

The University of Saint Francis Student Handbook contains the rules, regulations and policies which outline the parameters of student life at the University of Saint Francis. The Student Handbook is for all University of Saint Francis students. It is the student's obligation to be informed about the policies and standards contained in this handbook. The university reserves the right to unilaterally change the provisions of this handbook. Such changes will become effective whenever proper university authorities so determine and will apply to those who are matriculated as well as to prospective students. Students will be informed of such changes. Questions may be directed to the Vice President for Student Affairs.

EQUAL EDUCATIONAL OPPORTUNITY

The University of Saint Francis (USF) reaffirms its policy of administering all educational programs, related supporting services and benefits in a manner that does not discriminate against a student or prospective student with regard to age, race, religion, national origin, sex, disability, genetics, and veteran status. The University of Saint Francis (USF) is a Catholic, Franciscan institution and reserves the right to make employment and education decisions based upon religion.

NON-DISCRIMINATION STATEMENT

In its employment practices, selection of students, and administration of all programs, the University of Saint Francis maintains a policy of non-discrimination regarding age, race, religion, national origin, sex, disability, genetics, and veteran status. The University of Saint Francis (USF) is a Catholic, Franciscan institution and reserves the right to make employment and education decisions based upon religion. The University has appointed the Vice President for Student Affairs to serve as the coordinator of compliance with Title IX.

Student inquiries or complaints should be directed to the Vice President for Student Affairs/Title IX Coordinator (260.399.7700 ext. 6745, Trinity Hall room 105), or to the Associate Vice President for Student Affairs/Deputy Coordinator (260.399.7700 ext. 6748). Employees should direct inquiries and complaints to the Title IX Coordinator or the Director of Human Resources/Deputy Coordinator (260.399.7700 ext. 6901).

Seal, Alma Mater and Fight Song

The seal of the University of Saint Francis is based on the Franciscan coat of arms, which had its origin around the middle of the fifteenth century. It pictures two arms crossed against the background of a simple cross. The right unclothed arm of Christ passes over the left arm of Francis, which is clothed in a sleeve. Both hands bear the wound mark of a nail.

The symbolism is evident. The superiority of Christ the crucified Redeemer is evident by His right arm passing over the left arm of Francis. The arm of Francis set against the background of the cross shows his choice of that symbol as his distinguishing mark and represents his conformity with Jesus Christ crucified. The wound mark in the hand of Christ recalls His crucifixion; the wound mark in the hand of Francis recalls his having been given the stigmata two years before his death.

The clouds in the lower portion of the circle suggest the lofty ideals of the Franciscan tradition, and the leaves surrounding the inner circle suggest olive branches, representing peace, which is an important element of Franciscanism.

University of Saint Francis Alma Mater

All hail, all hail, Saint Francis
Patron,

Saint Francis, noble

Alma Mater true;
Our hearts are ever loyal
honored
Pledging pride in you.
The castle is our treasure,
others,
Rare, our campus view;
Reflections make, in Mirror Lake,
traditions,
Scenes to live anew.

Keep us in your care.
Franciscan values
A heritage we share.
With deep respect for
Love for Nature too;
We'll cherish your
Alma Mater true.

University of Saint Francis Fight Song

Hail, to Saint Francis;
Loudly we sing our praise;
Onward to victory,
Our voices we raise.
Never vanquished, always proud
Of our blue and white;
Our team will win the fight,
We cheer with all our might. RAH! RAH! RAH!

LETTER FROM THE ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS

On behalf of our campus community, welcome to the University of Saint Francis! We are delighted you are here and are excited to be part of your collegiate journey!

As a student within our community, you will quickly notice that Saint Francis is a hard place to get lost. This is the kind of place you find yourself – so get involved. Become a student leader – represent your fellow Cougars on Student Government, serve

your fellow students as an RA or Peer Minister. Walk on as an athlete, or if time does not permit, participate in intramurals. Join a club or organization – better yet, start a new club or organization! Getting involved outside of class has consistently shown to have a positive impact on academic success and will create a richer experience during your collegiate journey, but also pay dividends long after you have graduated.

Be intentional to take time and meet the rest of your campus community – not just other students who live on- or off-campus, but your faculty, your advisors, and all the administrators and staff who are here to support you and want to help you to create the experience of a lifetime! Nourish these relationships and you will make lifelong friendships!

This Student Handbook was developed to provide you with the information you will require to successfully navigate the University of Saint Francis; it provides information for on-campus and off-campus resources that will likely benefit you during your college career.

Please know that we are always here to provide support for you. We want to partner with you to set you up for continued success. To that end, should you ever have any questions, thoughts or concerns, please always feel free to share your insights so we might more effectively support you, and all our students!

Warmest regards, and get ready for an outstanding college experience!

Allen Machielson

Associate Vice President for Student Affairs & Dean of Students
amachielson@sf.edu

MISSION & VALUES

OUR MISSION

Rooted in the Catholic and Franciscan traditions of Faith and Reason, the University of Saint Francis engages a diverse community in learning, leadership and service.

VALUES

The University of Saint Francis seeks in the accomplishment of its mission to acknowledge and uphold these values:

- Reverence the unique dignity of each person.
- Encourage a trustful, prayerful community of learners.
- Serve one another, society, and the Church.
- Foster peace and justice.
- Respect creation.

DIVERSITY

A university flourishes in an atmosphere where individuals in the community achieve their full potential and offer their unique contribution to the community. This type of environment is promoted in the University of Saint Francis' commitment to diversity.

The University Diversity Mission Statement is:

“As a reflection of the Franciscan value of respecting the unique dignity of each person, the University of Saint Francis will develop and cultivate learning and a work environment that embraces diversity. We will value and respect all members of our campus community and encourage them to contribute their

unique talents, skills and abilities to our university, the community and the world.”

Diversity at the University of Saint Francis is an ongoing process that focuses on recognizing and valuing differences to create a comprehensive learning and work environment. The university community will accomplish this through personal reflection, dialogue and in programs and activities to help understand and celebrate our diverse community.

SACRED TIME

The University of Saint Francis “encourage[s] a trustful, prayerful community of learners”[1] who “[*integrate*] *faith with life*.”[2] As a Catholic, Franciscan university, this necessitates providing “opportunities to practice the faith through participation in Mass, the sacraments, [and] religious devotions.”[3] In recognizing “the Eucharist as the most perfect act of community worship,”[4] the university provides Sacred Time to ensure that both student and employee participation is practically feasible, given scheduling limitations and available resources.[5]

Sacred Time is observed between 11:00 am and 11:30 am on weekdays[6] and between 7:30 pm and 8:30 pm on Sundays, when Mass is celebrated in the St. Francis Chapel at the Main Campus. During Sacred Time, on-campus university-sponsored activities – such as classes, labs, meetings with academic advisors or other personnel, co-curricular activities (including athletic practices), and student leadership responsibilities — are not scheduled for or by students or employees so that all have the opportunity to participate in Sacred Time. Exceptions for certain classes may be approved by the VPAA. Although

University offices do not close during Sacred Time, departments should not schedule meetings and events during this period of time. Students and employees who choose not to participate in Mass are encouraged to use Sacred Time for individual or communal spiritual, restorative practices. All employees communicate with their supervisors about Sacred Time participation.

[1] Franciscan Value no. 2 of the University of Saint Francis: <https://sf.edu/about-usf/mission/>

[2] St. John Paul II, *Ex corde Ecclesiae: On Catholic Universities* (Vatican City: Typis Polyglottis Vaticanis, 1990), sec. 38.

[3] United States Conference of Catholic Bishops, *The Application of Ex corde Ecclesiae for the United States* (Washington, DC: USCCB, 2000), art. 4, sec. 5.a. Also see art. 6, sec. 2.

[4] St. John Paul II, *Ex corde Ecclesiae*, sec. 39.

[5] e.g., The University of Saint Francis secures available priests to celebrate Mass on weekdays and on Sundays during the fall and spring semesters.

[6] As of July 1, 2021, Sacred Time will be observed between 11:00 and 11:30 a.m. on weekdays.

ACADEMIC CALENDAR

The academic year consists of two semesters, each approximately 16 weeks in length and one summer term. Classes are generally scheduled on a five-day week. The university offers an extensive selection of late afternoon and evening classes.

FALL SEMESTER 2022

Date	Event
Wednesday, August 24, 5pm (UG students)	Registration deadline
Monday, August 29	Weekday classes begin
Monday, September 5	Labor Day (no classes)
Thursday, October 20-Friday, October 21	Fall Break (no classes)
Friday, October 21	Mid-Semester
Wednesday-Sunday, November 23-27	Thanksgiving Vacation (no classes)
Monday, December 12-Friday, December 16	Final Exams

SPRING SEMESTER 2023

Date	Event
Monday, January 16	Weekday Classes Begin
Friday, March 10	Mid-Semester

Monday, March 13 – Friday, March 17 Spring Break (no classes)

Thursday (5:00 PM)-Monday, April 6-10 Easter Vacation (no classes)

Monday, May 1-Friday, May 5 Final exams

Saturday, May 6 Commencement Ceremonies

SUMMER TERM 2023

Date	Event
Monday, May 8	Term begins
Monday, May 29	Memorial Day (no classes)
Tuesday, July 4	Independence Day observed (no classes)
Friday, August 25	Term Ends

UNIVERSITY PHONE NUMBERS

Office	Phone Number
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University Switchboard	260.399.7999
Admissions	260.399.8000
Academic & Career Development	260.399.8065
Athletics	260.399.8020
Business Office	260.399.8004
Career Development	260.399.8059
Financial Aid	260.399.8003
Help Desk	260.399.7700, ext 6027
Lee and Jim Vann Library	260.399.8060
Registrar's Office	260.399.8061
Residential Life	260.399.8101
Security	260.399.7888
Student Affairs	260.399-8100
Work Study/Human Resources	260.399.8009

ACADEMIC DEANS

Area	Dean
College of Arts, Sciences and Business	Dr. Andrea Geyer
College of Health Sciences	Dr. Angela Harrell

Student Academic Support

Andrew Lehr

ADMINISTRATION

Department	Name
President	Fr. Eric Zimmer
Vice President for Academic Affairs	Dr. Lance Richey
Vice President for Institutional Advancement	Ellen C. Paxton
Vice President for Operations	Richard Bienz
Vice President for Student Affairs and Chief of Staff	Dr. Robert A. Pastoor
Associate Vice President for Academic Affairs	Tricia Bugajski
Director of Graduate School	Tricia Bugajski
Assistant Vice President for Mission Integration	Sr. M. Anita Holzmer
Associate Vice President for Student Affairs/Dean of Students	Allen Machielson
Associate Dean of Students for Student Engagement	Ryan Hawkins
Director of Athletics	Mike McCaffrey
Director of Campus Ministry	Sr. Jactina Krecek
Director of Career Development	Julie Caldwell

Director of Dining Services	Scott Kammerer
Director of Diversity and Inclusion	Saul Llacsa Vargas
Director of Human Resources	Carol Coffee
Director of Facilities and Events	Nancy Money- Thompson
Director of Financial Aid	Jamy Hess
Director of First Year Experience & Student Leadership	Kati Hultman- Schlabach
Executive Director of Information and Instructional Services	Maureen McMahan
Registrar	Rodney Maley
Director of Safety and Security	Ed LaRocque
Director of Academic Advising	Melissa Layton
Director of TRiO	Bhavika Mistry- Onulak

ACADEMIC AND CAREER DEVELOPMENT CENTER

Pope John Paul II Center, Room 210

Phone: 260.399.8065

acdc@sf.edu

Office Hours: 8:30am – 5pm, Monday-Friday, or by
appointment

Online Resources: MCC, Handshake, Bookings, and many more virtual resources

Social Media: Twitter (@USF_CareerHelp) and Instagram (usffw_careerhelp)

ACCESSIBILITY SERVICES

Accessibility Services within the Academic and Career Development Center provides services for students with documented disabilities and/or documented accessibility needs.

Students who present appropriate documentation for a qualifying disability can receive reasonable accommodations to facilitate academic access. USF offers a variety of services and assistance at no cost to the student.

Accessibility services can include ordering textbooks of alternative format, priority class scheduling, interpreters, as well as other services as needed. Available assistive technology includes: Kurzweil text-to-speech reader, smart pens, and screen readers to assist students with reading and writing challenges. Testing accommodations include reading tests or directions, receiving extended time, providing an alternate exam site, providing exams written in large type, and exams in a distraction reduced environment. Also, Accessibility Services can provide accommodations on placement tests if the student presents appropriate documentation. Documentation must be sent to the Coordinator of Student Accessibility Services as soon as possible prior to arrange testing. Students may access testing services through Form Central on My Cougar Connection page.

Stop in or call for an appointment. Students may access additional information on sf.edu or My Cougar Connection (MCC).

It is the responsibility of the student to initiate the test scheduling process and to arrive on time for their testing appointment. To initiate the testing process, the student will go to Form Central on My Cougar Connection and complete the Test Proctoring Request form. Once the form is submitted, the student will schedule their test using the online Booking link provided in the confirmation email. Once the test is completed, tests will be returned as indicated by the instructor. For more information, please see the Testing Services page on My Cougar Connection.

For additional information regarding accessibility services, visit accessibility.sf.edu

CAREER DEVELOPMENT

Career Development within the Academic and Career Development Center can help you develop your career plan, understand the employment outlook in your field, acquire the professional skills needed for success, and build a portfolio that represents your qualifications, abilities, and achievements. Come take advantage of everything the Career Development Center has to offer, including:

- Career Coaching
- Strong Assessment Inventory
- Resume and Interview Preparation
- Mock Interviews
- Job/Internship Search Assistance
- Cougar Ready Workshops
- Career Fairs

- Mentoring Assistance
- Graduate School Interview and Resume/CV Prep

To meet with Career Development staff, you can schedule an appointment through Career Services platform called *Handshake*. You can access your **Handshake account** at My Cougar Connection>Employment/>Student Internship and Job Hunting>Handshake or visit sf.joinhandshake.com. Your account is already created and just needs to be activated by completing your profile information.

Follow us on Twitter (**@USF_CareerHelp**) and Instagram (**usffw_careerhelp**), for job, internship, and graduate school opportunities, career tips, and event information!

INDIANA 21ST CENTURY SCHOLAR GRANT

Indiana's 21st Century Scholars awards students whose families have met the income guidelines and enrolled in the program by June 30 of the eighth-grade year. Students must also meet additional program requirements, which include fulfilling the 21st Century Scholars Pledge.

All 21st Century Scholars must enroll as full-time, undergraduate students at an eligible institution within the state of Indiana and file the FAFSA by April 15. Scholars must complete the College Scholar Success Program each year of college. The details of this program can be found on the Learn More Indiana website, learnmoreindiana.org. Scholars also must maintain Satisfactory Academic Progress (SAP), and the definition of SAP can be found in the Undergraduate Catalog in My Cougar Connection.

21st Century Scholars are required to complete 30 credit hours during an award year in order to renew their scholarship. If you

do not complete this, you may be able to pull credits from your credit bank to get to 30 credits. Your credit bank is populated by credits you earned in high school through dual credit or credits over 30 you earned in an award year. If you don't have credits in your bank and don't receive the 21st Century Scholarship in a particular year you can earn your way back into the Scholars program by completing 30 credit hours the following year and staying in good standing with all other requirements. For example, if you earn 28 credits your first year, but earn 30 credits your second year, you will be eligible to receive your full scholarship your third year if you're in good standing otherwise. If you fail to complete 30 credits in an academic year and don't have enough in your credit bank to get to 30, but complete at least 24 credit hours and have financial need as defined by FASA, then you may switch to using the Frank O'Bannon grant (an alternative state grant). The Office of Financial Aid will automatically assess your eligibility as part of their annual awarding process.

For more information about the 21st Century Scholars program, visit the 21st Century Scholars page on My Cougar Connection.

STUDENT SUCCESS

Student Success within the Academic and Career Development Center offers programs, resources, and assistance, at no cost to the student, to encourage academic success. Students receive an individualized approach to their academic support needs by meeting with the Student Success Coordinator. Tutoring is available both in person and online through peer tutors and SmarThinking Online Tutoring. Subjects tutored and hours available vary by semester.

Check Academic Support and Tutoring on My Cougar Connection for more information and how to schedule an appointment.

MENTORING FOR ACADEMIC PROGRESS

Mentoring for Academic Progress (MAP) is a student support program run through the Academic and Career Development Center (ACDC). The MAP program is designed to support students' academic success in the face of potential academic challenges. Students will be placed on MAP based on certain academic criteria. While a required program for these students, the program is not designed as another hoop to jump through or a "punishment" of any sort. Rather, this program is meant to offer students the guidance, support, and peer camaraderie that will help them to be as successful as they want to be in college.

The primary goal for MAP students is to create and build up strong foundations for thriving in the academic setting. As benchmarks toward that end, students are required to meet a minimum of 75% attendance through a combination of activities and have a goal to earn a minimum of 2.0 cumulative GPA.

All MAP students' GPAs and MAP attendance records are reviewed at the end of the term to determine academic progress.

For more information about MAP, contact the Academic and Career Development Center.

ALUMNI RELATIONS

Alumni Relations
Brookside
260.399.8032

The Office of Institutional Advancement, Alumni Relations and the USF Alumni Association support the university through the areas of organizational development, finance advancement, institutional awareness, and special events. The Alumni Association specifically reaches students through Homecoming activities, alumni and student mentoring programs, alumni guest speakers on campus, fundraising to support scholarships, and alumni networking for careers and new student recruitment.

