/ guardians could be notified of the reassignment. Additionally, Students may also be administratively reassigned in order to consolidate space.

Room Entry
Housing and Residence Life staffs reserve the right to enter a Student's room/living unit to ensure, among other things, health, safety, and maintenance in residence halls/living units. This includes quarterly inspections for health, safety and cleanliness. Room searches will be conducted in accordance with the guidelines listed in the Room Search section of this guide and the terms and conditions of the Housing contract. The Department of Housing and Residence will not facilitate entry of a non-resident, including family members, into a Student's room without the explicit (verbal or written) consent of that Student.

Room Responsibility
You are responsible for your room/apartment. Regardless of your presence, you can be held responsible for all activities that occur there and may be processed through Office of Student Responsibility and Community Standards.

Room Search
Saint Louis University reserves the right to enter and search a residence hall room if any of its authorized personnel (e.g., Resident Assistant, Residence Hall Coordinator, Maintenance, DPS) has reason to believe the following:

- That there is a possibility of imminent hazard to persons or property;
- That there is a violation of public law or University Policy, including the University Community Standards;
- That contraband items are present but concealed from view.

If entry becomes necessary under these conditions, University personnel will knock and identify themselves. If there is no response, a passkey will be used to enter the room. Prohibited items like alcohol may be confiscated, but if University personnel observe illegal drugs or paraphernalia, SLU's Department of Public Safety (DPS) will be contacted and will conduct a room/unit search.

If a room search is necessary, it will be conducted by University personnel and/or DPS. If possible, Residence Life Pro-Staff will be present during the room search. When practical, the resident(s) whose room is to be searched will be allowed to be present during the search and will be informed of the reason for the search. The resident(s) need not give permission to search. At the discretion of University personnel, the resident(s) will typically be asked to open drawers, closets, locked boxes, etc. However, refusal to comply will not impede the search.

St. Louis Metropolitan Police Department (SLMPD) and/or other law enforcement entities with proper authority may initiate a search within normal legal guidelines. These procedures may supersede the above guidelines. The information gathered during this process may be processed through both the criminal system and the University's Community Standard processes.

During a search, University personnel shall make a reasonable attempt not to unnecessarily disrupt belongings, and an effort shall be made to leave the room in the condition that it was found. A receipt shall be given for any seized items. If no resident is present, University personnel shall leave a notice of entry/search and a receipt for any seized items in a prominent.

A resident who believes their room has been wrongfully entered should report the matter to the Residence Hall Coordinator and submit a written complaint to the Director of Housing and Residence Life.

Residence Hall & Apartment Services

Communication with Students
Students will receive important information from the Housing and Residence Life Department via their SLU e-mail account. Students should monitor this account regularly as information will not necessarily be sent in other ways. Students may have their email accounts from other addresses/platforms forwarded to their SLU e-mail account. Assistance with this can be obtained by calling ITS Help Desk at 977-4000. Emergency notification/timely alerts are sent by DPS. You can register and/or update your information in myslu.slu.edu in Banner Self-Service.

Desk Operations
All residence halls and Marchetti Towers Apartments are staffed 24-hours with a highly-trained desk staff and contracted security from 12:00am-6:00am. The purpose is to provide additional security for the building. At the desks, a variety of other services and information are provided. The desk area functions as the primary point of contact for each hall and serves as a place to call in any problems that may require the assistance of Housing and Residence Life staff member or the Department of Public Safety, (314) 977-3000.

In order to gain access to the lobby of a residential area a Student must utilize their Student ID to gain access to the front door. Students who desire to enter the residential section of a building must have their access rights approved by swiping their Student ID through the card reader at the Security Desk. For more information see Visitation/ Host and Guest Responsibilities.

The desk is often a busy, high-traffic area that provides a wide variety of services to residents of the building. We expect that all Students will cooperate with reasonable requests and be considerate of the desk staff. No type of harassment, verbal abuse, or other similar behaviors will be tolerated. Students who have misplaced their ID may have their access verified with a State Driver's License, Passport, or Military ID Card, and Banner ID.

Emergency Contacts
Residential Students must register their confidential emergency contact information through myslu.edu and on their emergency card as part of the residence hall/apartment check-in process. In the event of an emergency, University personnel could access the information to notify your designated emergency contact.

Missing Person
Residential Students must also register their confidential emergency contact Information on their emergency card as part of the residence hall/apartment check-in process. A Student's confidential contact information will be accessible only by authorized University personnel and law enforcement officials in the course of a missing person's investigation.

Identification Card & Keys
The SLU ID has many functions including access to campus residential areas, the library, the Simon Recreation Center, and use in dining facilities. Each Student is issued a SLU ID card during their first semester at the University and is expected to carry it on with them at all times while on campus. Students are required to swipe their SLU ID cards each time they enter a residence hall or Marchetti Towers. Students not in possession of their ID card need to check in at the front desk and will be recorded as a "lockout". Students who have misplaced their ID may have their authorization verified in other manners but may be asked to wait until it is convenient for the Security Desk Worker to do so. Any attempt to falsify residential information or access a building under another's identity may result in Student conduct action.
SLU ID cards are the property of Saint Louis University and may be requested back at the end of the

residential contract period. Each Student is responsible for the care and maintenance of their SLU ID card. Students must have their ID card in order to access their University meal plan.

Students who are locked out of their room for a forgotten key may retrieve a spare key at their designated front desk. The spare key may be kept for 15 minutes while the permanent key is collected. If the spare key is not returned a core change will be conducted for the room in question and a charge may be applied to the Student's account.

Information Technology
University's Appropriate Use Policy: It is the obligation for all Students to familiarize themselves and follow the Policy at: http://www.slu.edu/Documents/its/AUPjune2005.pdf.

All residential facilities have high-speed wired and wireless internet. Students are prohibited from setting up their own wireless routers or printers in residential facilities

Residence Life Community Living Standards

Saint Louis University Residence Life Community Living Principles
As a Student living on campus, and as a Student in our residential community, your participation is a vital and important contribution in enhancing the community and the SLU experience.

As a member of our community you will experience…
…a residential community that creates and promotes service, social engagement, personal responsibility and acceptance for others that are different than you. By living in the residential community, you will experience social and educational opportunities to explore that will enhance your SLU experience.

…a residential floor/ area that establishes relationships that will remain beyond your SLU experience. A floor that creates a learning environment outside of the classroom that engages you in discussion and challenges you to explore yourself and the world around you. A floor that is disciplined, compassionate, just and able to promote mutual respect fosters bonds that will strengthen the community and its members.

…a personal residential space for you to relax, refresh and reflect on your SLU experiences and to give you the energy to go out into the community to live out the University Mission of being men and women for others.

As a member of your residential community, we hope you embrace the principles of respect, civility, fairness and support the common good for the entire community.

To maintain a unique community living experience you as a member are expected to exercise responsibility and to abide by established community standards.

Community standards are designed to promote and preserve an atmosphere conducive to community living. Community standards are developed by all residents as a collective unit within the first week of the Fall semester and will be posted on the floor. All residents are responsible for knowing and adhering to these standards. Additionally, roommates will create a roommate or apartment agreement at the beginning of the academic year. These standards are to be adhered to by the occupants of the room and guests of the room. All standards are supplemental to the Community Standards, Residence Life Handbook, and the Housing Contract. Any violation of the standards may result in disciplinary action. Standards that duplicate Community Standard violations are noted after the standard with the appropriate

Community Standard violation. When possible, allegations involving violations of these standards will be charged under the University's Community Standards. Any housing violation may be treated as an administrative violation for failing to meet Housing Standards, Housing Contract or the Residence Life Handbook or referred to Community Standards Violations.

For more information on the Community Standards and to read all policies and procedures related to Community Standards at Saint Louis University, go to http://www.slu.edu/life-at-slu/community-standards/Student-handbook.php

To review the Housing Contract, go to: https://www.slu.edu/housing/docs/2019-2020_housing_meal_contract.pdf

Residence Life Community Living Policies

4.2 Residence Life Standards

4.2.1 Alcohol, Host Responsibility – Students living in residence halls, university owned/staffed buildings who are 21 years of age or older may bring small amounts of alcohol for personal consumption into the space to which they have been assigned. Residents who choose to use alcohol legally are expected to do so in a responsible manner, including, but not limited to, not distributing alcohol to minors, and not consuming alcohol in the presence of guests (non-roommates) who are under the age of 21. With the exception of a roommate, no alcohol is permitted in the presence of an underage Student. Alcohol collections and/or displays are prohibited in all residential spaces. Any Student who is found responsible for this violation may receive a monetary fine and/or fee applied to their Student account.

4.2.2 Building Exterior – Failure to follow the following guidelines jeopardizes the safety of community members:

a. The propping open of residence hall exterior doors is strictly prohibited.
b. Throwing or dropping objects from windows or balconies is prohibited.
c. Students are prohibited from being out on a ledge, windowsill, or a building roof. This includes entering and exiting from them.

4.2.3 Elevator Abuse- Residents should abide by elevator guidelines (occupancy, etc.) to ensure the safety of themselves and others and to ensure the safe operation of the elevator.

4.2.4 Hall Sports/Recreation - Out of respect for property and university facilities, sports or general rough-housing are not permitted in the hallways or lounges. Additionally, wheeled transportation (including, but not limited to, bikes, motorized and non-motorized scooters etc.) are not permitted in the residence halls/ apartment living units.