ATHLETIC DEPARTMENT

Athletic Department			
Name	Title	Office	Phone
Mike McCaffrey	Athletic Director	Trinity 121	260.399.7700 ext. 6250
Danielle Blagojevic	Assistant Athletic Director for Communications	Hutzell Athletic Center	260.399.7700, ext. 6223
Kelsey Passaglia	Associate Athletic Director/Sr. Woman Admin	Hutzell Athletic Center	260.399.7700, ext. 6257

Men's Varsity Teams and Coaches		
Team	Coach	Phone

Baseball	Dustin Butcher	260.399.7700 ext. 6222
Basketball	Chad LaCross	260.399.7700, ext. 6213
Cheer Team (Co-ed)	Allie Selking	260.399.7700, ext. 6210
Cross Country/Track & Field	Kyle Allison	260.399.7700, ext. 6224
Football	Kevin Donley	260.399.7700, ext. 6204
Golf	Corey Potts	260.399.7700, ext. 6236
Soccer	Mamba Chisoni	260.399.7700, ext. 6206
Tennis	Kristen Harrow	260.399.7700, ext. 6234
Track & Field	Kyle Allison	260.399.7700, ext. 6224

Women's Varsity Teams and Coaches

Team	Coach	Phone
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Basketball	Jeremy Henney	260.399.7700 ext. 6216
Cheer Team (Co-ed)	Allie Selking	260.399.7700, ext. 6210
Cross Country/Track & Field	Kyle Allison	260.399.7700, ext. 6224
Golf	Corey Potts	260.399.7700, ext. 6236
Soccer	Ken Nuber	260.399.7700, ext. 6229
Softball	Ryan Bolyn	260.399.7700, ext. 6231
Tennis	Kristen Harrow	260.399.7700, ext. 6234
Track & Field	Kyle Allison	260.399.7700, ext. 6224
Volleyball	Scott Haddix	260.399.7700, ext. 6212

Co-Ed Teams

eSports

Tyler Spiegl, Head Coach

Sports Facilities

Softball Field, Cougar Baseball Field, Bishop John M. D'Arcy Stadium, Hutzell Athletic Center

For recreation and exercise, students are invited to use the facilities of the Hutzell Athletic Center and gym located in the North Campus building. The Hutzell Athletic Center houses a full-sized gym and a weight room. The building also contains locker room facilities, a classroom, training room and offices. The North Campus gym contains a full-sized basketball court and areas for stretching and aerobics. Please contact Deb Bragg at 399-7700, ext. 6110 for available times for all USF facilities.

Bishop John M. D'Arcy Stadium houses the football field. This facility also includes locker room facilities, a training room and offices. The baseball field is located behind the Hutzell Athletic Center. The softball field is located on the west side of campus near the baseball field.

STUDENT ONE STOP

Pope John Paul II Center, Room 212

Phone: 260.399.8070

sos@sf.edu

FORT WAYNE CAMPUS

Payment for tuition and other fees are processed in the Student One Stop.

Business hours: 8am to 5pm, Monday through Friday

As a reference for students when needed, the University of Saint Francis Refund Policy for tuition and fees is available through the **[Undergraduate Catalog](#)**.

Payment of Tuition and Fees

Tuition is to be paid each semester by the due date printed on the statement. Late fees may be added to a past due account. Students can send payment through the mail, pay online through the Student Account Center on My Cougar Connection > My Sites > Colleague Self-Service, or at the Student One Stop during business hours. Students with a past due balance are placed on Student Account Hold, which prevents them from registering for future courses, receiving final grades, and receiving official transcripts. Unpaid student account balances are subject to a penalty or interest and collection fees. Students are responsible for any and all collection costs and attorney fees associated with the collection of unpaid student account balances.

All students with unpaid bills are subject to the following regulations:

- Credit for university work will not be given for a diploma, a teacher's certificate, or for transfer purposes until all debts to the university have been paid.
- Students will not be eligible for readmission until accounts are paid in full.
- Students who have delinquent accounts may be restricted from attending classes until satisfactory arrangements have been made for payment of their past due obligations to the university.

Deferred Payment Plan

The University provides deferred payment plans through a third-party processor. Students may arrange for a budgeted payment plan to avoid a large cash outlay at the beginning of each semester. Students enroll in the deferred payment plans

by paying a non-refundable fee and agreeing to pay a portion of their tuition and fees in equal payments that are due monthly. Information concerning the deferred payment plans is available on the Student Account Center available through My Cougar Connection > My Sites > Colleague Self-Service. Please contact the Student One Stop for additional details concerning enrollment in the Payment Plan option.

Student Account Record

Students are expected to use the Student Account Center whenever they need to review their Student Account Record, check their balance due, verify transaction activity and/or print their Student Account Record History. A student's **1098-T** is available on **My Cougar Connection**. Students can obtain login assistance at the UTS Help Desk located in Pope John Paul II Center, calling 260.399.8195, or emailing **support@sf.edu**.

During published office hours, students may cash personal checks or checks received from parents up to an amount of \$25 by presenting a current USF OneCard.

Returned Checks

Checks returned unpaid because of insufficient funds or for any other reason are considered a serious matter by the university. There is a \$35 service charge if a check is returned to the university for any reason. The student whose account was credited will be notified that the check has been returned. Returned checks must be redeemed at the Student One Stop with cash, cashier's check, or money order by the due date on the notice sent to the student. Personal checks are not acceptable for the redemption of a returned check. The ability to pay with a personal check will be suspended with the second returned check.

CAMPUS MINISTRY

Sr. Jacinta Krecek
Director of Campus Ministry
260-399-7700, Ext. 8123

Sr. Benedicta Duna, OSF
Assistant Director Campus Ministry
260.399.7700, Ext. 6706
[**bduna@sf.edu**](mailto:bduna@sf.edu)

Nicholas Oberhausen
Assistant Director Campus Ministry (Retreats)
260.399.7700, Ext. 6715
[**noberhausen@sf.edu**](mailto:noberhausen@sf.edu)

Fr. Dermot Gahan
University Chaplain
260.399.7700, Ext. 6716
[**dgahan@sf.edu**](mailto:dgahan@sf.edu)

Essential to the University of Saint Francis' Catholic-Franciscan mission and identity is Campus Ministry. Campus Ministry aspires to foster a welcoming community wherein we cultivate the faith of all students, faculty, and staff and connect that faith to everyday life experiences. Campus Ministry provides our university community with opportunities for faith formation, pastoral conversation and care, prayer and worship, mission trips, and spiritual growth. To help facilitate a holistic embodiment of faith in daily life, we sponsor small groups that allow students to grow in their faith, friendships, and service to the local community. Beyond this, a directed and supervised peer ministry leadership program is available to students who wish to receive formation and experience while serving the spiritual needs of their peers. Campus Ministry also provides

students with opportunities to put their faith into action through mission trips to underserved areas within the United States.

The Campus Ministry Building is centrally located on the main campus behind Brookside Mansion on the shore of Mirror Lake. Besides offices, the building includes two kitchens and several common areas. Students, faculty, and staff are invited to use the facilities to relax, study, eat, cook, watch a movie, shoot pool, play musical instruments or catch up with friends. The building is open daily between 7:30 am and 11:30 pm. All are welcome.

The St. Francis Chapel is located on the east side of campus along Mirror Lake. Besides providing a sacred place for Masses and communal prayer, the chapel is open daily for private prayer and reflection. Additionally, there are three prayer and reflection rooms on the main campus: in the basement of Bonzel Hall, on the second floor of Clare Hall, and one on the fourth floor of the Business Center.

For a complete up-to-date schedule of offerings, including Masses, groups, pilgrimages, retreats, and service opportunities, please check the Campus Ministry website or My Cougar Connection and stay up-to-date on Instagram (@usffw_campusministry).

CAMPUS MINISTRY AT THE CROWN POINT SITE

FRANCISCAN ST. ANTHONY HEALTH SPIRITUAL CARE SERVICES

Fr. Tony Janik, Director: 219.757.6271

Fr. David Kell Deacon

Deacon William Sayre

Rev. Dr. Elaine Cragel

Chaplain Anne Perdicaris
Chaplain Angela Elrod Sadler
Pastor Lynn Gordon
Rosa Farias, Office Coordinator: 219.757.6270

MASS

Sunday-Thursday, 11 a.m., the Corpus Christi Chapel. The chapel is located on the second floor at Franciscan St. Anthony Health in Crown Point with access from the main lobby elevator. Eucharistic service is held every Friday at 11 a.m. In addition, on the first Wednesday of the month: Holy Hours, Exposition of the Blessed Sacrament, Communal Anointing, and Benediction, 10 a.m., followed by Mass at 11 a.m.

Besides what is available at Franciscan St. Anthony Health, there is also a chapel located in our building – Room 126. This space is open for prayer and meditation. We hope you can take advantage of the chapel for your own spiritual nourishment!

For more information about Campus Ministry, please call 260.399.7700, ext. 6703, or check the [Campus Ministry](#) website.

CAMPUS STORE

Jess Hornett, Manager
Phone: 260.399.8075
sf.slingshotedu.com
website: <https://sf.slingshotedu.com/>

Every single student, every single book, by the first day of class at an affordable price.

That's the mission of Slingshot. We work with USF to provide equitable access to your course materials without the hassle. New students receive their materials automatically and returning students can opt-in to receive their materials. Not interested? That's fine, you can still order your textbooks through us. You can access your account at sf.slingshotedu.com.

Stop by the Campus Store or visit saintfrancisgear.com for a wide selection of stylish and affordable clothing, accessories, and gear. Show your Cougar pride with our seasonal selection of items or our in-house line of core merchandise. No matter what you choose, you'll look great repping the school.

The Campus Store is open throughout the semester Monday-Friday 9am-5pm and on select game days. (Our summer hours are Monday- Thursday 10am-3pm and Friday 8am-12pm).

Check out

our [Instagram](#) or [Facebook](#) page @USFCampusStore for more details. Give us a call at 260-399-8075 or send us an email at sf@slingshotedu.com. Need us after hours? Our Customer Support team works late. Contact them at support@slingshotedu.com or 888.392.2930

CAMPUS STORE

Jess Hornett, Manager

Phone: 260.399.8075

sf.slingshotedu.com

website: **<https://sf.slingshotedu.com/>**

Every single student, every single book, by the first day of class at an affordable price.

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our [Instagram](#) or [Facebook](#) page @USFCampusStore for more details. Give us a call at 260-399-8075 or send us an email at sf@slingshotedu.com. Need us after hours? Our Customer Support team works late. Contact them at support@slingshotedu.com or 888.392.2930

COMMUTER SERVICES

The university provides a variety of services and activities designed to meet the needs of commuter students. Centralized services in the Pope John Paul II Center were created with commuter students in mind—many resources are available in this convenient location: Academic and Career Development Center, the Registrar's Office, The Hideout Cafe', Library, commuter lockers, computer labs, group study rooms, lounge

areas and the commuter bulletin board located across from the vending machines.

To find out about events, visit the Cougar Life app.

COUNSELING AND MEDICAL SERVICES

Health & Wellness Center
1516 Leesburg Road

COUNSELING – FORT WAYNE

Franciscan Health offers Counseling Services to all students. A full range of confidential counseling services is available, and students can seek support for a variety of concerns, including:

- Adjustment to college
- High levels of stress
- Depression or sadness
- Relationship challenges
- Self-esteem issues
- Anxiety and/or worry
- Loneliness
- Anger
- Boundary issues
- Substance abuse
- Bullying
- Poor or harmful eating habits
- Life trauma
- Grief, and other personal concerns

HOURS OF OPERATION

Counseling Hours

- Mondays: 10 a.m.-4 p.m.

- Tuesdays: 12 p.m. -6 p.m.
- Wednesday: 10 a.m. -4 p.m.
- Thursday: 12 a.m. -6 p.m.
- Friday: 10 a.m. -Noon
- Closed Saturdays, Sundays, and on holidays

It is recommended that students make an appointment for counseling. Call 260-222-9269 for information about in-person or virtual counseling.

Counseling Services at the Crown Point site

A full range of free personal counseling services is offered to University of Saint Francis students. Guidance and support is offered to students as they face a number of problems, which may include emotional distress, peer pressure, substance abuse or family conflict. Confidentiality is strongly emphasized.

University of Saint Francis students may access the Student Assistance Program by calling 219.662.3730 or 800.747.7262, 24 hours a day. A counselor will gather information and arrange a meeting at one of several convenient locations. The main office is located at 1505 Court St., a short distance from Franciscan St. Anthony Health, Crown Point. Students must identify themselves as USF students, using their student IDs to receive the free service.

MEDICAL & WELLNESS – FORT WAYNE

University of Saint Francis partners with Franciscan HEALTHeACCESS to provide select health services to students, faculty, staff and employee dependents.

Clinic Address: 1516 Leesburg Road, Fort Wayne

Parking: Doermer Center Lot Only

Medical Services Phone Number: 260-222-9269

Clinic Hours:

Mon, Wed 10 a.m.-4:00 p.m.

Tues, Thurs Noon-6:00 p.m.

Fri 10 a.m. – Noon

Sat, Sun, Holidays, Class Breaks – Closed

Summer Break Hours – 10 a.m.-2:00 p.m.

Clinic services include:

- In-clinic examinations
- Some virtual visit options
- Physicals for sports and programs
- Treatment for sore throat, cough, fever, flu-like/Covid-like symptoms, nausea, vomiting, diarrhea, earache, infections, minor cuts, digestive issues, minor headaches, eye issues (swelling, irritation, redness, pain), minor allergic reactions, urinary issues, other acute issues/illnesses

If you are experiencing more serious symptoms that are not listed, please go to the emergency room.

On-site testing includes:

- Strep
- Covid
- Flu
- Mononucleosis
- Urine

Select laboratory services include:

- QuantiFERON-TB Gold
- Titers
- Other labs needed for acute care diagnosis

Select vaccines and prescriptions are available; please contact the clinic for more information.

Services covered by USF:

- Examination
- Vaccinations
- Prescriptions given to you in the clinic
- Labs such as urine cultures, blood draws, STD screening, etc. that are completed by the USF Wellness Center and are sent to Quest

Services not covered by USF:

- Labs that are not completed at the Wellness Center
- Any imaging
- Specialist referrals
- Prescriptions that are sent to a pharmacy

MEDICAL AND WELLNESS – CROWN POINT

Crown Point students may receive treatment for common medical needs. The program is available for the benefit of all enrolled students.

Location: Health eAccess
12800 Mississippi Pkwy, Suite A 204, Crown Point, IN.
Phone: 219-662-5500

Clinic Hours:

Mon-Fri 8:00 a.m.-6:00 p.m.
Appointments not needed, but encouraged.

Use your HealthAccess Clinic for:

Wellness visits
Sore throat
Earache
Infections
Influenza
Bronchitis
Minor Cuts
Digestive issues
Sports Physicals
Point of care testing
Select labs and medications
HEALTHeLIFESTYLE
HEALTHeACCESS Portal

FACILITY SCHEDULING

Nancy Money-Thompson
Director of Facilities and Events
Trinity
260.399.7700, ext. 6107

Deb Bragg
Facilities and Events Manager
Trinity
260.399.7700 ext. 6100

The use of all academic and non-academic areas must be scheduled through the online USF Room and Event Scheduling software. A link is provided through the [My Cougar Connection](#). Food served at any campus event must be coordinated through University Dining Services.

Campus Security is instructed to open and close areas only in accordance with the authorized schedule; therefore, unscheduled areas may not be available for use. Any group

using USF facilities must have a full-time staff/faculty member be the contact person for the group. Events should be scheduled at least fourteen days prior to the event date in order to provide scheduling, security, unlocking, set-up, and cooling or heating.

FINANCIAL AID

Office of Financial Aid
Welcome Center – North Campus
260-399-8003
finaid@sf.edu

All financial aid applicants (undergraduates and graduates) must complete the Free Application for Federal Student Aid (FAFSA) or the FAFSA waiver form under Form Central. The FAFSA is a confidential form which provides the financial aid staff with the expected family contribution as calculated by the U.S. Department of Education. Students must complete the FAFSA each year during their enrollment to be considered for Federal financial aid. To be considered for state funding, Indiana residents must complete the FAFSA by the April 15th deadline prior to the beginning of the fall semester.

The philosophy of student financial aid is based on the rationale that the student and family, where applicable, are the primary resources in funding the student's education. The university will use the expected family contribution as determined by the U.S. Department of Education to determine available funding from federal, state and institutional resources, along with academic information provided during the application process.

The University of Saint Francis offers the following kinds of financial aid: scholarships, grants, loans, and part-time employment. Complete information on each type of financial aid

assistance offered can be found in the University of Saint Francis [Undergraduate Catalog](#) and on the university website at www.sf.edu.

Financial Aid Appeal Process

If for any reason a student is dissatisfied with a financial aid award and cannot resolve his/her differences with the Office of Financial Aid, a written appeal may be made to the Scholarship and Financial Appeals Committee. These can be mailed to “Scholarship and Financial Appeals Committee”, 2701 Spring Street, Fort Wayne, IN 46808. This committee will review the appeal and is responsible for rendering a final decision.

Standards of Satisfactory Academic Progress (SAP) for Financial Aid Funding

Federal regulations require that universities establish and apply standards of satisfactory academic progress for the purpose of receiving financial assistance under programs authorized by Title IV of the Higher Education Act. State and university programs administered by the Office of Financial Aid are also included in this requirement. Financial aid recipients must meet the standards of Satisfactory Academic Progress, as outlined in the following sections, in order to establish and maintain financial aid eligibility.

Qualitative Requirement for SAP

Students must have the following minimum cumulative GPA to maintain SAP:

Completed Credit Hours	Cumulative GPA
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0-15

1.6

16-30	1.7
31-45	1.8
46-59	1.9
60+	2.0
Graduate Students	3.0

Quantitative Requirement for SAP (Pace of Progression)

Students must earn (complete) a minimum of 67% (two thirds) of the credit hours. For example, if a student enrolls for 15 credit hours, they must complete at least 10 of those hours. Note that repeat courses and coursework assigned with grades of “W”, “WP”, “WF”, “F” or “I” will not be counted as hours earned toward graduation, but will count toward attempted credits. Students are allowed to repeat failed classes; however, they are only permitted to repeat a previously passed course (any grade other than “W”, “WP”, “WF”, “F” or “I”) one time and receive financial aid for it. This means that if you pass a course and want to retake it to improve your grade you may do so one time. Repeating the class a second time will not be counted toward your enrollment status to receive financial aid. This should be kept in mind while setting up your class schedule each semester.

Hours accepted for transfer will be counted as both earned and attempted hours in the calculation.

Maximum Timeframe

In addition to meeting the minimum GPA and pace requirements, students must remain within the maximum timeframe to receive financial aid. Undergraduate students may not exceed 150% of the published length of the educational program. For example, the published minimum requirement for a Bachelor's degree student is 120 credit hours, so a Bachelor's degree seeking student can earn 150% of this minimum or 180 credit hours and still receive financial aid. A majority of associate degrees at USF require 68+ credit hours, so Associate degree seeking students can earn 150% of 68 credit hours or 102 credit hours and still receive financial aid. All courses in which students receive a grade will be counted toward the duration of eligibility. Once a student has exceeded the 150% rule, they will no longer be eligible for financial aid assistance. Institutional aid however is limited to 8 semesters.

Failure to meet SAP requirements

At the end of each term (fall, spring and summer), the Office of Financial Aid will review the student's enrollment records. If, after the completion of the term, the student did not meet the minimum GPA requirement and earn at least 67% (two thirds) of the cumulative hours attempted, the student will be put on Financial Aid Warning. Students on Warning will have until the end of the next term to improve their status. If at that time the student has not met the 67% (two thirds) rule and the minimum GPA, he/she will be placed on Financial Aid Suspension.

The student will be provided written notification of his/her ineligibility. The SAP Appeal form will be included in this written notification and be available on the Financial Aid website under "Forms".

SAP Appeals

Students who have been suspended must appeal to have their situation reviewed to determine if they can have their financial aid reinstated.

Appeals must be submitted using the SAP Appeal Form along with supporting documentation prior to the beginning of the next term of attendance. Circumstances that may merit appeals include but are not limited to the following: serious illness or injury to the student, a death of an immediate family member, or other circumstances that cause the student undue hardship. The appeal **MUST** include a detailed description of why the student was not able to meet SAP and what has changed that will allow the student to meet SAP at the next evaluation.

A successful appeal will result in either one semester Financial Aid Probation OR an approved Academic Plan for Financial Aid Funding signed by the student and the student's academic advisor or ACDC staff member. Academic Plans may be used for multiple terms and are required for those students for whom it will be mathematically impossible to meet SAP after the end of the next term. An Academic Plan must ensure that the student will be able to meet SAP standards by a specific future point in time.

Approved Academic Plans will be evaluated at the end of each term. Failure to meet the criteria of the Academic Plan will result in Financial Aid Suspension.

Appeals will be reviewed by the Director of Financial Aid who will consult with appropriate staff or faculty members as needed.

Students will be allowed to appeal a maximum of two consecutive terms.

FIRST YEAR EXPERIENCE (FYE)

Kati Hultman-Schlabach, Director of
First Year Experience and Student Leadership
Trinity 103
260.399.7700 X6740

Mission:

The USF First Year Experience (FYE) serves first year students by providing resources and experiences that will inspire intellectual, social, and spiritual engagement through a holistic approach that integrates learning, leadership, and service to establish a foundation for student success and transformation.

Core Components:

NEW STUDENT ORIENTATION (NSO)

NSO is designed to orient new students to the Cougar experience, helping them to learn processes, resources, and systems that will support their success. Orientation will be informational, productive, and engaging.

WELCOME WEEKEND (WW)

Welcome Weekend is the initial immersion into the USF campus experience. Designed for both residential and commuter students, the weekend is a mix of fun and time-honored traditions, engagement in relationship-building, and continued learning about campus systems and resources.

ORIENTATION AND WELCOME LEADERS (OWLS)

The FYE Team of student leaders, known as OWLs, is comprised of upperclassmen who have a passion for welcoming

new students to campus and into the Cougar Family. Under the supervision of the Director of First Year Experience and Student Leadership, OWLs assist in the facilitation of New Student Orientation and Welcome Weekend with an emphasis on building relationships with and mentoring incoming students as they embark upon their first year experiences.

THE FIRST YEAR ADVISING PROGRAM

(Overseen by Academic and Career Development Center)

First Year Advising challenges and supports first-year students in making a successful transition to the college, feeling connected to and engaged with USF programs and resources, and in achieving academic, Professional, and personal goals.

FIRST YEAR SEMINAR

(Overseen by General Education in Academic Affairs)

A common course for all first-year students to more deeply explore the dynamics of being a student at USF, learn about St. Francis and St. Clare of Assisi, and begin the academic application of the Franciscan values.

FOOD SERVICES

Scott Kammerer
Food Service Director
USF Dining Services Office Trinity Hall
260.399.8142

Dining Room – Trinity Hall

In the Trinity Hall Dining Room, breakfast, lunch and dinner are served to residents, faculty, staff, and commuting students. Meals in the dining room are purchased through the resident board plan, USF OneCard auxiliary (aux) and meal points, commuter meal plan, or cash sales at the door. Students who do not use auxiliary (aux) points or a meal plan will pay the door price. Students who use the USF OneCard receive a discount on meals. Meals are all you care to eat. Food is not to be taken from the dining room except when a carry-out meal is purchased. Resident students have the option of using an exchange meal at other locations on campus. See Meal Exchange options below. Non-resident students may purchase either a 50, 25 or 10-block meal plan on My Cougar Connection (MCC) by following the link to Financial Aid and Billing and then pay a bill. You will be directed to “Make a Payment” page. Commuter meal plans will be seen under “Available items”.

Dining Room Hours

Open 7:00 a.m.-10:00 p.m. Monday-Thursday

Open 7:00 a.m.-7:00 p.m. Friday

Weekend hours: 11:00 a.m.-7:00 p.m.

The Hideout – Pope John Paul II Center

The Hideout features Grab ‘n Go deli sandwiches, salads, and a hot entree from the Taqueria station. Hours of operation are:

Monday-Thursday 7:00 a.m. to 6:00 p.m.

Friday 7:00 a.m. to 3:00 p.m.

Closed Saturday & Sunday

Cougar Cafe (Downtown Business Center)

Cougar Cafe is open Monday through Thursday, 7:00 a.m. until 3:00 p.m. serving Grab 'n Go breakfast items, sandwiches, salads and wraps. The Barista serves an assortment of high end coffees. Cash, debit/credit, meal points and AUX points are accepted for all purchases. Meal exchange swipes can only be used to purchase meals.

Holy Grounds Coffee Shop

The Holy Grounds Coffee Shop is located in the Cougar Den and is open limited hours Monday-Friday. In addition to an assortment of coffee, lattes, teas, and lemonade, there is an assortment of pastries and sandwiches.

FOOD SERVICES AT THE CROWN POINT SITE

A vending area is available in the Student Lounge, Room 125. Daily hours of operation: Monday-Friday, 7:30 a.m. – 5:00 p.m.

GRADUATE SCHOOL

Learn more about Graduate School by visiting <https://admissions.sf.edu/graduate/>. For additional information, please contact Susan Harris-Frymier at SHarris@sf.edu or call 260.399.7700 x8301.

LEE AND JIM VANN LIBRARY

Located in the Pope John Paul II Center, Rooms 201 and 101.
Phone: 260.399.8060
Email: vannlibrary@sf.libanswers.com

COLLECTION AND RESOURCES

The Lee and Jim Vann Library occupies two floors of the Pope John Paul II Center. The library's collection includes over 200,000 print and electronic book titles as well as over 30,000 print and electronic periodical titles, all within a variety of subject areas. Online journals and eBooks can be accessed 24/7 via the library's online catalog. You can search almost all the library's resources through the **OneSearch** search box located on the library's **home page**. The library also provides equipment such as laptops, voice recorders, video cameras and microphones for checkout to students, just ask at the 2nd floor service desk. Services offered by the library include research assistance and instruction, interlibrary loan, group study rooms, laptop and equipment loans. The Vann Library also provides computers and several print/scanners for student use as well as wireless access throughout the library.

HOURS

The library maintains regular service hours throughout the Fall and Spring semesters. Regular hours, holiday hours and other library closings will be posted within the library as well as on the library's **home page**.

RESEARCH ASSISTANCE

Users can receive research assistance and training for any library resource with one of our reference librarians. You can call to schedule an appointment, walk-in during posted service hours, or **chat** online to get assistance with a specific library resource, class assignment or research paper. Online video tutorials are also available from the right-hand column of the library's homepage under **Library Tutorials**.

COMPUTERS AND EQUIPMENT

The Vann Library houses over 30 computers for student use. The library has equipment and laptops for student use, which can be checked out at the Service Desk on the second floor. Types of equipment available for loan includes laptops, USB microphones, portable projectors, digital cameras, and voice recorders. All equipment is available on a first come-first serve basis. The Vann Library follows the USF campus **General Acceptable Use Policies**. NOTE: All equipment MUST be returned to the service desk in the library. The use of one of the library's drop boxes could result in damage to the equipment. Wireless access is also available for use with either personal or library laptops.

INTERLIBRARY LOAN

In addition to our in-house and online resources, the library provides access to many other library collections through our PALNI partnership with twenty-four private academic libraries throughout the state and to other libraries worldwide via our Interlibrary Loan Service. Materials not in the library's collection can be requested through interlibrary loan. Questions regarding this service can be directed to bchen@sf.edu.

Students living on the Fort Wayne campus are considered Allen County residents and can **apply for** an Allen County Public Library card to be used at any of the ACPL Library locations.

STUDY SPACES

Study rooms are available for student groups and can be reserved **online**, by phone, or in person. There are also study carrels and desks scattered throughout the library for your independent study needs. The Collaboratory, a great group gathering place inside the library, has several computers,

flexible furniture, write-on whiteboard tables, and mobile whiteboards. There is something for everyone!

After library hours, there are spaces within the Pope John Paul II building that are available to students including the Collaboratory, the Hide Out, the second-floor lobby and the Commuter Lounge.

Borrowing Materials

Loan Periods

	Undergraduate students: 60 days loan
Books	Graduate students, PA students and Honors students: Semester loan
Videos/DVDs	7 Days
Reserve Books	Loan Periods Vary
Periodicals	In-the-library use only
Laptops/Equipment	7 Days or longer based on need and availability of equipment

OVERDUE FINES AND ACCOUNT HOLDS

The Vann Library does not charge daily overdue fines for general collection materials, but replacement costs are charged to your USF account when materials are overdue for 30 or more days. Users owing any fines/fees will have their borrowing privileges suspended, as well as have a **hold** placed on their USF account at the Business Office. USF account holds are placed on any user account that has an outstanding fine/fee owed or has unreturned, lost, or long overdue materials. A hold on your USF student account may prevent you from registering for classes as well as the release of grades and official

transcripts. When materials are returned and/or any fees have been paid, holds will be removed from the student account and all privileges restored. All fines and fees are paid in the Business Office.

LOST OR DAMAGED MATERIALS

The charge for lost or damaged materials is the replacement cost, as determined by the library and current market value, plus a \$5 processing fee. The card holder is responsible for all lost or damaged items; including laptops and equipment.

RENEWALS

Students may renew books for 30 days. Equipment and Videos/DVDs may be renewed once for an additional 7 days. Items which are not overdue may be renewed online via the **My Accounts** link within the online catalog, by phone, or in person. The online renewals option is only available prior to the due date.

RETURNING MATERIALS

The Vann Library has two book returns, one located outside the main entrance to the Pope John Paul II Center; the second return is located in the Commuter commons on the first floor of the Pope John Paul II Center. Materials may also be returned inside the library at the User Services Desk during library hours.

LIBRARY ACCESS FOR THE DISABLED

The Vann Library is fully handicap accessible. An elevator is available to the east of the Circulation Desk on both floors. The library staff will assist special needs patrons in locating and retrieving materials. Restrooms are available on both floors.

USF CROWN POINT LIBRARY RESOURCE CENTER

The Library Resource Center is located in Room 126 of the Crown Point building.

COLLECTION AND RESOURCES

Online journals, streaming media and eBooks can be accessed via the library's online catalog 24/7. You can search almost all the library's resources through the **OneSearch** search box located on the library's **home page**. The Crown Point campus also provides a limited number of laptops for students to check out. Students at Crown Point also have access to materials in the Lee and Jim Vann Library on our main campus.

CIRCULATION

Books may be checked out to Crown Point students, with the exception of reference books. Reference books are not to be taken from the Library Resource Center. Items can be renewed if no one else has reserved them. Please stop at the front reception desk to check out a book.

INTERLIBRARY LOAN

In addition to our in-house and online resources, the library provides access to many other library collections through our PALNI partnership with twenty-four private academic libraries throughout the state and to other libraries worldwide via our Interlibrary Loan Service. Materials not in the library's collection can be requested through interlibrary loan. At this time, requests for books are limited to one chapter per book. All requests will be delivered electronically. Questions regarding this service can be directed to **bchen@sf.edu**.

RESEARCH ASSISTANCE

Users can receive research assistance and training for any library resource with one of our reference librarians. You can call to schedule an appointment, walk-in during posted service hours, or **chat** online to get assistance with a specific library resource, class assignment or research paper. Online video tutorials are also available from the right-hand column of the library's homepage under **Library Tutorials**.

CROWN POINT SITE LIBRARY RESOURCES

The Library Resource Center is located in Room 126 and includes a growing selection of books, ebooks, journals and online resources. Students also have access to the holdings in the Lee and Jim Vann Library on our main campus, as well as the Health Science Library of Franciscan St. Anthony Health, Crown Point.

USF CROWN POINT LIBRARY

Circulation

Journals and books may be checked out to Crown Point students for three weeks, with the exception of reference books. Reference books are not to be taken from the room. Items can be renewed if no one else has reserved them. Please stop at the front reception desk to check out a journal or book.

Interlibrary Loan

Materials not in the library's collection can be requested through interlibrary loan. Current students, staff and faculty can use this service. Forms can be obtained at either the circulation desk or online. Select "Interlibrary Loan" from the library's home page

and click on the “Interlibrary Loan Request Online” link. This service is provided to students to assist them in completing assignments required in their coursework. Each student is allowed three free interlibrary loans per semester. Further details are available under the Interlibrary Loan FAQ located at [Library Services](#).

Health Science Library

Franciscan St. Anthony Health Crown Point, IN 46307

Phone: 219-757-6345 or 219-864-2133

Fax: 219-757-6161

<http://www.franciscanalliance.org/hospitals/crownpoint/health-professionals>

The Health Science Library is located on the first floor of the hospital. From the main entrance, go past the visitor elevators and turn left at the next corridor. The library is located across from the Outpatient Testing area. Students must present their USF badge in order to utilize the library. No food or drink is allowed in the library.

The library has a collection of over 300 volumes, including access to over many journal titles. Librarian hours vary, but students can still utilize the library after hours by contacting hospital security at 219-757-6313 or 219-757-5128 or 219-757-5129. The librarian can be contacted by phone at 219-757-6345 or 219-864-2133 or by email at monica.nowesnick@franciscanalliance.org.

The library is part of the Northwest Indiana Health Science Library Consortium. The librarian is a member of the Medical Library Association, as well as the Indiana Health Science Librarians Association.

Online Resources/Computers

Access to PubMed, InSpire Indiana, Mosby's Nursing Consult, STATRef and other reference sites is available to students through the University of Saint Francis library or through the hospital library.

Research Assistance

A request for a search or an article is also available on the Saint Anthony's home page, as well as the University of Saint Francis home page. Click on "Medical Library Request" at the bottom of the page.

JUSTICE CENTER

Mission

Promoting campuswide respect and understanding, St. Benedict the Moor Justice Center looks to welcome and provide support, services, and events for every member at the University of Saint Francis. Through our programming and engagement, we seek to create partners, promote a sense of belonging and affirm the God-given dignity of all who make the campus community exceptional. We strive to engage and educate all our students to become people who are passionately involved in their community while upholding the mission and values central to the University of Saint Francis.

Areas of Focus

Service Learning is crucial to our student formation at the University of Saint Francis. The university's mission is to engage in a diverse community through learning, leadership and service. Our Franciscan values guide this mission as we:

- Revere the unique dignity of each person
- Encourage a trustful, prayerful community of learners
- Serve one another, society, and the Church
- Foster peace and justice
- Respect creation

With our mission and values in mind, service learning focuses on finding opportunities for students, staff and faculty to learn, grow and give back to the university and the local community. In doing so, the Justice Center interacts with various groups in the community, our students, faculty and staff to encourage a harmonious relationship of service.