4.2.5 Host Responsibility - Hosts are responsible for all actions of their guests. Hosts and guests must remain together from the start of the check-in process through the completion of a guest's check out.

4.2.6 Housekeeping/Cleanliness – Students living in university housing are asked to maintain a high standard of housekeeping and cleanliness.

a. The assigned space and furnishings should be kept clean and sanitary.
b. Garbage and other items to be discarded should be placed in the appropriate trash rooms or dumpsters.
c. Students should clean up trash and personal items in common areas after use.

4.2.7 In the Presence of Alcohol - Anyone under the age of 21 is not allowed to be in the presence or possession of alcohol in a residence hall, and university owned/leased apartments. Underage Students who have roommates who are over 21 can be in their living space when alcohol is present, however, the underage Student cannot consume alcohol and no one else under 21 can be present when alcohol is being consumed. Any Student who is found responsible for this violation may receive a monetary fine and/or fee applied to their Student account.

4.2.8 Keys and Residence Hall Access **-** Students are expected to scan their ID card when entering a building, report lost or missing residence hall keys or access cards immediately, and return spare keys immediately after use. Students are not allowed to give their SLU ID, room and/or entrance keys to others. Falsification of information in an attempt to obtain a back-up key is strictly prohibited.

4.2.9 Living Assignments – Students are expected to adhere to all aspects of the housing contract in respect to assigned spaces including:

a. Resident rooms and apartment spaces are to be occupied by only those assigned to the room/apartment by Housing and Residence Life and are not to be occupied, or loaned/leased without prior consent of Housing and Residence Life, to other residents or nonresidents.
b. Refusing to accept or impeding an effort by Housing and Residence Life to make an assignment to a vacant space is prohibited.

4.2.10 Noise - Failure to adhere to the noise guidelines

a. Quiet hours are in effect from midnight to 8 am, Monday through Friday, and from 2 am through 10 am, Saturday and Sunday, in all buildings. Each floor may establish additional quiet hours, so that residents may count on undisturbed quiet activities such as relaxing, studying, and sleeping. During final exam periods quiet hours are in effect for 24 hours.
b. Moderate noise levels that promote an atmosphere of academic success should be maintained during all hours other than those designated as quiet. Students should be considerate by observing these hours and responding appropriately to requests to lower noise volume.
c. Noise that can be heard outside of a room or in the courtyard of a building by placing a stereo out the window, yelling out the window, or using amplification devices is prohibited at all times.

4.2.11 Occupancy - In order to maintain reasonable occupancy levels, gatherings in a residence hall room or apartment should not exceed more than four times the designed occupancy level (i.e. a 2 person room may not have more than 8 people).

4.2.12 Open Flame/Element Devices - Open flame or open element devices (including, but not limited to, candles-wick or no wick, incense, George Foreman grills, toasters, toaster ovens, barbeque grills, etc.) are not permitted in the residence halls/apartment living units (kitchen items exempted in apartments with kitchens) or in building indoor or outdoor common areas.

4.2.13 Overnight Guests/Cohabitation - Residents may have overnight guests in the halls in accordance with the visitation guidelines in place for their particular building. Any overnight guest must have consent of the roommates/suitemates. Such guests, however, may not stay for more than 3 days without expressed permission from the Residence Hall Coordinator. Cohabitation is not permitted.

4.2.14 Pets - Pets are not permitted in the residence halls/apartment living units except for fish or hermit crabs in small bowls or an aquarium that is limited to 10 gallons.

4.2.15 Residential Community Damage - Students are expected to respect university property, as well as the property of other community members. Damages, alterations, or removals to residence hall rooms, buildings, and other community member's property.

4.2.16 Restroom Civility - At no time should individuals be in a restroom facility designated for a gender other than their own gender identity.

4.2.17 Sales/Solicitation - Sales or solicitation (including, but not limited to, running a business out of your room, including subleasing, magazine sales, pizza sales, etc.) is not permitted in the residence halls/apartment living units. All materials to be distributed to the residence halls/Students must be approved by SGA advertisement guidelines and be sent through the Housing and Residence Life Central Office for prior approval.

4.2.18 Screens/Doors - Students may not remove, alter, or tamper with window screens, door closures, locks, etc. Additional locks may not be added to the room or bathrooms doors. Screens must remain on windows at all times.

4.2.19 Unregistered Guests - Hosts are expected to meet and register their guests at the building entrance or desk and escort them at all times while in the building. At no time, should any resident provide entrance to the building to anyone who is not their guest.

4.2.20 Visitation - In order to best support Students in the residence halls and apartments, guests are permitted only during specified hours and in accordance with any roommate agreement. Guests must be escorted at all times. The following hours are established to support Students while facilitating positive, social and educational interactions. Students living in any University managed residence halls or apartments may check in guests at the front desk during the following hours:

- Sunday 7:00am - Monday 2:00am
- Monday 7:00am - Tuesday 2:00am
- Tuesday 7:00am - Wednesday 2:00am
- Wednesday 7:00am - Thursday 2:00am
- Thursday 7:00am - Friday 2:00am
- Friday 7:00am - Saturday 4:00am
- Saturday 7:00am - Sunday 4:00am

Resident and guests must adhere to the check-out times defined at each front desk.
Although the Village Apartments and Grand Forest Apartments do not have a front desk, it is expected that residents of those apartments follow the visitation hours outlined in this Policy.

Non-residential Students are permitted to enter academic spaces of residence halls between 7am-6pm. Outside of these times, non-residents must be checked in by a resident of the building and escorted at all times.

4.2.21 Prohibited Items/Actions - Possession of a prohibited item or the behavior of a prohibited action as described. Prohibited Items: Any weapon as defined in the University Weapons Policy (Student Handbook, §1.24), air conditioners (both window and portable units except those provided by the University); Halogen lamps, lava lamps, sunlamps, and incandescent bulbs; Hookahs or waterpipes; Hoverboards/motorized skateboards; Devices used to promote irresponsible drinking (beer bongs, funnels, kegs, party balls, and similar devices typically used to promote excessive alcohol consumption); Alcohol collections or trophies (pyramids, excessive bottles, cans, cartons); Extension cords (unless multiple outlet-type with built-in fuses and/or surge protector); Items obstructing egress/exit paths in rooms or hallways; Outside antenna/satellite dish; Live cut trees or wreaths; Signs considered to be University, government, or another's property; Wireless internet routers; Locks, latches, or similar devices for interior and exterior doors beyond those provided by the university.

Prohibited Actions: Removal of University-issued room furniture or relocation of any University-issued residential furniture; Hanging items on sprinkler heads or piping; Utilizing smokeless tobacco or electronic cigarettes inside a building

Facility Policies & Guidelines

Appliances
Most typical appliances are allowed, provided they are used in a safe and proper manner, (See Restricted Items from University Housing). Students are permitted to use UL power strips. Multiple extension and/or inappropriate power extension cords are not permitted. The University is not responsible for damage to appliances or items inside the appliance due to power outages, power surges, and the like.

- Refrigerators in the residence halls must not exceed 3.2 cubic feet or draw more than 1.5 amps, and there may not be more than one refrigerator per room.
- Microwaves in residence halls must not draw more than 5.8 amps, or exceed 700 watts, and must be plugged into an UL power strip with built-in circuit breaker, or a "dedicated outlet,'' in rooms with such. There may not be more than one microwave per room.

Balconies and Porches
As a safety precaution, no more than four people may be on a balcony at any given time. Balconies should remain free of debris, laundry and grills (not permitted on campus). Bicycles may also be placed in this area in a quantity consistent with the number of occupants in the unit. Hammocks are not permitted to be hung from balconies/porches/patios.

Students may place their personal furniture on the balcony/patio/porch. University furniture should not be placed on balconies, patios, or porches in order to keep it from being exposed to the elements and in good functional condition. If the residents of an apartment are found with university furniture on their balcony, porch, or patio, they will receive a warning to place it back inside within 24 hours.

Motorcycles, mopeds and other similar motorized vehicles are not permitted on balconies/porches/patios.

No item should be thrown or dumped from balconies/porches/patios. Strands of lights, wind chimes, and any other decorations are not to be hung from balconies. The only item that may be hung from the balcony/patio is the flags recognized by the United Nations. Such flags should be secured in such a manner that they do not have the potential to harm other residents or University property and displayed in accordance to the regulations of displaying the nation's flag.

Bicycles and Other Wheeled Transportation (roller blades, skateboards, etc.)
Wheeled transportation is not permitted in the hallways or lounges of residence halls or apartment living units. They must be safely and securely stored in individual rooms and or bicycle racks located throughout campus. All bicycles must be registered through the Department of Public Safety and Emergency Preparedness and removed at the end of the school year. For more information on how to register you bike, call DPS at (314) 977-3000.

Decorations
You are encouraged to make your room more personal and homelike. However, we ask that you do not damage or permanently alter the room/living unit. If you have any questions about what you may or may not do, ask the Housing and Residence Life staff. Any permanent damage will result in damage fees. The guidelines for decorating are as follows. Do not use double-sided tape, putty, duct tape, or other substances that will leave a "gummy" residue on your door, walls, or furniture.