Community Engagement provides the opportunity for the St. Benedict the Moor Justice Center to launch activities/events that help students on campus to be fully integrated into the University of Saint Francis. These events allow students to have quality time to learn from each other as one family through:

- Sports/Games
- Activities
- Community-building
- Direct Service
- Deliberative Dialogue

Programming is an area of work for our Justice Center Advocates (SJA); it provides opportunities to get involved on campus while learning more about different cultural identities. The Justice Center is dedicated to initiatives designed to promote student learning about diversity and social justice issues. In addition to educational events and in-class presentations, the St. Benedict the Moor Justice Center offers campuswide events such as workshops, seminars and conferences that serve as social support networks for students. Opportunities include In Your House, a group-facilitated

dialogue program designed to strengthen intercultural bonds in the residence halls, and Allied Voices Spoken. Other opportunities include:

- MLK Week Activities
- Diversity Speaker Series/Community Education
- Culture and Languages Series
- Justice and Service Opportunities
- Interreligious Dialogues
- Hispanic Heritage Month
- Black History Month
- Economic Development

The Justice Center also collaborates with different clubs by providing help, accompaniment or sponsorships for various activities. Examples of these groups include:

- - Los Primos (Latino/Hispanic student club)
 - “Find Your Why”
 - Cougar Kings (men of color engagement group)

OFFICE OF MISSION INTEGRATION AND SPIRITUALITY

Sister M. Anita Holzmer, OSF

Director

260.399.7700, Ext. 6705

aholzmer@sf.edu

Trinity 129

OMIS seeks to assist members of the USF community in assimilating the university’s mission and Franciscan Values into every aspect of campus life. Using a variety of formats, all are invited to explore the Catholic and Franciscan traditions, so that students, faculty and staff can find points of connection with

these traditions to enrich their own lives and spiritualities. Students of all faiths and persuasions have opportunities to do this through:

- A 3-credit General Education course: THEO 140, Introduction to Franciscan Spirituality. In this course students are introduced to Saints Francis and Clare of Assisi and their relationships with God. Using Francis and Clare as a “mirror”, each student reflects on his or her own spirituality, finding points of connection to enrich their own faith journeys. The course is offered each semester.
- An opportunity for selection to make a pilgrimage to Assisi and Rome. Students who apply and are chosen for pilgrimage immerse themselves the sacred places in and around Assisi where Saints Francis and Clare lived and worked, experiencing their profoundly felt spirits. They also visit holy sites in Rome, the heart of the Catholic Church. Fees for the pilgrimage are partially subsidized by the university, and selections are made in the spring.
- Occasions for spiritual companionship with Sister Anita during their time at USF.

For more information about these opportunities and other possibilities, contact Sister Anita between 8:30am and 5:00pm.

OPERATIONS

Ramon DeMond
Maintenance Supervisor
Trinity Hall, lower level
260.399.7700, ext. 6119

The Operations Department includes maintenance of all facilities, grounds, and equipment for the entire campus.

Recycling

The University of Saint Francis supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures.

This support includes a commitment to the purchase, use and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

All blue trash receptacles in classrooms and offices across the university are for single-stream recycling and are provided to collect the following recyclable materials:

- All paper products (including cardboard, newspapers, magazines, etc.)
- Aluminum and steel cans
- Plastic products with recycling symbol
- Glass

Additional locations for single-stream recycling as well as receptacles for batteries are in the following areas:

- Achatz Hall of Science – Near Parkview Physician's Group Auditorium
- Bonzel Basement – Basement to the right of stairwell
- Clare Hall – Built in recycling centers in lounge on each floor
- Padual Hall – Laundry Room
- Doermer Health Sciences – Student lounge, faculty and staff lounge basement
- Trinity Hall – Mezzanine and lower level (Operations area)

- Rolland Art Center Main Building – By south stairwells on second floor, kitchen and student lounge in lower level
- Pope John Paul II Center – Lower level by vending machines, 2nd floor in the main lobby, 3rd floor by fire escape stairwell

PARKING

Non-Resident Students

Parking is provided at all university classroom buildings for USF students. Lots and spots that are marked Staff, Faculty or Visitors are restricted to vehicles with the appropriate ID (See also Automobile/Vehicle Policies, Repeat Vehicle Owner/Driver Violations on Campus). Students can obtain a vehicle registration form from the Security Hut or the Security House at 1434 Leesburg Road. Non-residential students registered by July will be sent vehicle identification stickers by mail prior to the beginning of the fall semester; students registering after that date or for the spring semester will receive their sticker when they get their USF ID card. If no parking sticker is received by the start of the semester, please stop by the Security Hut or house to pick one up. There is no charge for vehicle stickers. The sticker is to be displayed when operating or parking a vehicle on university property.

University parking policies are enforced using warning and fine citations. All fines are billed to the student to whom the sticker was issued and are payable (or an appeal filed) at the Business Office. The university reserves the right, in cases of repeated violations, refusal to display a valid ticker or for unregistered or abandoned vehicles, to have the vehicle removed from USF

property at the owner's expense. The university is not responsible for articles left in vehicles.

Residential Students

All resident student vehicles must be registered in order to receive a parking sticker and/or student ID. Resident students can obtain a vehicle registration form from their respective Hall Director and bring a completed form to the Security Hut for their parking sticker. Parking stickers are only issued through Campus Security. (See also Automobile/Vehicle Policies, Repeat Vehicle Owner/Driver Violations on Campus).

Stickers should be placed in the rear window on the driver's side unless heavily tinted. In that case, place the sticker in the windshield on the driver's side.

Downtown Campus Parking

Parking is available at no charge for students and employees in the parking lot located north of the Performing Arts Center on Berry Street. Your USF ID card is needed to enter and exit the lot. Visitors may also park in the lot and have their ticket validated by USF personnel or pay by credit card upon exit.

Crown Point Students

All students of the university are issued numbered vehicle identification stickers to be placed in the rear window on the driver's side to be displayed on the rearview mirror of any vehicle operated and parked on campus.

- Parking is not allowed on lawn areas, driveways, walkways, and any marked or posted area
- Fire lanes are to remain clear of traffic. They are for the use of emergency vehicles.

- Handicapped spaces are reserved for those with state-issued tags or plates
- Parking is restricted to one vehicle per marked spa

In the event you cause damage to another vehicle, please notify the owner personally or call a security officer to report the damage. If your vehicle has been damaged or broken into, call the security office at Franciscan Point immediately to report the damage or loss (219) 662-5555. Damage reports will not be taken more than 24 hours after the event and will not be taken after the vehicle has left the scene of the accident.

The USF-CP assumes no responsibility for the care or protection of any vehicle or its contents at any time it is operated or parked on university property. Please keep your vehicle locked and remove any valuables or store them in the trunk.

REGISTRAR

260.399.8061

registrar@sf.edu

Pope John Paul II Center, Room 207

The Registrar's Office maintains official academic records for all students, and will gladly assist with questions related to academic status. Services provided by this office include issuing transcripts (\$20 per copy in office; unofficial copies are free in office or can be printed off My Cougar Connection, or visit getmytranscript.com and order online to receive cheaper rates for official transcripts), transcript evaluation for transfer credit, Veteran Benefits Assistance, enrollment certification for insurance, student loan deferments, publishing the semester

course schedules and final exam schedules, online and traditional registration for courses, adding/dropping of courses, changing majors, and diploma distribution at graduation. (See Academic Information for Student Withdrawal Information.)

Further information about services offered by the Registrar's Office is available at Registrar.sf.edu.

Student Educational Records

The University of Saint Francis supports and is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). This act affords students certain rights with respect to their educational records. The rights afforded by FERPA are:

1. The right to inspect and review the student's education record within 45 days of the day the university receives a request for access. A student wishing to review his or her academic education records must make a written request to the Registrar's Office. A student wishing to review his/her student affairs records must make a written request to the Student Affairs Office. The request must list the specific records the student wishes to inspect and review. The Registrar and/or Student Affairs Office will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of any part of the student's education records that he or she believes is inaccurate. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the

student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, or support staff position (including law enforcement and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the university may disclose education records without consent to officials of another school in which a student seeks or intends to enroll. Another exception is release of the student's educational record to parents of a dependent student.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is available from the Registrar's Office.

Directory Information

The university may disclose directory information about a student without prior consent of the student. "Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and includes the student's name, addresses (local and permanent), e-mail address, telephone number, date and place of birth, photograph, major field of study, dates of attendance, grade level, enrollment status (e.g. undergraduate or graduate, full time or part time), degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent educational institution attended. A student has the right to withhold the release of directory information. Students may withhold directory information by notifying the Registrar in writing. The university will honor these requests for one academic year; therefore, authorization to withhold directory information must be filed by students annually in the Registrar's Office.

If a student wishes to grant someone else, such as a parent, access to information contained in the student's educational record (i.e. financial aid, billing, grades, etc.), the student must fill out and sign an Authorization for Release of Information form. These forms are available in Form Central in My Cougar Connection.

RESIDENTIAL LIFE

Residential Life
260.399.8101
reslife@sf.edu
Trinity Hall 102

Residential Life at the University of Saint Francis provides a safe and welcoming living and learning environment for all residential students. Our facilities, programs, and services inspire academic achievement, personal growth, and social connection.

Contact Residential Life for information about living on-campus, eligibility for living off-campus, roommate information and room assignments, and becoming a Resident Assistant.

SECURITY

Ed LaRocque, Director of Security
260.399.7700 ext. 6120

elarocque@sf.edu

Security Office (located behind Brookside Mansion)

Fort Wayne site Campus Security: 260.399.7888

Crown Point site Campus Security: 219.662.5555

The University of Saint Francis provides security patrols 24 hours a day, 365 days a year as part of its commitment to ensuring a safe, secure environment in which students and employees can live, learn and work. The primary function of the Security Office is to protect the persons and property of the campus community through constant patrolling of buildings and grounds and responding to emergency situations. In the performance of these duties, Security is available to provide escorts when requested (call 260.399.7888, or 7888 from any campus phone), give authorized access when needed, maintain parking lot safety, take accident and loss reports, and enforce traffic regulations. Other responsibilities include responding to

medical emergencies, maintaining building safety systems and helping to maintain workplace safety for students and employees.

At the University of Saint Francis, campus community members share in the responsibility for personal safety and the prevention of crime. Students can reduce the chances of becoming a victim by taking such common sense precautions as always walking with a partner after dark, properly securing all valuables and contacting a Security Officer to report any suspicious persons or activities. Should you become the victim of a crime, it is important that you report the incident to a Security Officer as soon as possible or, in the case of resident students, to a member of the housing staff.

Crime Report for 2018

Crime Statistics for Reported Incidents

In accordance with Public Law 101-542, November 8, 1990 Crime Awareness and Campus Security Act of 1990, Section 485, the university must disclose the campus crime statistics for the calendar year 2018 and the two preceding calendar years.

Any of the crime statistics, excluding liquor, drug and weapons law violations, where the victim was selected intentionally because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability is required by law to be reported as a hate crime. For the year 2016 “national origin” and “gender identity” have been added to the hate crimes categories.

For current crime statistics and security information please refer to the brochure “Campus Crime Report” or visit Security.

The Higher Education Amendments of 1992 require institutions to make additional disclosures as part of their annual security report, and replaces the disclosure of statistics concerning the occurrence of rape on campus with the disclosure of forcible and non-forcible sex offenses. In addition, the 1992 Amendments require institutions to disclose a statement of policy concerning their campus sexual assault programs designed to prevent sex offenses, and the procedures to follow when a sex offense does occur.

Effective March 7, 2014, under the Violence Against Women Reauthorization Act, the university will include reports of domestic violence, dating violence and stalking, beyond crime categories the Clery Act already mandates, adopt certain student discipline procedures for notifying victims of their rights and adopt institutional policies to address and prevent sexual violence.

Please refer to the campus brochure “Procedures and Policies Concerning Sexual Misconduct” for this information or visit Security.

Report to Secretary of Education for 2018 Fire Safety

Institutions of postsecondary education that participate in the Federal student financial assistance programs have been required by Section 485(a) and (f) of the Higher Education Act (HEA) to provide the Secretary with campus crime statistics since 1990. The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008 and reauthorizes the Higher Education Act of 1965, as amended. The HEOA made a number of additions to campus security reporting requirements. The university must report the statistics concerning the following in each on-campus student housing facility during the most recent calendar years for which

data are available must be reported to the Secretary of Education on an annual basis.

For current statistics and fire systems and policies information please refer to the brochure “Institutional Fire Safety Policies and Fire Statistics” or visit Security.

STUDENT ENGAGEMENT

Ryan Hawkins, Associate Dean of Students for Student Engagement

260.399.7700, ext. 6741

rghawkins@sf.edu

Trinity 102

Student Engagement within the division of Student Affairs recognizes that each student holds unique interests and ideas. In light of this, students are encouraged to explore a variety of activities until they find ways in which they can connect to the university in a meaningful way. Research, along with countless interactions with students over a number of years, shows that those students who are involved on campus outside of the classroom are much more likely to be satisfied with their college experience. In addition, satisfied students are more likely to persist to graduation.

Student Engagement enhances the quality of the student experience by providing opportunities for learning, involvement and leadership development. We provide activities, programs and opportunities where students are supported and challenged in the development of skills and values. Programming covers a broad spectrum of areas, including holistic student wellness (social, intellectual, physical, environmental, spiritual, financial, and emotional) and our Franciscan Values. These services and

programs are provided for all student constituencies—traditional students, non-traditional students, residents, and commuters.

Student Engagement powers the following areas:

- Cougar Den Student Center
- Student Activities Council (SAC)
- Intramural Athletics
- Student Clubs and Organizations
- Den After Dark
- Wellness Programming
- **Cougar Life**

LEADERSHIP

In collaboration with other student leadership advisors, the Director of First Year Experience and Student Leadership initiates, organizes and evaluates development opportunities for students holding leadership positions on campus. Student Leadership formation, Student Leadership Awards in the spring and ongoing student leadership training are the goals of this subdivision of Student Activities.

COUGAR DEN

The Cougar Den is located behind Trinity Hall on the west side of Mirror Lake. It is an excellent place to relax, study or have a bite to eat. Comfortable seating, internet and wireless access, a printer, and televisions are there for your use and enjoyment. The Cougar Den also houses the offices of the Assistant Directors of Residential Life and student office for Student Activities Council (SAC). Keep an eye out on Cougar Life for events held in The Den as well!

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association represents the student body of the University of Saint Francis through integrity, leadership and servitude. Their goal is to enhance the life of every student. The University of Saint Francis Student Government Association (SGA) is the official voice through which student opinion is heard. It acts as a liaison between the student body and the university administration in all matters affecting the welfare of students. The members of government act as a sounding board for student opinions and to represent the students on various committees throughout the university.

The Student Government Association exists to develop a community in which the members of the student body have an opportunity to express themselves in a cooperative manner. Student Government Association is composed of four executive officers, four senators from each undergraduate class, two senators from each academic school, three residential senators, three non-residential senators, a representative from the Crown Point site, a graduate student, and a staff advisor. Student Government Association meets weekly and students are encouraged to attend. See the SGA website for more information on senator openings, meeting times, events, and office hours. The SGA office is now located in Trinity 151 in order to assist any member of the student body. Student Government accomplishments include increasing student discounts from 10 to 40 at local vendors for all USF students, addressing parking and security issues with administration, providing free tickets to home playoff games, providing buses to away athletic events, implementing online voting, providing morning newspapers, and advocating for twenty-four hour study space in the Hideout. SGA also grants additional funding to eligible clubs and organizations. Additionally SGA represents the university in the community through service.

STUDENT ACTIVITIES COUNCIL

The Student Activities Council (SAC) is responsible for planning, promoting and coordinating campus activities, programs and events including entertainment, dances, speakers, and traditional programs. SAC strives to provide events to meet the needs and interests of all students—commuter, resident and non-traditional. A schedule of events and contact information is on [SAC's Cougar Life page](#).

INTRAMURAL ATHLETICS

For organized sport and competition, the Intramural program offers students the opportunity to engage in learning outside the classroom. This is done with emphasis on connection, safety, sportsmanship and the Franciscan values, including reverencing the unique dignity of each person. We offer league play throughout the year (pre-registration is required), walk-in single night tournaments at least three times per semester, and weekend activities at least twice a month. Programming includes, but is not limited to basketball, corn hole, dodgeball, kickball, soccer, volleyball, and whiffle ball. For information on all Intramural offerings and to register a team, visit [Intramural's Cougar Life page](#).

WELLNESS PROGRAMMING

The purpose of wellness programming is to encourage the development of balanced and well-rounded persons through holistic integration of the mind, body, and spirit. Specifically, the mind focuses on social and emotional wellbeing, the body on physical wellbeing, and the spirit on personal and spiritual wellbeing. Programming includes monthly information on a specific wellness topic, and the Wellness Team collaborates with other USF offices, clubs, and organizations to host events

and provide accurate information and resources. For more information, please visit <https://usfmail.sharepoint.com/sites/Wellness>.

STUDENT HEALTH INSURANCE

All students, commuters and residents, have the opportunity to purchase student health insurance. For information, contact the Office of Student Affairs at 260.399.8100 or visit the Office of Student Affairs in Trinity Hall.

TRIO SUPPORT SERVICES

TRIO STUDENT SUPPORT SERVICES (TRIO SSS)

260-399-6800, Pope John Paul II Center, Suite 209
Office Hours: 8:30 am – 5:00 pm, Monday – Friday

TRiO SSS, a federally funded program, provides student support services for qualified USF students. Services offered through TRiO include programming and activities related to students' academic, financial, and personal transition to and success in navigating the world of higher education. In order to participate in TRiO programs students meet specific eligibility requirements and complete a personal interview. Once eligibility is determined and the interview is completed, students receive information regarding program participation. For additional information on qualification information please stop in or call for an appointment.

UNIVERSITY TECHNOLOGY SERVICES

University Technology Services (UTS) is responsible for the management and oversight of all technology in use at the university. UTS works collaboratively with all university departments in order to ensure that technology is used effectively and efficiently within the university community.

USF NETWORK ACCOUNT AND E-MAIL

In order to use USF computers or access your student e-mail, you will need a USF network account (username and password). Network accounts for new students are automatically set up shortly after Admissions processes your application to the university. Once the account is created you may access My Cougar Connection (MCC) on any computers located on campus, access the wireless network from your personal laptop or access your e-mail account.