For plaster and drywall surfaces, use thumbtacks and small nails (no more than 10 per wall). For cinderblock walls, use blue painters tape or Command® hooks. Use only tacks or nails smaller than four penny in size (see local hardware stores in area for four penny nails). Do not use screws, large nails or other implements to hang items. Do not put multiple holes in close proximity to each other.

Do not hang wallpaper, border paper, or anything that will permanently adhere to the walls. Mirrors, extra shelves, hooks, and other such items need to be removed at the end of the year. They are not considered room improvements.

Do not line drawers or shelves with adhesive-backed paper. At the end of the year, Students are billed for any damage to the room. Damage not claimed by one person will be split between all residents residing in the room.

At the end of the year, Students are billed for any damage to the room. Damage not claimed by one person will be split between all residents residing in the room.

Elevators

To keep elevators in running order, do not overload, force doors open, stop the elevator, jump, use alarm buttons (except in emergencies), or otherwise misuse the equipment. Elevator abuse poses a serious threat to safety. If the elevator stops between floors, stay calm, remain in the elevator and use the alarm button and/or call box. A staff member or Department of Public Safety and Emergency Preparedness will come assist you with evacuating.

Emotional Support Animals (ESA)

In compliance with the Fair Housing Act (FHA), some Students may be allowed to have an Emotional Support Animal within campus housing facilities. These animals may alleviate one or more identified symptoms or effects of a disability or mental health related condition and are referred to as “emotional support” based on the function they perform for the Student. All requests for emotional support animals as an accommodation in campus housing facilities must be approved by Housing and Residence Life staff, located in DuBourg 157, in collaboration with Disability Services.

An Emotional Support Animal (ESA) is an animal selected to play an integral part of a person’s treatment process. The ESA must demonstrate a good temperament and reliable, predictable behavior. An ESA is not a Service Animal. Unlike a service animal, an ESA does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. An ESA is incorporated into a treatment process to assist in alleviating the symptoms of that individual’s disability. This treatment occurs within the person’s residence and therefore may be considered for access to university housing.

If a Student is allowed to have an emotional support animal, it may be restricted to only housing areas. It may not be allowed to enter classrooms, recreational facilities or other campus buildings. Requests for accommodations beyond the residential scope should be assessed by Disability Services in the Student Success Center.

Cleanliness

The Building Service Worker’s responsibility is for daily, normal, anticipated cleaning. Residents will be asked to clean up excessive messes, and individuals will be charged a minimum of $50 per residence hall room or $50 per apartment areas (living room, bedroom, kitchen, bathroom, and balcony) for excessive messes. Excessive messes in public areas, including but not limited to trash, will result in a minimum charge of $5 per resident who resides in that area.

Residents who can be attributed to inappropriately placing debris in common spaces/areas in and around residential areas (including outdoors) will be fined $50 per item. This may be divided between residents of a particular room or apartment unless a resident takes responsibility.

Furniture

All University furnishings must remain in Students’ rooms/living units at all times unless the Director, Associate Director or an Assistant Director approves them in writing. A Student may be assessed the actual, non-depreciated replacement cost for room furniture that is not present in the room or is present

but damaged at any time of the year. Personal furniture, with the exception of waterbeds, is permitted, as long as it adequately fits in the room. Please refer to the section on lofts regarding their guidelines and restrictions. Roll guards for upper bunks of beds are available by contacting the Residence Hall Coordinator. Swimming pools are not considered furniture and are prohibited from all University housing units.

Keys
Unauthorized possession, duplication or use of keys or unauthorized access to any University building or area on University premises.

For safety reasons, it is important for Students to keep their room/apartment keys with them at all times and always lock their door. All lost, stolen or broken keys must be reported to the Security Desk overseeing that respective residential area immediately. Keys are issued at check-in remain the property of the University and are to be used only by the Student assigned to that room/apartment during their contract period.

No University issued key may be duplicated, modified or loaned to another person. The Student is responsible for their room/apartment key until they have officially checked out of their room/living unit. Lost room/apartment keys require lock "core" changes.

Lock-outs
Residents may check out a lock-out key for their room/apt at the following locations:

- DeMattias, Fusz, Griesedieck, Marguerite, and Reinert available at the Security Desk of that building
- Grand Forest and Marchetti East available at the Marchetti East Security Desk, Marchetti West at the Marchetti West Security Desk
- Village Apartment available at the DeMattias Security Desk

Students may check out a lock-out key only to the room to which they are currently assigned. Attempting to gain access to another person's lock-out key and/or another person's room/living unit with a lock-out key may result in disciplinary action.

If the key is returned within 15 minutes, a lock-out charge will not be assessed. For safety and security reasons, lock-out keys not returned within 24 hours may result in an automatic lock change at the resident's expense. A Student is allowed to accumulate four lock-out marks per year without being assessed. Five or more lock-outs will result in an assessment of $5 each.