Your e-mail address will be your username followed by @cougars.sf.edu (ex: username@cougars.sf.edu). For your specific e-mail address, check the back of your USF OneCard.

If you have problems with your computer account and are unable to log in successfully, please contact the Help Desk or use the self-service password reset tool.

TECHNOLOGY HELP DESK

The purpose of the Technology Help Desk is to serve the technology needs of the students, faculty and staff of the University of Saint Francis by offering friendly hands-on instruction and support. The Help Desk offers online knowledge base articles, forums, and self-service applications to assist with university technology. Students may directly submit support

tickets to the Help Desk via <http://support.sf.edu> or simply send an email to support@sf.edu to automatically create a support ticket for our knowledgeable technicians.

MY COUGAR CONNECTION

My Cougar Connection (MCC) is your student technology portal and serves as central hub for online tools and resources at the university. The following list highlights some of the functions available to students via My Cougar Connection:

- Access your email and other Office 365 applications
- Search for answers to frequently asked questions
- Find copies of policies and procedures
- View and print copies of your schedule
- Register for (add) or drop courses*
- Search for courses meeting your criteria
- Figure GPA and grade requirements for achieving or maintaining a GPA
- View balances due in various accounts
- Submit address changes via e-mail
- View current course offerings
- View final grades

* All students must see their advisor prior to registering for classes each semester or when schedule changes are desired. Holds may prevent the ability to drop or add courses. Changes cannot be made to schedules via the Web once the semester has started, but schedule changes may be made at the Registrar's Office during the drop/add period. There may be financial aid and/or billing implications due to schedule changes.

ONECARD (USF STUDENT ID)

The USF OneCard is a multi-functional card that serves as the official University of Saint Francis ID. All faculty, staff and students should carry their USF OneCard with them at all times while on campus. The USF OneCard is more than an ID card. It is also used:

- To access services at Lee and Jim Vann Library
- By residents to access meal plans
- To gain authorized access to buildings on campus
- To make copies/prints at student copiers/printers across campus
- To access Bookstore Points

It can also be used in the same way as a debit card with a declining prepaid balance that enables participants to make cash-free purchases at all campus locations that accept the USF OneCard. The following terms may be helpful in understanding this process:

Aux Points (Auxiliary points) can be added to the USF OneCard to be used for retail purchases such as the Campus Shoppe, vending machines, copy services, printing, and for food and snack items in the university's designated dining areas. Aux points are the same as dollars (20 aux points = \$20).

Meal Plans for resident students are included in the cost of their room and board fees. They are deposited to the USF OneCard by Student Life according to the definition of the plan.

OneCards must be swiped by the cashier in dining services for every meal. Non-residential students may purchase a meal plan in the Business Office or at www.sf.afford.com.

Bookstore Points are for use in the Campus Shoppe to purchase books, medical supplies, scrubs, polos, lab coats, and other educational supplies. These points are based upon a

student's Anticipated Financial Aid Disbursement (i.e. any financial aid that exceeds the student's bill), and must be authorized and entered on a student's USF OneCard by the Business Office. To receive Bookstore Points, students must complete the appropriate paperwork with the Business Office.

UTS TECHNOLOGY USE POLICY

*The use policy below are excerpts from overall university technology security policies. View the full **Technology Security Policy** on MCC.*

University Technology Services technology resources and facilities are available to all Saint Francis students, staff, and faculty and governed by the complete information security policies. The University of Saint Francis is committed to protecting USF employees, students, donors, and other stakeholders from illegal or damaging actions by individuals, either knowingly or unknowingly. Information technology systems and resources, including but not limited to: computer equipment, software, storage media, network accounts, email, web browsing, and data residing on these systems are the property of the University of Saint Francis. These systems are to be used for institutional purposes in serving the interests of our University community. The University strives to maintain an environment free of harassment and sensitive to the diversity of its students. The University, therefore, prohibits the use of systems and email in ways that are disruptive or offensive to others and/or harmful to morale.

Unacceptable and prohibited activities include, but are not limited to, the following:

- Revealing your USF account credentials to others (family members included)

- Using someone else's account
- Using USF systems for commercial purposes
- Using the USF network as a means to gain unauthorized access to other systems/networks
- Use of illegal or unlicensed software
- Unauthorized network monitoring
- Copying and/or distributing commercial software without proper licensing
- Knowingly creating, executing, forwarding, or introducing any computer code designed to self-replicate, damage, or otherwise impede the performance of any computer, network device, or software
- Knowingly taking any other action with the intention of impeding the performance of any computer, network device, software, or system
- Violations of the rights of any person or company protected by copyright, trade secret, patent, or other intellectual property, or similar laws or regulation
- Using a University computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace policies and laws
- Making fraudulent offers of products, items, or services originating from a USF account

For security and network maintenance purposes, authorized individuals within the University of Saint Francis may monitor equipment, systems, and network traffic at any time, per established monitoring and audit procedures. For purposes of system maintenance all data and transmissions may be monitored, analyzed and viewed. The University reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

WEATHER INFORMATION

If severe weather conditions necessitate cancellation of classes at the university, the announcement will be placed on the following media outlets as early as possible: WBYS (98.9 FM), WFWI (92.3 FM), WPTA TV (Channel 21), WANE TV (Channel 15), WISE TV (Channel 33), www.sf.edu, and www.cancellations.com. Students will also be notified via the Emergency Alert System which sends closure information to phone numbers and e-mail addresses on file with the Registrar's Office. Be sure to update your contact information via My Cougar Connection (under Campus Life > Campus Safety > Emergency Notification System) or in the Registrar's Office so that you may be notified in case of a closure.

The university policy is to hold classes if at all possible. Students are to use personal discretion to determine whether they should come to class if the university does not cancel and they must travel a great distance in bad weather. Students are responsible for make-up work missed when classes are held.

CLUBS & ORGANIZATIONS

The University of Saint Francis offers many opportunities for students to become involved in campus life and leadership. All students, no matter the age, full- or part-time status, resident or non-resident, are strongly encouraged to actively participate in clubs and organizations and their events. The practical learning experiences that come from organizational involvement complements the academic classroom experience and develops skills sought by employers. An up-to-date listing of clubs and organizations, including contact information and events, is available from Student Engagement. For further

information contact the Assistant Director of Residential Life & Student Activities at 399.7700, ext. 6750.

Information on all of the following clubs and organizations — including group descriptions, meeting information, and upcoming events — can be found on Cougar Life at sf.presence.io.

- Act One Drama
- Alpha Theta Epsilon – Education Honors Society
- American Advertising Federation
- Artists in Action
- Black Student Association
- Communication and Public Relations Society
- Council for Exceptional Children
- Computer Science (404 Club Not Found)
- Criminologists in Action
- Dance Club
- Dead Artists Society
- Eco Club
- Educators in Action
- f/8 Photo Club
- Film Club
- Finance & Investment Society
- Gaming Guild
- Get Psyched
- Hidden Gems: Book Club
- Intramural Sports
- Kinesiology and Nutrition
- Los Primos
- Luca Pacioli Society
- Mudslingers Ceramics
- Music Technology
- Musicians Club

- Pencil Pushers Sketch
- Phi Alpha – Social Work Honors Society
- Physician Assistant Student Society
- Pre-Professional Healthcare Honors Society
- Pre-Physician Assistant
- PTAs in Motion
- Residence Hall Association
- SIGGRAPH
- Sigma Pi Chemistry
- Social Work
- Student Activities Council
- Student Government Association
- Student Nurses Association
- Students for Life
- Ultimate Frisbee
- Upper Room: Theology & Philosophy
- Weightlifting
- Women Empowerment Club

STARTING A STUDENT CLUB OR ORGANIZATION

The information provided in the Clubs & Organization section of the Student Handbook is for the general student body. The Club Handbook provides information on processes and procedures for clubs and is provided annually to club officers and advisors.

Students, faculty and/or staff at the University of Saint Francis creating a club or organization affiliated with the university must receive official recognition from the university. Officially recognized clubs and organizations must register annually with Student Engagement.

Benefits of Being a Recognized Club or Organization

- May receive Student Government Association (SGA) annual funding and/or apply for grants in accordance with this policy and with SGA policies and procedures;
- May hold events on campus;
- May promote events and club meetings on campus in accordance with the Posting and Advertising Policy;
- May take part in the Student Leadership program's training, formation, events, fairs, and awards programs; and
- May request approval for imprinted merchandise following the university's Imprinted Merchandise policy.

How to Start a Club or Organization

- A group desiring recognition will request an Application for Official Recognition for Clubs and Organizations from Student Engagement. The application requires you to do the following:
 - Determine the classification of your group: club, student organization, or campus organization.
 - Construct a constitution and by-laws for your group;
 - Gather a complete listing of group officers and their contact information;
 - Arrange for a full-time faculty member or administrative staff person to serve as the advisor for your group.
- When completed, the application, along with other requested documentation listed on the application, is submitted to Student Engagement for review and recommendations.
- The Assistant Director of Student Engagement will submit the application and the constitution to the Student Government Association (SGA). A representative from the

petitioning group will be asked to attend an SGA meeting to present the application and constitution.

- The Student Government Association will vote to approve or deny the request. If approved, the Student Body President will present the application and constitution with any recommendations to the Vice President for Student Affairs for action.
 - If the request was denied by SGA, the petitioner of the request must meet with the Student Body President to discuss why the application was denied. The petitioner may then come back to SGA with changes or appeal.
- The Vice President for Student Affairs will grant official club recognition, deny the request, or request additional information before making a final decision. The Student Body President, or his/her designee, will be present to provide SGA feedback on the request.

CLUB AND ORGANIZATION POLICIES

In order to remain in good standing with the university and remain officially recognized, student clubs and organizations must abide by the following policies:

1. Bi-annual registration through **Cougar Life** is required to receive the benefits of club/organization recognition, including remaining an active club or organization and annual SGA funding.
2. The purpose, objectives and activities of the club or organization must be consistent with the objectives, mission and values of the University of Saint Francis and with all municipal, state and federal laws.

3. The club or organization will not discriminate or harass on the basis of race, creed, national origin, sex, age, handicap, veteran status, or religion in the selection of its members or in its programs unless federal or state laws allow for such exceptions.
4. The club or organization agrees to register and gain approval of all fundraising activities with Student Affairs consistent with the Fundraising Policy.
5. Every voting member of the club or organization must be currently enrolled as a student at the University of Saint Francis, or in the case of campus organizations, must be a current faculty or staff member.
6. Clubs and organizations are subject to all policies identified in the Code of Student Conduct and Community Standards as laid out in the Student Handbook.

Alleged violations of club and organization policies will be subject to the conduct process outlined in the Code of Student Conduct.

Policy Regarding Religiously Affiliated Groups

- Authorization for such groups is dependent on services that can be offered which are beyond the scope of Campus Ministry.
- A group's purpose must be consistent with the university's Catholic, Franciscan mission.
- No group, or member of any group on behalf of the group, may encourage or participate in any activity which contravenes the mission of the university or the moral teachings of the Catholic Church.
- Any group that seeks to proselytize students or which in any way is disrespectful of or antagonistic to the doctrine and tradition of the Catholic Church will not be approved.

- All religious groups, Catholic or of another faith, that seek to become involved in direct evangelization, catechesis, or pastoral ministry must be approved and directly supervised by the Director of Campus Ministry for their individual programs. They are not, however, part of Campus Ministry, officially promoted by Campus Ministry (e.g., advertising or inclusion on the website), or coordinated by Campus Ministry.
- Any religious group, Catholic or of another faith, which is not financially accountable to the university or which is served, supported, or organized by clergy or staff not directly approved by Campus Ministry, will not be approved.
- Groups may not use USF facilities to hold “official” worship services (e.g., a Christian interdenominational Sunday Worship service or a Jewish Sabbath service on Friday evening).

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- MISSION & VALUES

- ACADEMIC CALENDAR

- CAMPUS OFFICES

- CLUBS & ORGANIZATIONS

- STARTING A STUDENT CLUB OR ORGANIZATION

- CLUB AND ORGANIZATION POLICIES

- FUNDRAISER POLICY

- CLUB OR ORGANIZATION POLICY VIOLATIONS

- POSTING POLICY

- ACADEMIC INFORMATION

- CODE OF STUDENT CONDUCT

- TITLE IX – SEXUAL MISCONDUCT POLICY
 - COMMUNITY STANDARDS
 - RESIDENTIAL LIFE
 - SEARCH
-

FUNDRAISER POLICY

See Student Sales & Fundraising in Community Standards.

Clubs and organizations may find it necessary to hold fundraisers as a means of generating operating revenue. In order for all organizations to hold fundraisers without conflict with other organizations or without duplication, all fundraisers should follow the Fundraising Policy.

Please note: Clubs and Organizations cannot sell items available in the Campus Shoppe. Please see Student Engagement and/or the Campus Shoppe manager with any questions. Also, raffles cannot be used for fundraising. Food donation requests must be approved through Dining Services and the Vice President for Student Affairs.

If a club or organization fails to assume responsibility for any or all of the above guidelines, that club or organization risks sanctions for violation of policy. Any question should be addressed to Student Engagement.

POSTING POLICY

Student Clubs, Organizations and Leadership groups are subject to the university posting policy. See Community Standards.

Note: Any student group, club, organization, etc. found to be in violation of the posting policy may be penalized. The penalty can range from payment for damages to temporary suspension as a student club or organization.

ACADEMIC INFORMATION

The University of Saint Francis Undergraduate Catalog is the main resource of information regarding academics. Complete information regarding Academic Rights including the Appeal Policy and Procedure, Request for Review of Academic Policy, Academic Integrity, Plagiarism, and Academic Consequences and Student Rights will be found in the catalog. Please refer to it for answers to specific questions.

ACADEMIC ADVISING

Academic Advising is a part of every student's journey. USF cultivates a personal relationship with all students through intentional academic advising, helping students set and achieve academic, professional and personal goals. Students take an active leadership role in setting and achieving their goals.

Academic advisors help navigate academic requirements, policies and procedures so that students can reach their goals in a timely way. Every USF student is assigned an academic advisor. Undergraduate students with declared majors will have a faculty member from their program serve as their academic advisor.

Those students who are not yet decided on their major are a part of the Academic Exploration (AE) program and are advised through the Academic and Career Development Center (ACDC). The university offers support in helping students find a major and discover their purpose. Personalized, professional advising, collaboration with our Career Team, career and personality assessments, and a specially designed one credit course are a part of that support. Students are guided through looking at their strengths and interest in order to align with academic major and career options. Students in the Exploratory Healthcare (EH) program and working to meet healthcare program requirements are also advised through ACDC. Students advised through ACDC can study as Exploration student up to three semesters and still be on pace to graduate in four years.

FACULTY

All faculty members of the university are available to students for informal advice and counseling. Take advantage of a faculty member's experience and knowledge. Professors welcome and enjoy interaction with their students because the education to which they contribute does not cease with the end of the regular class period. You are encouraged to ask questions and to get to know your course instructors.

ACADEMIC PROCEDURES

Embodied within the academic procedures are policies and regulations governing the attainment of academic credit and degrees from the university. The administration and

interpretation of these regulations rests with the administrative academic officers, committees, and councils. The responsibility to abide by these regulations resides with the students, faculty, and administration who must know and observe the requirements. The University of Saint Francis Undergraduate Catalog is the primary source for academic policies and procedures. Please consult the catalog for procedures for changing majors, transferring credits, graduation requirements, financial aid information, incomplete grades, etc.

CROWN POINT SITE AND DISTANCE EDUCATION STUDENTS

Academic policies and procedures apply equally to students taking courses through distance/virtual education or through the Crown Point site. Due to the nature of distance education and the location of students, some modifications to procedures have been created to assist students in fulfilling academic policies.

STUDENT WITHDRAWAL INFORMATION

The university understands students may need to step away from college. If you are considering withdrawing from the university, please contact the Academic and Career Development Center, acdc@sf.edu or 260-399-8065, to discuss the best next steps. It is important for students to settle their affairs with the university prior to withdrawal.

In order to properly complete the withdrawal process, students must submit the **Complete Withdraw Form** found in Form Central under Academic and Course Registration.

- All students will be contacted by the Academic and Career Development Center to go over the following information:
 - Financial Aid
 - Residential Life and Housing

- Business Office
- Academic status after leaving the university and upon potential return.

CODE OF STUDENT CONDUCT

CORE VALUES OF STUDENT CONDUCT

- **Integrity:** University of Saint Francis students exemplify honesty, honor and a respect for the truth in all of their dealings.
- **Community:** University of Saint Francis students build and enhance their community.
- **Social Justice:** University of Saint Francis students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- **Respect:** University of Saint Francis students show positive regard for each other, for property and for the community.
- **Responsibility:** University of Saint Francis students are given and accept a high level of responsibility to self, to others and to the community.

University of Saint Francis students are responsible for knowing the information, policies and procedures outlined in this document. The University of Saint Francis reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all policies and procedures.

SECTION 1: MISSION/PHILOSOPHY STATEMENT

UNIVERSITY OF SAINT FRANCIS MISSION

Rooted in the Catholic and Franciscan traditions of Faith and Reason, the University of Saint Francis engages a diverse community in learning, leadership, and service.

The University of Saint Francis community is committed to fostering a campus environment that is conducive to academic inquiry and that is focused on the holistic development of the person as a reflection of our Franciscan values. The *Code of Student Conduct* within the Division of Student Affairs is committed to an educational and developmental process that balances the interests of individual students with the interests of the University of Saint Francis community.

Our community exists on the basis of shared values and principles as exemplified in our Franciscan Values. These values are:

- Reverence the unique dignity of each person
- Encourage a trustful, prayerful community of learners
- Serve one another, society, and the Church
- Foster peace and justice
- Respect creation

At the University of Saint Francis, student members of the community are expected to foster these values. Consistent with the Franciscan value of reverence for the unique dignity of each person, each member of the University of Saint Francis community bears personal responsibility for their conduct and assumes reasonable responsibility for the behavior of others.

At minimum, students must uphold and abide by the standards of conduct that form the basis of the *Code of Student Conduct*. These standards are embodied within a set of core values that include *integrity, social justice, respect, community,* and *responsibility*. When members of the community fail to exemplify these values by violating our community expectations, campus conduct proceedings are used to assert and uphold our *Code of Student Conduct*.

The student conduct procedures, identified in the *Code of Student Conduct*, at the University of Saint Francis are not intended to punish students; rather, exists to protect the interests of the community and to challenge those whose behavior is not in harmony with our policies. Sanctions are intended to reframe students' moral and ethical decision-making so future behavior is congruent with our community expectations and is conducive to students' future success. When a student is unable to conform to community expectations, the conduct process may determine that the student should no longer share in the privilege of participating in our community. Certain behavior is so harmful and tears the very fabric of our community that such behavior typically results in either suspension or expulsion. Such behavior includes but is not limited to:

- Physical Violence (including Sexual Misconduct)
- Possession of weapons (especially firearms)
- Sale/distribution of drugs
- Behavior that would reasonably create high levels of fear among, or presents a high level of threat to, the campus community

Students should be aware that the conduct process is quite different from criminal and civil court proceedings. Procedures

and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Our process, as defined within these procedures, is meant to promote a “trustful, prayerful, community of learners” and is grounded in fundamental fairness to all members of our campus community. No student will be found in violation of University of Saint Francis policy without reasonable information indicating that it is more likely than not that a policy violation occurred. If found responsible for a violation of policy, any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

SECTION 2: JURISDICTION

Students at the University of Saint Francis are provided a copy of the *Code of Student Conduct* annually in the form of a link on the University of Saint Francis website. Hard copies are available upon request from the Office of Student Affairs. Students are responsible for upholding the provisions of the *Code of Student Conduct* while they are a student at University of Saint Francis.

The *Code of Student Conduct* and the conduct process apply to the conduct of individual students, both undergraduate and graduate, and all University of Saint Francis-affiliated student clubs, organizations, and groups. For the purposes of student conduct, the University of Saint Francis considers an individual to be a student when the student has enrolled at the University and thereafter as long as the student has a continuing educational relationship with the University of Saint Francis.

The University of Saint Francis retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated, for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and/or obtain official transcripts and/or graduate and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the University of Saint Francis may invoke these procedures and should the former student be found responsible, the University of Saint Francis may revoke that student's degree.

The *Code of Student Conduct* applies to behaviors that take place on the campus, at University of Saint Francis-sponsored events and may also apply off-campus when the Vice President for Student Affairs (or designee) determines that the University has a compelling interest. A compelling University interest includes but is not limited to any of the following:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is inconsistent with the educational mission and/or interests of the University of Saint Francis; and/or
- Any situation where the student has committed multiple prior violations.

The *Code of Student Conduct* may be applied to behavior conducted online, via email, or other electronic medium.

Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University of Saint Francis does not regularly search for this information but may take action if and when such information is brought to the attention of University of Saint Francis officials. Students should be mindful that free speech does not cover the following:

- A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict harm upon specific individuals”;
- Speech posted online about the University of Saint Francis or its community members that causes a significant disruption.

The *Code of Student Conduct* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to campers, conference attendees, and continuing education programs by contractual agreements. Visitors to, and guests of, the University of Saint Francis may seek resolution of violations committed against them by students of the University of Saint Francis through the *Code of Student Conduct*.

There is no time limit on reporting violations of the *Code of Student Conduct*; however, the longer someone waits to report an offense, the harder it becomes for University of Saint Francis officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the University of Saint Francis’s ability to investigate and respond to a complaint. Those who are aware of misconduct

are encouraged to report it as quickly as possible to the Office of Student Affairs and/or to Campus Security.

University of Saint Francis email is the University of Saint Francis's primary means of communication with students. Students are responsible for all communication delivered to their University of Saint Francis email address.

SECTION 3: VIOLATIONS OF THE LAW

Alleged violations of federal, state and local laws may be investigated and addressed under the *Code of Student Conduct*. When an offense occurs over which the University of Saint Francis has jurisdiction, the University of Saint Francis conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

In cases of Title IX allegations regarding sexual discrimination and/or sexual misconduct, the Code of Student Conduct procedures will be inclusive of Title IX accepted regulations (see **Title IX**)

The University of Saint Francis reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint (see additional grounds for **interim action**). Interim suspensions are imposed until a hearing can be held.

Students accused of crimes may request to take a leave from the University of Saint Francis until the criminal charges are resolved. In such situations, the University of Saint Francis procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all reasonable campus investigative efforts; and
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

SECTION 4: THE COMMUNITY EXPECTATIONS

CORE VALUES AND BEHAVIORAL EXPECTATIONS

The University of Saint Francis considers the behavior described in the following sections as inappropriate for the University of Saint Francis community and inconsistent to the core values set forth in the *Code of Student Conduct*. These expectations and rules apply to all undergraduate, graduate, and professional students. The University of Saint Francis encourages community members to report to University of Saint Francis officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit any of the following misconduct is subject to the **sanctions** outlined in the *Code of Student Conduct*.

Integrity

University of Saint Francis students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

- **Falsification.** Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments.
- **Academic Dishonesty.** Acts of academic dishonesty as outlined in the *Code of Academic Integrity*.
- **Unauthorized Access.** Unauthorized access to any University of Saint Francis building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any University of Saint Francis building or failing to timely report a lost University of Saint Francis identification card or key.
- **Collusion.** Action or inaction with another or others to violate the *Code of Student Conduct*.
- **Trust.** Violations of positions of trust within the community.
- **Election Tampering.** Tampering with the election of any University of Saint Francis- recognized student organization (minor election code violations are addressed by the SGA).
- **Theft/Taking of Property.** Intentional and unauthorized taking of University of Saint Francis property or the personal property of another, including goods, services and other valuables.
- **Stolen Property.** Knowingly taking or maintaining possession of stolen property.

Community

University of Saint Francis students build and enhance their community. Behavior that violates this value includes, but is not limited to:

- **Disruptive Behavior.** Substantial disruption of University of Saint Francis operations including obstruction of teaching, research, administration, other University of Saint Francis activities, and/or other authorized non-University of

Saint Francis activities which disrupt the normal function of its campus community.

- **Disorderly Conduct/Rioting.** Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.
- **Unauthorized Entry.** Misuse of access privileges to University of Saint Francis premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a University of Saint Francis building.
- **Trademark.** Unauthorized use (including misuse) of University of Saint Francis or organizational names and images.
- **Damage/Destruction.** Intentional, reckless and/or unauthorized damage to or destruction of University of Saint Francis property or the personal property of another.
- **UTS Computer Use Policy.** Violating the [University Technology Services Computer Use Policy](#).
- **Gambling.** Gambling as prohibited by the laws of the State of Indiana (Gambling may include raffles, lotteries, sports pools and online betting activities).
- **Weapons.** Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade of longer than four inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on University of Saint Francis property.
- **Tobacco.** Smoking or tobacco use in any area of campus.
- **Fire Safety.** Violation of local, state, federal or campus fire policies including, but not limited to:

- Intentionally or recklessly causing a fire which damages University of Saint Francis or personal property or which causes injury,
 - Failure to evacuate a University of Saint Francis-controlled building during a fire alarm,
 - Improper use of University of Saint Francis fire safety equipment, or
 - Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University of Saint Francis property. Such action may result in a local fine in addition to University of Saint Francis sanctions.
- **Animals.** Animals, with the exception of animals that required as a certified disability accommodation (ex. seeing-eye dogs), and pets as outlined in the [Student Handbook](#), are not permitted on campus except as permitted by law.
 - **Wheeled Devices.** Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside University buildings; nor can they be secured to handrails, light poles, trees or any other campus fixture, except in designated areas (i.e. bicycle racks). Additionally, skateboards and other wheeled items may not be ridden or operated in buildings, mall areas, alleys, curbs, ramps, stairs, benches, or any such fixtures that may be damaged by these activities. Individuals may be liable for damage to University of Saint Francis property caused by these activities.

Social Justice

Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing university community. They understand and appreciate how their

decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:

- **Discrimination.** Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the University of Saint Francis's educational program or activity.
- **Harassment.** Any unwelcome conduct. Such conduct may be based on actual or perceived status including: sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected state. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the victim and community.
 - **Hostile Environment.** Sanctions can and will be imposed for the creation of a hostile environment only when harassment is sufficiently severe, pervasive or persistent and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the University of Saint Francis's educational or employment program or activities.*
- **Retaliation or Retaliatory Discrimination or Harassment.** Any intentional, adverse action taken by an individual or allied third party, against a person for reporting an allegation, for supporting a reporting or

responding party, or for assisting in providing information relevant to an allegation in a civil rights grievance proceeding or other protected activity.

- **Failure to Act.** Complicity with or failure of any student or organized group to appropriately address known or obvious violations of the *Code of Student Conduct* or law.
- **Abuse of Conduct Process.** Abuse of, interference with, or failure to comply in, University of Saint Francis processes including conduct and academic integrity hearings including, but not limited to:
 - Falsification, distortion, or misrepresentation of information;
 - Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
 - Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
 - Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
 - Failure to comply with the sanction(s) imposed by the campus conduct system; and/or
 - Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

Respect

University of Saint Francis students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

- **Harm to Persons.** Intentionally or recklessly causing physical harm or endangering the health or safety of

oneself or any other person (includes physical altercations/fighting).

- **Threatening Behaviors.**

- **Threat.** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property; and/or
- **Intimidation.** Implied threats or acts that cause a reasonable fear of harm in another.

- **Bullying and Cyberbullying.** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

- **Hazing.** Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy.

- **Intimate Partner/Relationship Violence.** Violence or abuse by a person in an intimate relationship with another.

- **Stalking.** Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.

- **Sexual Misconduct.** Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation.

- **Public Exposure.** Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

Responsibility

University of Saint Francis students are given and accept a high level of responsibility to self, to others and to the community.

Behavior that violates this value includes, but is not limited to:

- **Alcohol.** Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the University of Saint Francis's [Alcohol Policy](#).
- **Drugs.** Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the University of Saint Francis's [Drug Policy](#).
- **Prescription Medications.** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications, and/or possession of prescription medications when not in a properly marked container that identifies the medication and patient.
- **Failure to Comply.** Failure to comply with the reasonable directives of University of Saint Francis officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- **Financial Responsibilities.** Failure to promptly meet financial responsibilities to the institution, including, but not limited to: knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.
- **Arrest.** Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Office of the Vice President for Student Affairs within seventy-two (72) hours of release.

- **Other Policies.** Violating other published University of Saint Francis policies or rules, including all **Community Standards** and **Residential Life & Housing** policies.
- **Health and Safety.** Creation of health and/or safety hazards (ex. dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.).
- **Violations of Law.** Evidence of alleged violation of local, state or federal laws, when substantiated through the University of Saint Francis's conduct process.

SECTION 5: OVERVIEW OF THE CONDUCT PROCESS

This overview gives a general idea of how the University of Saint Francis's campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of University community expectations.

The Vice President for Student Affairs (or designee) may in his/her sole discretion, adjudicate *Code of Student Conduct* violations outside the parameters of this policy if so deemed necessary.

NOTICE: Once notice is received from any source (victim, RA, RD, 3rd party, online, etc.), the University of Saint Francis may proceed with an investigation and/or may schedule a meeting with the responding student to explain the conduct process to the responding student and gather information.

STEP 1: REVIEW REPORT

Reports of alleged misconduct are reviewed by designated Student Affairs administrators to determine whether there is sufficient evidence that misconduct may have occurred. If sufficient evidence exists, a hearing officer is assigned to investigate and determine findings of responsibility for alleged violations.

STEP 2: NOTICE OF ALLEGED MISCONDUCT

The hearing officer notifies the responding student in writing of allegations of misconduct and schedules a meeting with the responding student to discuss the alleged misconduct.

STEP 3: INVESTIGATION/CONDUCT MEETING

The hearing officer gathers information and evidence from the involved parties and any identified witnesses. The responding student(s) meet with the hearing officer to provide their narrative of the incident and alleged misconduct.

STEP 4: FINDING RENDERED AND SANCTIONS ASSIGNED

After reviewing all evidence and hearing from all involved parties, the hearing officer renders a finding based on a preponderance of the evidence for each responding student. Findings will be one of the following:

- **Responsible.** This finding means that the responding student is found to be responsible for violating the Code of Student Conduct. Students found responsible for violating the Code of Student Conduct are assigned sanctions that must be completed within an identified timeframe.
- **Not Responsible.** This finding means that the responding student is found to be not responsible for violating the

Code of Student Conduct. There are no sanctions assigned, and the case is closed.

- Insufficient Evidence. This finding means that there was not enough evidence to support a finding of responsibility for violating the Code of Student Conduct. There are no sanctions assigned, and the case is closed until or unless additional evidence is presented in an appeal.

The hearing officer sends an outcome letter to the responding student. The outcome letter includes the finding and any assigned sanctions, as well as information regarding the student's right to appeal.

STEP 5: RIGHT TO APPEAL

Any party may request an appeal of the decision of the hearing officer by filing a written request to the Office of the Vice President for Student Affairs, subject to the [grounds for appeal requests and appeal procedures](#) outlined in this *Code of Student Conduct*. The written request should identify the grounds on which the student believes the appeal is warranted and appropriate supporting information.

SECTION 6: STUDENT CONDUCT AUTHORITY

AUTHORITY

The Vice President for Student Affairs is vested with the authority over student conduct by the President. The Vice President for Student Affairs designates the Associate Vice President for Student Affairs to share oversight and management of the conduct process. Administrative hearing

officers and appeal officers serve to both efficiently and effectively adjudicate the conduct process.

The Vice President for Student Affairs (or designee) may assume responsibility for the investigation of an allegation of misconduct.

The Vice President for Student Affairs (or designee) may in his/her sole discretion, adjudicate code violations outside the parameters of this policy if so deemed necessary.

GATEKEEPING

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the alleged violation, even if that information is merely a credible witness or a victim's statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing.

CONFLICT RESOLUTION OPTIONS

The Vice President for Student Affairs (or designee) has discretion to refer a complaint to an appropriate alternative dispute resolution (ADR) process. All parties must agree to use ADR for resolution. Any unsuccessful ADR process can be forwarded for formal processing and hearing; however, at no time will complaints of physical sexual misconduct or violence be mediated as the sole institutional response. Hearing officers may also suggest that complaints that do not involve a violation of the Code of Student Conduct be referred for an appropriate form of alternate dispute resolution (i.e. reconciliation, mediation, restorative justice, mediated- arbitration, etc.). Should one or both parties fail to uphold the resolution

agreement, the case may be forwarded to a hearing officer for non-compliance.

ADMINISTRATIVE HEARING

The Code of Student Conduct is adjudicated through an administrative hearing process through the Office of the Vice President for Student Affairs. Administrative hearing officers are trained annually to conduct investigations into allegations of misconduct, and to conduct administrative hearings.

ADMINISTRATIVE APPEALS

The Vice President for Student Affairs (or designee) will have final authority to approve those who serve as appeal officers. Appeal officers will be assigned as follows:

If the Hearing Officer is the...	The Appeal Officer will be the...
Assistant Director of Residential Life & Student Activities and/or Graduate Resident Director	Executive Director of Student Engagement & Residential Life
Executive Director of Student Engagement & Residential Life	Associate Vice President for Student Affairs
Associate Vice President for Student Affairs	Vice President for Student Affairs

Decisions made, and sanctions imposed, by the appeal officer will be final and thus complete the student conduct process.

INTERPRETATION AND REVISION

The Vice President for Student Affairs (or designee) will develop procedural rules for the administration of hearings that are consistent with provisions of the Code of Student Conduct. The Vice President for Student Affairs (or designee) may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party (i.e. offer forms of alternative dispute resolution). Any question of interpretation of the Code of Student Conduct will be referred to the Vice President for Student Affairs (or designee), whose interpretation is final. The Code of Student Conduct will be reviewed annually and revised as needed under the direction of the Vice President for Student Affairs and the Associate Vice President for Student Affairs.

SECTION 7: FORMAL CONDUCT PROCEDURES

UNIVERSITY OF SAINT FRANCIS AS CONVENER

The University of Saint Francis is the convener of every action under this Code. Within that action, there are several roles. The responding student is the person who is alleged to have violated the Code of Student Conduct. The reporting party is the individual bringing the complaint, who may be a student, employee, visitor, or guest; the reporting party may choose to be present and participate in the process as fully as the responding student. There may be witnesses, who may offer information regarding the allegation. There is a hearing officer whose role is to investigate the allegations, gather evidence, and determine a finding of responsibility regarding the allegations.

GROUP VIOLATIONS

A student club or organization, and its officers and membership, may be held both individually and collectively responsible when violations of the *Code of Student Conduct* by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officer.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually, and will be proportionate to the involvement of each individual and the organization. Generally, the Executive Director of Student Engagement & Residential Life (or designee) will serve as the hearing officer for club and organization violations. The Associate Vice President for Student Affairs will serve as the appeal officer for club and organization violations.

AMNESTY & SAFE HARBOR

AMNESTY

The University of Saint Francis may provide amnesty to students based on one of the following grounds.

- For victims.
The University of Saint Francis provides amnesty to victims who may be hesitant to report to University of Saint Francis officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking or drug use, at the time of the incident.
- For those who offer assistance.
To encourage students to offer help and assistance to others, University of Saint Francis promotes a practice of by-stander intervention and pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Vice President for Student Affairs (or designee), amnesty may also be extended on a case-by-case basis to the person receiving assistance.
- For those who report serious violations.
Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the University of Saint Francis are offered amnesty for their minor violations.