A duplicated key will not be accepted at check-out or as a returned lock-out key. Should this occur the Student will be assessed for a core change. Pursuant to the terms and conditions of the Residence Life Contract and this Handbook, staff members of the Housing and Residence Life may enter your room for emergency, safety or other reasons. See Room Search Policy for additional information. Students may not place any additional non-University security devices or non-University locks on their door.

Lofts
Homemade lofts are not permitted in any residence hall or apartment style living unit. Students residing in residence halls will be provided resources to have their bed lofted (www.bedloft.com). Not all facilities have beds that are able to be lofted. Please contact a Housing and Residence Life staff member for more specific information what is offered in your residence hall. Do not place your lofted or bunked bed in front of the window or air condition units.

Saint Louis University is not responsible or liable for any injury or damages sustained through a resident's decision to use a loft. Lofts may only be assembled/disassembled or repaired by request. Please contact www.bedloft.com or your Residence Hall Coordinator.

Painting/ Repairing
Painting or repairing Student rooms by residents is not allowed. Students who have painted or repaired their walls will be charged to return them to their original condition.

Restitution for Community Damages
In the event of damages occurring in community spaces or residence hall rooms/apartments, Student responsible may be asked to provide restitution in order to repair property damaged. It is the goal of Housing and Residence Life to maintain the highest quality facilities possible and thus rely on all community members to share in accountability for quality of the community spaces.
Monetary restitution will be determined on a case by case basis in order to repair damage. Labor as restitution in the event of creating excessive messes will also be considered on a case by case basis.

Roofs
For safety reasons, all roofs, overhangs and locked porches are off-limits to Students.

Windows and Screens
Windows fitted for screens are required to have the screen(s) secured in place and in proper positions at all times. It is the resident's responsibility to timely submit a work order if his/her screen falls out or is no longer properly secured. Safety stops, if applicable, on windows must remain intact at all times. It is the resident's responsibility to timely submit a work order if the window stop is not properly in place and secured.

Hanging, dropping or throwing anything out of an open window, including using the window for entry, exit or sitting, will result in severe disciplinary action, including but not limited to fines, dismissal or suspension from University housing, suspension and/or dismissal from the University. Where applicable, safety bars fitted on windows must remain latched at all times and should be opened only in the event of an actual emergency.

Work Orders
Submit a FM Systems work order for Facilities services ac/heating units, clogged sinks and toilets, door hardware, and many other issues by calling (314) 977-8193 or by clicking the following link: https://www.slu.edu/facilities/about/departments/facilities-management.php. For emergency maintenance contact the Department of Public Safety at (314) 977-3000.

Emergency Procedures

At Saint Louis University, your safety and security are a top priority. With the cooperation of each and every Student, our halls/living units will be safe environments for all to enjoy. Evacuation routes, procedures and assembly areas are listed in each residential area as well emergency procedure training takes place each semester. Each Student is expected to familiarize him/herself with the appropriate evacuation routes of the facility. Students should follow the directions of Housing and Residence Life, Department of Public Safety, or other emergency personnel all times during an emergency. If you have questions about the Emergency Procedures, please contact the Housing and Residence staff in your building immediately.

In the event of the following emergency, please follow these instructions. Inform your Residence Hall Coordinator at the beginning of the semester of any disabilities that might keep you from following the emergency instructions. Using the Banner system, please provide your cell phone number for use in case of an emergency.

Designated Reassembly Locations
If a building needs to be evacuated (fire alarm, facility related concern) below are the designated assembly sites:
Griesedieck Complex - Simon Rec Center
Grand Forest, Marchetti Towers East and West - Busch Student Center
Grand Hall - Simon Rec Center
Reinert Hall - Busch Student Center
Spring Hall – Georgetown Parking Lot (Simon Rec Center during inclement weather)
All housing units west of the clock tower - Xavier Hall
Robert May Hall - Wool Center

Earthquakes
Brace yourself firmly in a doorway or move against an interior wall, kneel or sit with legs drawn into chest and cover your head with your arms.
When shaking stops exit the building using stairs. Do not use elevators.
Check on fellow Students. Provide assistance to those needing help.
Once outside, move away from the building into an open area, away from buildings and electrical wires.
Aftershocks may occur. Remain in your assembly area until told to do otherwise by the proper authorities.
Go to designated re-assembly area.

Elevator Failure
If you become trapped:
Remain calm.
Use the emergency elevator phone or alarm button to call for help.
Do not attempt to pry open doors.
Do not attempt to use the overhead hatch.
Emergency assistance will be directed to your location.

If you believe someone is trapped in an elevator:
Contact the Department of Public Safety at (314) 977-3000.
Be prepared to tell the dispatcher on what floor you believe the person(s) is trapped.
Talk to the person(s) inside of the elevator by yelling through the door.
Remind them to remain calm and assure them assistance is on the way.

Fire
Familiarize yourself with the fire alarms and evacuation routes or exits or fire extinguishers.
Evacuate when fire alarm sounds.
Do not use elevators.
Assist others during the evacuation.
Go to your designated re-assembly area.
Call Department of Public Safety (314) 977-3000.

If you discover a Fire...
Pull a fire alarm.
If fire is small and you are trained, use the nearest, proper fire extinguisher.
DO NOT ENDANGER YOURSELF OR OTHERS.
If the fire cannot be extinguished, evacuate the building.
Contain the fire by closing the doors, if possible.
Assist others during the evacuation.
Use the building stairs. Do not use elevators.
Go to your designated re-assembly area.

Hazardous Condition
If you see, smell or hear something that might be a hazard, call the Department of Public Safety at (314)

977-3000.

Mental Health

- If you are facing a life-threatening emergency, immediately contact the Department of Public Safety at (314) 977-3000.
- Consult with an on-call University Counseling Center staff member at (314) 977-TALK
- Contact your Resident Advisor or Residence Hall Coordinator.
- Speak with a Campus Minister.

Medical Emergency

If facing a life-threatening emergency, immediately contact the Department of Public Safety at (314) 977-3000.
Student Health can be reached at (314) 977- 2323 for a health concern that is not considered an emergency.
Be familiar with the location of automated external defibrillators.

Missing Student

If a member of the University community has reason to believe that a Student who resides in on-campus residential housing is missing, they should immediately notify the Department of Public Safety at (314) 977-3000 and contact your Resident Advisor or Residence Hall Coordinator.

Sexual Misconduct

Information regarding the Sexual Misconduct Policy can be found in the Student Handbook, section 1.18 Sexual Misconduct Policy.

If you, or another Student is facing a life-threatening emergency, immediately contact the Department of Public Safety at (314) 977-3000.

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

- Disclosure to a licensed counselor in the University Counseling Center;
- Disclosure to a medical professional in the context of the physician-patient relationship; and
- Disclosure to a member of the clergy when the communication is made in their professional capacity of giving religious or spiritual advice.

Speaking confidentially with a licensed counselor in the University Counseling Center does not require a report to Department of Public Safety, Title IX Coordinator, or any other reporting body, without the consent of the Reporting Party.

You may also contact your Resident Advisor, Residence Hall Coordinator, or speak with a Campus Minister.

To access the full Policy, reporting, and resources review the Student Handbook, section 1.18 Sexual Misconduct Policy or visit www.slu.edu/here4you.

Hate-Bias Related

If you are involved or witness a hate-bias related incident, you should contact Department of Public Safety at (314) 977-3000 and contact your Resident Advisor or Residence Hall Coordinator.

For more information and resources, go to http://www.slu.edu/general-counsel-home/office-of-institutional-equity-and-diversity/hate-crimes-and-bias-related-incident-protocol

Sharps Containers
Please contact Student Health at (314) 977-2323 for information regarding obtaining a sharps container and disposal of sharps container.

Power Outage
If it lasts more than a few minutes, go to the first floor.
Listen for announcements from Department of Public Safety and follow their instructions.
Help ensure that everyone is aware of the instructions.

Flood Information
If you discover a water leak/ flood, immediately call the Department of Public Safety at (314) 977-3000.
If able, shut off the source of the water.
Notify a Resident Advisor, Desk Worker or Residence Hall Coordinator.

Tornado/ Severe Weather
Go to a pre-designated shelter area such as a safe room, basement, or the lowest level of the building. If there is no basement, go to the center of an interior room such as a closet, bathroom or interior hallway, away from corners, windows, doors, and outside walls.
Put as many walls as possible between you and the outside.
Get under a sturdy table or piece of furniture and use your arms to protect your head and neck.
Do not open windows.

Sounds like a Gunshot
Turn off lights to the room and close the blinds.
Lock or barricade the door and wait for help to arrive.
Hide where you cannot be seen and do not huddle together.
Call the Department of Public Safety (314) 977-3000.
If you are on the ground floor and can exit the building safely and quickly, do so.

Additional campus emergency procedures can be located at:
https://www.slu.edu/about/safety/campus-emergency.php.