In all cases of amnesty, educational options will be explored, but no conduct proceedings or conduct record will result. Records regarding the provision of amnesty, however, will be maintained.

Abuse of amnesty requests can result in a decision not to extend amnesty to the same person repeatedly.

SAFE HARBOR

The University of Saint Francis has a Safe Harbor practice for students. The University of Saint Francis believes that students who have an alcohol or drug abuse and/or substance addiction

problem have the right to receive help. If any USF student shares a concern about their own use, addiction, or dependency to the attention of University of Saint Francis officials, a conduct complaint will not be pursued. Please note, Safe Harbor only applies when the student(s) raise the concern outside the threat of drug tests or conduct proceedings and seeks assistance. A written action plan may be used to track cooperation by the student within the Safe Harbor provision. Failure to follow the action plan may nullify the Safe Harbor protection and student conduct processes will be initiated.

REPORTS OF ALLEGED VIOLATIONS

Any member of the University of Saint Francis community, visitor or guest may allege a policy violation(s) by any student for misconduct under this *Code* by writing a formal report and submitting it to the Office of the Vice President for Student Affairs.

Any allegation of sexual misconduct (see [Title IX](#)) should always be filed whenever possible directly with the Title IX Coordinator or a Deputy Coordinator. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations may be submitted by a victim or a third party, and should be submitted as soon as possible after the offending event occurs. The University of Saint Francis has the right to pursue an allegation or report of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

INTERIM ACTION

Under the *Code of Student Conduct*, the Vice President for Student Affairs (or designee) may impose sanctions and/or separate a student from the community pending the outcome of a hearing regarding alleged violation(s) of the *Code of Student Conduct* when a student represents a threat of serious harm to self or others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve University of Saint Francis property and/or to prevent disruption of, or interference with, the normal operations of the University of Saint Francis. Interim actions can include separation from the institution or restrictions on participation in the community pending the outcome of the hearing on alleged violation(s) of the *Code of Student Conduct*.

During an interim suspension, a student may be denied access to University of Saint Francis housing and/or the University of Saint Francis campus, including facilities and/or events. As determined appropriate by the Vice President for Student Affairs (or designee), this restriction may include classes and/or all other University of Saint Francis activities or privileges for which the student might otherwise be eligible. At the discretion of the Vice President for Student Affairs (or designee) and with the approval of, and in collaboration with, the appropriate Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

INVESTIGATION

The hearing officer is responsible to investigate alleged violation(s) to determine whether there is sufficient evidence to

support a finding of responsibility for the alleged misconduct. The hearing officer will:

1. Commence a thorough, reliable and impartial investigation, and may develop a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding student, who may be given notice of the meeting prior to or at the time of the meeting;
2. Notify the responding student of the alleged policy violations through a “notice letter.” Notice will be emailed to the student’s University of Saint Francis email account. (Note: The University reserves the right to deliver notice in person or by mailing the letter to the address of the student.) The letter of notice includes alleged violations and notification of where to locate the *Code of Student Conduct*, as well as notification of the conduct meeting;
3. Interview all relevant parties and witnesses;
4. Obtain all evidence and information that is available;
5. Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline; and
6. Make a finding, based on a preponderance of the evidence (i.e. more likely than not) and communicate the finding and warranted sanctions to the responding party through an “outcome letter.”

FINDINGS

The outcome of the student conduct process will be communicated by the hearing officer to the responding party in writing within five (5) business days of the hearing. The outcome letter will identify the finding of responsibility and, if warranted, assigned sanctions and appeal procedures.

HEARING PROCEEDINGS

Except in a complaint involving failure to comply with the summons of the hearing officer or Title IX Coordinator (or designee), no student may be found to have violated the *Code of Student Conduct* solely as a result of the student's failure to appear for a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the complaint will be considered by the hearing officer presiding over the hearing.

CONDUCT SANCTIONS

One or more of following sanctions may be imposed upon any student for any single violation of the *Code of Student Conduct*:

- *Warning*: An official written notice that the student has violated University of Saint Francis policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the University of Saint Francis.
- *Restitution*: Compensation for damage caused to the University of Saint Francis or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expense. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
- *Fines*: Reasonable fines may be imposed.
- *Community Service Requirements*: For a student or organization to complete a specific supervised University

of Saint Francis service project. Unless granted prior approval, all community service requirements must be completed on campus through the Facilities and Events Department. Once the requirement is completed, the Director of Facilities and Events will send confirmation to the hearing officer.

- *Loss of Privileges*: The student will be denied specified privileges for a designated period of time.
- *Confiscation of Prohibited Property*: Items whose presence is in violation of University of Saint Francis policy will be confiscated and will become the property of the University of Saint Francis. Prohibited items may be returned to the owner at the discretion of the Associate Vice President for Student Affairs (or designee) and/or Campus Security.
- *Behavioral Requirement*: This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
- *Educational Program*: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
- *Restriction of Visitation Privileges*: May be imposed on a residential student, non-residential student, and/or a guest. The parameters of the restriction will be specified.
- *No Contact Order*: Student is prohibited from having any direct or indirect contact by any means with another student, staff, or faculty member(s) as identified in the sanction letter for a period to be determined by the hearing officer. Note: a “No Contact Order” may also be used to remediate conflicts and in those cases, may not be used

as a sanction but rather as an interim measure without implying culpability.

- *University of Saint Francis Housing Probation:* Official notice that, should further violations of Residential Life or University of Saint Francis policies occur during a specified probationary period, the student may immediately be removed from University of Saint Francis housing. Regular probationary meetings may also be imposed.
- *University of Saint Francis Housing Reassignment:* Reassignment to another University of Saint Francis housing facility. Residential Life personnel will decide on the reassignment detail.
- *University of Saint Francis Housing Suspension:* Removal from University of Saint Francis housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to University of Saint Francis housing may be specified. Under this sanction, a student is required to vacate University of Saint Francis housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Associate Vice President for Student Affairs (or designee). This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for University of Saint Francis housing, the student must gain permission from the Vice President for Student Affairs (or designee). This sanction may include restrictions on visitation to specified buildings or all University of Saint Francis housing during the suspension.
- *University of Saint Francis Housing Expulsion:* The student's privilege to live in, or visit, any University of Saint Francis housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.

- *University Probation:* The student is put on official notice that, should further violations of University of Saint Francis policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed. Probation may also include restriction from activities.
- *Eligibility/Activity Restriction:* The student is deemed “not in good standing” with the University of Saint Francis for a specified period of time. Specific limitations or exceptions may be granted by the Associate Vice President for Student Affairs (or designee) and terms of this conduct sanction may include, but are not limited to, the following:
 - Ineligibility to hold any office in any student organization recognized by the University of Saint Francis or hold an elected or appointed office at the University of Saint Francis; or
 - Ineligibility to represent the University of Saint Francis to anyone outside the University of Saint Francis community in any way including: participating in a study abroad program, attending conferences, or representing the University of Saint Francis at an official function, event or intercollegiate competition as a player, manager or student coach, etc.
- *Deferred University Suspension:* Interim measure between probation and suspension denoting any additional subsequent violation of the student code of conduct will result in immediate suspension.
- *University Suspension:* Separation from the University of Saint Francis, usually for a specific period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to,

and at the discretion of, the Vice President for Student Affairs (or designee). During the suspension period, the student is banned from university property, functions, events and activities without prior written approval from the Vice President for Student Affairs (or designee). This sanction may be enforced with a trespass action as necessary.

- *University Expulsion*: Permanent separation from the University of Saint Francis. The student is banned from university property and the student's presence at any University of Saint Francis-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.
- *Other Sanctions*: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Vice President for Student Affairs (or designee).

The following sanctions may be imposed upon individuals, groups or organizations found to have violated the *Code of Student Conduct*:

- One or more of the sanctions listed above, and/or
- Deactivation and/or loss of privileges (up to and including status as a University of Saint Francis registered group/organization), for a specified period of time.

PARENTAL NOTIFICATIONS

The University of Saint Francis reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly related to alcohol and other drug violations. The University of Saint Francis may notify

parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may be utilized on a discretionary basis by administrators when permitted by FERPA or consent of the student. Parental notification may be sought in cases where the student may face suspension or expulsion if found responsible.

NOTIFICATION OF OUTCOMES

The outcome of a hearing is part of the educational record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or non-forcible sex offense, the University of Saint Francis will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether the University of Saint Francis concludes that a violation was committed. Such release of information may only include the responding student’s name, the violation committed, and the sanctions assigned (if applicable). In cases of Title IX allegations, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where the University of Saint Francis determines through the conduct process that a student violated a policy that would constitute a “crime of violence,” the University of Saint Francis may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

- Arson,
- Assault offenses (includes stalking),
- Burglary,

- Criminal Homicide—manslaughter by negligence,
- Criminal Homicide—murder and non-negligent manslaughter,
- Destruction/damage/vandalism of property,
- Kidnapping/abduction,
- Robbery,
- Forcible sex offences, and
- Non-forcible sex offences.

FAILURE TO COMPLETE CONDUCT SANCTIONS

All students, as members of the University of Saint Francis community, are expected to comply with conduct sanctions and/or agreements generated from alternative dispute resolution within the time frame specified by the hearing officer as noted in the finding/sanction letter. Failure to follow through on conduct sanctions or alternative resolution agreements by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the University of Saint Francis. In such situations, resident students will be required to vacate University of Saint Francis housing within 24 hours of notification by the Associate Vice President for Student Affairs (or designee), though this deadline may be extended upon application to, and at the discretion of, the Executive Director of Student Engagement & Residential Life and/or the Associate Vice President for Student Affairs (or designee). A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Vice President for Student Affairs (or designee).

APPEALS & APPEAL REVIEW PROCEDURES

Any party may request an appeal of the decision of the hearing officer by filing a written request to the Office of the Vice President for Student Affairs, subject to the grounds for appeal requests and appeal procedures outlined below. The written request should identify the grounds on which the student believes the appeal is warranted and appropriate supporting information.

All sanctions imposed by the original hearing officer will remain in effect until the appeal has been heard. All parties will be informed in a timely manner of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

Appeal officers will be assigned as follows:

If the Hearing Officer is the...	The Appeal Officer will be the...
Assistant Director of Residential Life & Student Activities or Graduate Resident Director	Executive Director of Student Engagement & Residential Life
Executive Director of Student Engagement & Residential Life	Associate Vice President for Student Affairs
Associate Vice President for Student Affairs	Vice President for Student Affairs

GROUNDINGS FOR APPEAL REQUESTS

Appeals requests are limited to the following grounds:

- A procedural (or substantive error) occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures that likely affected the outcome, etc.);
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
Note: Failure to provide information during or participate in an investigation or a hearing, even resulting from concern over pending criminal or civil proceedings, does not make evidence “unavailable” at the time of the hearing. The Vice President for Student Affairs (or designee) is expected to consult with the hearing officer to inquire as to whether the new evidence would, in the opinion of the hearing officer, have substantially impacted the original finding or sanction.
- The sanctions imposed are substantially outside the parameters or guidelines set by the *Code of Student Conduct* for this type of offense or the cumulative conduct record of the responding student.

Appeals must be filed in writing with the Vice President for Student Affairs within five (5) business days of the notice of the outcome to the hearing. Any exceptions are made at the discretion of the Vice President for Student Affairs (or designee).

In cases of Title IX allegations, *Code of Student Conduct* procedures will be inclusive of Title IX accepted procedures (see [Title IX](#)). In Title IX appeals *only*, the Vice President for Student Affairs (or designee) will share the appeal by one party with the other party (or parties) when

appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the reporting party, who may also wish to file a response, request an appeal on the same grounds or different grounds).

If the appeal is not timely or substantively eligible, the original finding and sanction will stand, and the decision is final. If the appeal has standing, the appeal proceedings will begin.

Full new original hearings by the appeal officer are not permitted. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party/parties to show clear error. The appeal officer must limit its review only to the challenges presented.

The appeal officer may affirm or change the findings and/or sanctions of the original hearing officer according to the permissible grounds. Procedural or substantive errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student's cumulative conduct record.

All decisions of the appeal officer are to be made within five (5) days of submission to the appeal officer and are final, as are any decisions made by the Vice President for Student Affairs (or designee).

The presumptive stance of the University of Saint Francis is that all decisions made, and sanctions imposed by the original hearing officer are to be implemented during the appeal process. At the discretion of the Vice President for Student Affairs (or designee), and in consultation with the Title IX Coordinator when necessary, implementation of sanctions may be stayed pending review, only in extremely exigent

circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the Vice President for Student Affairs (or designee), in consultation, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions.

DISCIPLINARY RECORDS

All conduct records are maintained by the University of Saint Francis for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely.

APPROVAL AND IMPLEMENTATION

The University of Saint Francis *Code of Student Conduct* is reviewed annually by the Vice President for Student Affairs and the Associate Vice President for Student Affairs. Other parties may be asked to review content when appropriate.

TITLE IX – SEXUAL MISCONDUCT POLICY

SEXUAL MISCONDUCT POLICY AND GRIEVANCE PROCEDURES

For questions concerning this document, please contact:

Sr. Maria Gemma Salyer
Title IX Coordinator
University of Saint Francis
2701 Spring Street
Fort Wayne, IN 46808
msalyer@sf.edu
260.399.7700 ext. 6743
Trinity 105

I. GENDER-BASED MISCONDUCT POLICY INTRODUCTION

The University of Saint Francis (USF) is committed to fostering a safe and supportive environment conducive to academic achievements and healthy interpersonal interaction. Discrimination, harassment, and sexual misconduct on the part of a member of the USF community is clearly inconsistent with these purposes and can be a violation of state and federal law. Members of the USF community, guests, and visitors have the right to be free from sexual harassment. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of misconduct is brought to an appropriate administrator's attention, and a Responding Party is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

As a recipient of federal funding the University is required to comply with Title IX of the Higher Education Amendments of

1972, 10 U.S.C. § 1681 et seq. (Title IX). Title IX is a federal civil rights law that prohibits discrimination on the basis of sex — including pregnancy discrimination and Sexual Harassment — in educational programs and activities. Title IX’s sex discrimination prohibition extends to claims of discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity.

Sexual Harassment is defined broadly under this Sexual Harassment Policy (Policy). Sexual Harassment includes Sexual Assault, Sexual Harassment, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, Sexual Misconduct with a Minor, Child Molesting, and sex discrimination, as defined below. Sexual Harassment is a violation of University policy, state and federal civil rights laws, and may violate state and federal criminal laws. When an allegation of Sexual Harassment is brought to an appropriate individual’s attention, and a Respondent is found to have violated this policy, the University will issue appropriate sanctions to prevent future misconduct.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of Sexual Harassment in order to protect the rights and personal safety of students, employees, and other members of the University Community. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to local police. Not all forms of Sexual Harassment will be deemed to be equally serious offenses, and the University reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The University will consider the concerns and rights of both the Complainant and the Respondent.

USF Non-discrimination Statement

In its employment practices, selection of students, and administration of all programs and activities, the University of Saint Francis maintains a policy of non-discrimination regarding age, race, color, national origin, religion, gender, disability, genetics and veteran status. The university has appointed the Vice President for Student Affairs to serve as the Title IX Coordinator to ensure compliance with all Title IX regulations. Student inquiries or complaints should be directed to the Vice President for Catholic Culture and Student Life, Sr. Maria Gemma Salyer, OSF, msalyer@sf.edu, Trinity Hall – room 105; university employees may also direct their inquiries and complaints to the Director of Human Resources, 260-399-7700, ext. 6901.

It is a violation under Title IX of the Education Amendment of 1972 for any person to engage in discrimination or harassment based on several criteria, including sex. Anyone who believes that the university is not in compliance with Title IX and its regulations or wishes to discuss concerns or file an informal or formal complaint should contact the Title IX Compliance Officer, Vice President for Catholic Culture and Student Life, Sr. Maria Gemma Salyer, OSF, msalyer@sf.edu, Trinity Hall, room 105 or by telephone at 399-7700 x 6743.

TITLE IX – DEFINITIONS

THE FOLLOWING TERMS AND DEFINITIONS APPLY TO THIS POLICY.

Actual Knowledge: Notice of Sexual Harassment or allegations of Sexual Harassment to a University's Title IX

Coordinator or Associate Vice President of Student Affairs/Dean of Students. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute Actual Knowledge. This standard is not met when the only official of the University with Actual Knowledge is the Respondent. The mere ability or obligation to report Sexual Harassment or to inform a Student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the University. "Notice" includes a report of Sexual Harassment to the Title IX Coordinator or the Associate Vice President of Student Affairs/Dean of Students.

Appointee: An individual deemed to have an affiliation with the university in a non-compensatory capacity as designated in the applicable Human Resources Information System.

Child Molesting: A person at least 18 years of age who, with a child under 14 years of age, performs or submits to sexual intercourse or sexual conduct, or performs or submits to any fondling or touching for the purpose of sexually gratifying either person.

Complainant: Any person who is reported to have experienced conduct prohibited by this policy, regardless of whether that individual makes a report or participates in the review of that report by the university, and regardless of whether that person is a member of the University Community.

Consent: Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during an act. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as Consent. Consent can be given by words or actions, as long as those words or actions create mutually

understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

A. Consent to any one form of sexual activity cannot automatically imply Consent to any other forms of sexual activity.

B. Consent may be withdrawn at any time.

C. Previous relationships or prior Consent cannot imply Consent to future sexual acts; this includes “blanket” Consent (i.e., permission in advance for any/all actions at a later time/place).