Madrid Campus

Established in the late 1960s, Saint Louis University's campus in Madrid is the oldest U.S. University in Spain and the first American-based University to have its own free-standing campus in Europe. What distinguishes the SLU campus in Madrid from virtually any U.S. university in Europe (or anywhere abroad, for that matter) is the diversity of the Student body. Study abroad programs typically cater to U.S. Students visiting for a semester or for a year; small U.S. universities abroad typically cater either to host country nationals or to Students from around the world (Americans included). The 650 Students attending the Madrid campus is comprised of a fairly equal contingent of Spaniards and U.S. citizens. In addition, there is a strong Student cohort from other countries in Western and Eastern Europe, Latin America and North Africa; the breakdown is as follows: 40% U.S., 22% Spanish, and 38% International (Non-U.S. and Non-Spaniard). Students study and earn undergraduate degrees in programs such as English, Spanish, International Business, International Nursing, Communication, Economics and International Relations (soon!). The campus also offers Masters degrees in English and Spanish. The program's distinctive focus on learning outside of the classroom also makes it unique. The Madrid campus is the only university in Spain to offer Students a full range of co-curricular activities.

Students interested in planning to study abroad should contact the Saint Louis University Office of International Services:

Des Peres Hall, Room 102
3694 West Pine Mall St. Louis, MO 63108
(314) 977-2318
(314) 977-3412

Academic Calendars

Click here for the John Cook School of Business - Graduate academic calendars

Click here for the School of Law academic calendars

Click here for the School of Medicine academic calendars

Click here for the School for Professional Studies academic calendars

Click here for the Official University Holidays maintained by Human Resources.

http://www.slu.edu/office-of-the-university-registrar-home/academic-calendars

Saint Louis University
Consolidated 2019-2020
Academic Calendar

FALL SEMESTER 2019

WedMon., **August 21-26, 2019** - Orientation/Welcome Week
Friday, **August 23, 2019** - Convocation and Family Welcome
Monday, **August 26, 2019** - Classes Begin
Thursday, **August 29, 2019** - Mass of the Holy Spirit
Monday, **September 2, 2019** - Labor Day
Monday, **September 9, 2019** - Official Fall Census
Mon.-Sat., **October 14-19, 2019** - Fall Mid-Term Exams
Mon.-Tues., **October 21-22, 2019** - Fall Break
Tuesday, **October 22, 2019** - Fall Mid-Term Grades Due by 5:00 pm
Monday, **November 4, 2019** - Memorial Mass for the Deceased of the University
Wed.-Sat., **November 27-30, 2019** - Thanksgiving Break
Monday, **December 9, 2019** - Fall Classes End
Tuesday, **December 10, 2019** - Fall Study Day
Wed.-Tues., **December 11-17, 2019** - Fall Final Exams
Friday, **December 13, 2019** - Fall Commencement
Thursday, **December 19, 2019** - Fall Final Grades Due by 5:00 pm
Saturday, **December 21, 2019** - Fall Degree Conferral

SPRING SEMESTER 2020

Monday, **January 13, 2020** - Spring Classes Begin
Monday, **January 20, 2020** - Martin Luther King Day
Monday, **January 27, 2020** - Official Spring Census
Mon.-Sat., **March 2-7, 2020** - Spring Mid-Term Exams
Mon.-Sat., **March 9-14, 2020** - Spring Break
Tuesday, **March 10, 2020** - Spring Mid-Term Grades Due by 5:00 pm
Thurs.-Mon., **April 9-13, 2020** - Easter Break
Monday, **May 4, 2020** - Spring Classes End
Tuesday, **May 5, 2020** - Spring Study Day
Wed.-Tues., **May 6-12, 2020** - Spring Final Exams
Thursday, **May 14, 2020** - Spring Final Grades Due by 5:00 pm
Saturday, **May 16, 2020** - Commencement and Spring Degree Conferral

SUMMER SEMESTER 2020

Monday, **May 18, 2020** - Summer 12 Week Session Classes Begin
Monday, **May 18, 2020** - First 6 Week Session Classes Begin
Monday, **May 18, 2020** – First 3 Week Session Classes Begin
Monday, **May 18, 2020** – First 4 Week Session Classes Begin
Monday, **May 18, 2020** – First 8 Week Session Classes Begin
Monday, **May 25, 2020** - Memorial Day
Monday, **June 15, 2020** – Second 8 Week Session Classes Begin
Wednesday, **June 17, 2020** - Summer Degree Conferral #1
Monday, **June 29, 2020** – Second 6 Week Session Classes Begin
Wednesday, **July 1, 2020** - Summer Degree Conferral #2
Friday, **July 3, 2020** - July 4th Holiday
Monday, **July 13, 2020** – Second 4 Week Session Classes Begin
Wednesday, **July 15, 2020** - Summer Degree Conferral #3
Monday, **July 20, 2020** – Second 3 Week Session Classes Begin
Wednesday, **August 12, 2020** - Summer Degree Conferral