D. Consent cannot be given by an individual who one knows to be – or based on the circumstances should reasonably have known to be – substantially impaired (e.g., by alcohol or other drug use, unconsciousness, etc.).

- - Substantial impairment is a state when an individual cannot make rational, reasonable decisions because they lack the capacity to give knowing Consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).
 - This also covers individuals whose substantial impairment results from other physical or mental conditions including mental disability, sleep, involuntary physical restraint, or from the consumption of alcohol or other drugs.
 - Being impaired by alcohol or other drugs will never function as a defense for any behavior that violates this policy.

E. It is the obligation of the person initiating the sexual activity to obtain Consent.

F. An individual cannot Consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed, or who is coerced by a supervisory or disciplinary authority.

- - Force: violence, compulsion, or constraint; physically exerted by any means upon or against a person.
 - Coercion: the application of pressure by the Respondent that unreasonably interferes with the Complainant's ability to exercise free will. Factors to be considered include, but are not limited to, the intensity and duration of the conduct.

G. A person who does not want to Consent to sex is not required to resist or verbally object.

H. Withdrawal of Consent can be manifested through conduct and need not be a verbal withdrawal of Consent (i.e. crying, pulling away, pushing away, not actively participating, laying there, uncomfortable or upset facial expression).

I. Consent may not be given by an individual who has not reached the legal age of Consent under applicable law.

Decision Maker: The adjudicator(s) who oversee(s) any hearing which takes place as part of the resolution process. The Complainant and accused individual will be asked if they have a preference for an administrative hearing with one (1) hearing officer trained to hear cases involving Sexual Harassment or a hearing by a University hearing panel of three (3) University employees trained to hear cases involving Sexual Harassment.

The preferences of the parties will be taken into consideration; however, the Title IX Coordinator will make a final determination of the type of hearing conducted based on the preferences of the parties and the seriousness of the allegations.

Employee: An individual employed by USF for compensation, paid through payroll and listed as a W-2 employee.

Formal Complaint: A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment.

Incapacitation: A state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

- This policy also covers a person whose incapacity results from a mental and/or a physical disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>.
- Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

Investigator: An individual assigned by the Title IX Coordinator to investigate the alleged Sexual Harassment and oversee the investigative hearing.

Non-Consensual Sexual Contact: Any intentional sexual touching, however slight, with any body part or object, by any individual upon another that is without Consent and/or by force or coercion.

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

Non-Consensual Sexual Penetration: Any sexual penetration, however slight, with any body part or object, by any individual upon another that is without Consent and/or by force or coercion.

Sexual penetration includes: vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact); no matter how slight the penetration or contact.

Relationship Violence: A broad term that encompasses Domestic Violence and Dating Violence.

Domestic Violence: Conduct that would meet the definition of a felony or misdemeanor crime of violence committed by the Complainant's current or former spouse or intimate partner, a person with whom the Complainant shares a child in common, a

person who is or has cohabitated with the Complainant as a spouse or intimate partner, or individual similarly situated to a spouse under domestic or family violence law, or anyone else protected under the domestic or family violence law of the jurisdiction in which the offense occurred. An individual need not be charged with or convicted of a criminal offense to be found responsible for Domestic Violence pursuant to this policy.

Dating Violence: Violence committed by a person—

A. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

B. where the existence of such a relationship shall be determined based on a consideration of the following factors:

- - The length of the relationship
 - The type of relationship
 - The frequency of interaction between the persons involved in the relationship

Respondent: Any member of the University Community who is reported to have engaged in conduct prohibited by this policy.

Retaliation: Any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or Sexual Harassment.

Sexual Harassment:

A. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;

B. Unwelcome conduct determined by a reasonable person to be **so severe, pervasive, AND objectively offensive** that it effectively denies a person equal access to the recipient's education program or activity;

or

C. Sexual Assault, Dating Violence, Domestic Violence, or All such acts constitute of Sexual Harassment under this policy.

Sexual Violence: Sexual acts perpetrated without Consent.

Sexual Assault: Non-Consensual Sexual Contact and Non-Consensual Sexual Penetration

Sexual Exploitation: Occurs when an individual takes non-consensual or abusive sexual advantage of another for that individual's own advantage or benefit, or to benefit or advantage anyone other than the individual being exploited. Examples of Sexual Exploitation include, but are not limited to:

A. Engaging in voyeurism;

B. Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;

C. Going beyond the boundaries of Consent (e.g., letting others hide in a closet to watch you having consensual sex);

D. Invasion of sexual privacy;

E. Knowingly transmitting a sexually transmitted infection (STI) to another;

F. Non-consensual pictures, video-, or audio-recording of sexual activity, or the non-consensual distribution of such material;

G. Possession, use, and/or distribution of alcohol or other drug (e.g., Xanax, Ambien, Benadryl, Rohypnol (“Roofies”), Ketamine, GHB, etc.) for the purpose of engaging in or facilitating any activity prohibited under this policy;

H. Prostituting another.

Sexual Misconduct with a Minor: A person at least 18 years of age who, with a child at least 14 years of age but less than 16 years of age, performs or submits to sexual intercourse or sexual conduct, or performs or submits to any fondling or touching for the purpose of sexually gratifying either person.

Stalking: A course of conduct directed at a specific individual that would cause a reasonable person under similar circumstances and with similar identities to the Complainant to fear for their own or others’ safety, or to suffer substantial emotional distress. A course of conduct includes two or more acts, including but not limited to, those in which the alleged perpetrator directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the Complainant, or interferes with the Complainant’s property.

Student: An individual to whom an offer of admission has been extended, paid an acceptance fee, registered for classes, or otherwise entered into another agreement with the university to take instruction. Student status lasts until an individual graduates, is permanently dismissed, or is not in attendance for two complete, consecutive terms, and includes those with a continuing educational relationship with the university; “Student” also includes registered Student organizations. A Student organization remains a “Student” for purposes of this policy for one calendar year following the expiration of the organization’s most recent registration.

The university reserves the right to administer this policy and proceed with any process provided by this policy even if the Student withdraws from the university, is no longer enrolled in classes, or subsequently fails to meet the definition of a Student while a disciplinary matter is pending.

Supportive Measures: Individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

Title IX Coordinator: The designated university official with primary responsibility for coordinating the university's compliance with Title IX. This individual provides leadership for Title IX activities; offers consultation, education, and training; and helps to ensure that the university responds appropriately, effectively, and equitably to all Title IX issues.

University Community: Faculty, staff, Students, student employees, graduate associates, Appointees, volunteers, suppliers/contractors, and visitors.

OTHER GENDER-BASED MISCONDUCT OFFENSES THAT FALL UNDER TITLE IX

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;

- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the **Hazing Policy**);
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally;
- Violence between those in an intimate relationship to each other;
- Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

TITLE IX – POLICY DETAILS

SCOPE

Medium

- - This policy applies to alleged Sexual Harassment in any medium. Sexual Harassment may manifest in many evolving forms including, but not limited to: physical, verbal, and visual, whether in person or online in any format.

Jurisdiction

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- The University has a compelling obligation to address allegations and suspected instances of Sexual Harassment when it has Actual Knowledge that this policy has been violated. The University must inform the Respondent of the allegations and may take any further action it deems appropriate, including pursuing an investigation even in cases when the Complainant is reluctant to proceed. The Complainant will be notified in advance when such action is necessary.
- The University's disciplinary response may be limited if the Respondent is a visitor or other third-party or is not subject to the University's jurisdiction.

Location

- - This policy applies to alleged Sexual Harassment that takes place in a University's educational program or activity, against a person in the United States. This includes locations, events, or circumstances over which the University exercised significant control over both the Respondent and the context in which the Sexual Harassment occurred.
 - This policy also applies to alleged Sexual Harassment that occurs off-campus, including virtual spaces, in any building owned or controlled by a Student organization that is officially recognized by the University.
 - In situations not covered above, but where the Sexual Harassment undermines the security of the University Community or the integrity of the educational process or poses a serious threat to self or others, other applicable University procedures for general misconduct may be applied.

This policy is not intended for, and will not be used to, infringe on academic freedom or to censor or punish members of the University Community who exercise their legitimate First Amendment rights.

Policy Maintenance

- This policy is managed by the Associate Vice President for Student Affairs/Dean of Students and the Title IX Coordinator.
- This policy and the associated procedures will be revised by the Associate Vice President for Student Affairs/Dean of Students after consultation with the Title IX coordinator.

RECEIVING SUPPORTIVE MEASURES

Members of the University Community impacted by Sexual Harassment are encouraged to use counseling and support services, listed in the Resources section.

EMPLOYEES WITH THE AUTHORITY TO INSTITUTE CORRECTIVE MEASURES

The University designates certain employees who have the authority to institute corrective measures on its behalf. Under this policy, their knowledge of Sexual Harassment conveys Actual Knowledge to the University.

The following employees have been designated by the University as having the authority to initiate corrective measure on its behalf:

- Title IX Coordinator

When one of the above employees learns of alleged sexual harassment, that employee should contact the Title IX Coordinator in the Office of Student Life as soon as possible.

Employees may have additional reporting obligations provided by law and/or other University policies.

Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies, and procedures.

EMPLOYEE DUTY TO REPORT

All University employees have reporting responsibilities to ensure the University can take appropriate action.

All University employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of Sexual Assault. Any employee who receives a disclosure of Sexual Assault or becomes aware of information that would lead a reasonable person to believe that a Sexual Assault may have occurred involving anyone covered under this policy, must report the incident within five workdays of becoming aware of such information.

Employees are not required to report disclosures of information regarding Sexual Harassment pursuant to this policy in the following circumstances, unless an individual covered under this policy is implicated or the individual is explicitly seeking assistance from the University:

- At public survivor support events including, but not limited to: “Take Back the Night,” candlelight vigils, protests, and survivor speak-outs;
- To Student-employees when they are operating outside of their official work capacity; or

- During an individual's participation as a subject in an Institutional Review Board (IRB)-approved human subjects research protocol.

Contacting the Title IX Coordinator or the Associate Vice President of Student Life /Dean of Students in the Office of Student Life to share all known information will satisfy the employee duty to report.

Employees may have additional reporting obligations provided by law and/or other University policies.

The following categories of employees are exempt from the duty to report Sexual Assault and other Sexual Harassment, due to their legal or professional privilege of confidentiality or their designation by the University as a confidential reporter:

- - Professional and pastoral counselors

a) A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the University Community and who is functioning within the scope of that license or certification and their university employment.

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1. This definition applies even to professional counselors who are not employees of the university but are under contract to provide counseling at the university.
2. This also includes an individual who is not yet licensed or certified as a counselor but is acting in that role under the supervision of an individual

who is licensed or certified (e.g., a Ph.D. counselor-trainee acting under the supervision of a professional counselor at the university).

b) A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition and their role at the university.

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1. In this context, a pastor or priest who is functioning as an athletic director or as a Student advocate would not be exempt from the reporting obligations.

- Other employees with a professional license requiring confidentiality who are functioning within the scope of that license or certification and their university employment.

a) For example, a physician with a dual appointment as a clinician and professor would be required to report instances of Sexual Harassment of which they become aware in the scope of their employment as a professor, but must keep such information confidential and privileged if learned in the scope of their duties as a physician unless there is a mandatory reporting requirement under state law.

Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies, and procedures.

REPORTING ALLEGATIONS OF SEXUAL HARASSMENT

Any person may report sexual harassment. By way of example, this includes:

- Students
- Employees
- Parents/Guardians
- Any University Community member or other individual who is directly involved in, observes, or reasonably believes that Sexual Harassment may have occurred.

Reports can be made to the Title IX Coordinator in the following ways:

- In-Person: Trinity Hall 105
- Mail: 2701 Spring Street, Fort Wayne, IN 46808
- Phone: 260-399-7700 ext.6743
- Email: msalyer@sf.edu

Making a report to the University and to law enforcement are mutually exclusive events. Making a report to the University does not preclude the individual from filing a report of a crime with law enforcement nor does it extend time limits that may apply in criminal processes. Filing a report with law enforcement is not a prerequisite of making a report with the University. However, individuals may request assistance from the Title IX Coordinator or designee to notify law enforcement.

- Fort Wayne Police Department: Emergency 911,
Non-emergency 260-427-1222

CONFIDENTIALITY AND PRIVACY

The University recognizes the importance of confidentiality and privacy. See the Resources section for a list of confidential support, non-confidential support, and medical resources. Information received in connection with the reporting,

investigation, and resolution of allegations will be treated as private and will only involve individuals whom the University determines are necessary to conduct an appropriate investigation, to provide assistance and resources to parties, to perform other appropriate University functions or when the University is required to provide information under the law.

If an incident is disclosed or reported to the University and the individual requests that no investigation be conducted or disciplinary action be taken, the Title IX Coordinator or designee will explain that the University prohibits Retaliation and explain the steps the University will take to prevent and respond to Retaliation if the individual participates in a resolution process. The Title IX Coordinator or designee will evaluate the request to determine whether the University can honor the request while still providing a safe and nondiscriminatory environment.

A decision to proceed despite an individual's request will be made on a case-by-case basis after an individualized review, and the Complainant will be notified if such a decision is made. If the University proceeds with an investigation, the Complainant is under no obligation to proceed as a part of the investigation.

All individuals involved in the process should observe the same standard of discretion and respect for everyone involved in the process.

RETALIATION

Retaliation is prohibited by University policy and law. The University will not tolerate Retaliation in any form against any individual who makes an allegation, files a report, serves as a witness, assists a Complainant, or participates in an investigation of discrimination or harassment.

Retaliation is a serious violation that can subject the offender to discipline, up to and including termination of employment and/or suspension or dismissal of a Student, independent of the merits of the underlying allegation.

Allegations of Retaliation should be reported to the Title IX Coordinator.

INVESTIGATION AND RESOLUTION OPTIONS

Initial Assessment

- - The Office of Student Life reviews all reports of Sexual Harassment under this policy under the direction of the Title IX Coordinator or designee for an initial assessment of the reported information. The available resolution options will be guided by the availability of information or evidence suggesting that a policy violation may have occurred; the University's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the desire of the Complainant to participate in an investigation or other resolution.
 - Upon completion of an initial assessment, the Title IX Coordinator or designee will determine the available options for resolution and will communicate the options to the parties.

Informal Resolution

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- Informal resolution may be utilized in some circumstances if the University deems appropriate and both parties agree to it.

Investigative Resolution

- - The Office of Student Life may resolve a report of Sexual Harassment through investigative resolution when the alleged Sexual Harassment, if true, would be prohibited under applicable University policy. In instances when informal resolution is inappropriate, when the party requests, or when the University requires formal investigation, the University will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.

REMEDIES

When the University makes a finding of a policy violation, it will take steps, whether individual or systemic, to stop the alleged Sexual Harassment, prevent its recurrence, and remedy the discriminatory effects on the Complainant and others, as appropriate.

Corrective Actions/Sanctions

- - When the Respondent is a Student, potential sanctions include formal reprimand, disciplinary probation, suspension, dismissal, and other appropriate educational sanctions.
 - When the Respondent is an employee, corrective actions may be taken pursuant to the Corrective

Action/Termination Policy, Student Employment Policy, and/or Faculty Rules. Disciplinary corrective actions include coaching, development plans, reduction in supervisory duties and leadership responsibilities, changes in salary, termination, and other appropriate corrective actions.

- Student employees may be subject to corrective action and sanctions under Student and/or employee policies depending on the nature of the complaint. For instance, a Student employee who is dismissed from the university may also be subject to termination or other corrective actions.

Any corrective actions or sanctions will not take effect until any appeals have been completed.

Interim Supportive Measures

- - Supportive measures will be made available to both the Complainant and Respondent whether or not a formal complaint is filed to ensure equal access to the University's education and employment programs and activities. The Title IX Coordinator or designee will conduct an individualized assessment and will review requests from Complainant and Respondent to determine supportive measures that are appropriate and reasonably available at no cost to the Complainant or Respondent. Supportive measures may include, but are not limited to:

a. No contact directives;

- b. Referral to campus and community resources for victim advocacy, counseling, health services, legal assistance, immigration assistance, disability services;
 - c. Academic support including extensions of time and other course-related adjustments;
 - d. Modification of work or class schedules;
 - e. Change in work or housing locations;
 - f. Change in reporting relationship;
 - g. Consideration of leave requests; and
 - h. Assistance with academic petitions.
- - During the period of any investigation a Respondent can be put on administrative leave if they are an employee of the University. If the Respondent is a Student of the University, they may be removed from educational activities following an individualized safety and risk analysis if it is determined that the Respondent poses an imminent threat to the physical health or safety of anyone due to the allegations made. If a Student is removed from educational activities in this way, they have the right to challenge the determination of the safety and risk analysis.
 - The Title IX Coordinator or designee will coordinate the provision of interim supportive measures. Parties will not be required to arrange such measures by themselves but may need to participate in communication with supervisors, faculty, and other University employees with a need to know.

Other Remedial Measures

- When the university is unable to proceed with investigative resolution, such as lack of information in the report or request by the Complainant that an investigation not move forward, the university may take other remedial measures as appropriate to remedy the effects of the alleged Sexual Harassment and/or prevent its recurrence. Remedial measures may also be implemented when it is determined that inappropriate behavior occurred, but that the behavior did not rise to the level of a policy violation.
- Remedial measures may include and are not limited to:
 - a. Providing training on Sexual Harassment;
 - b. Increasing security in a designated space;
 - c. Changing policy or procedure; and
 - d. Conducting climate checks.

FALSE ALLEGATIONS

It is a violation of this policy for anyone to make a false allegation of Sexual Harassment in bad faith. Corrective action/sanctions may be imposed on individuals who in bad faith make false allegations of Sexual Harassment.

The absence of a finding of a policy violation is not equivalent to finding that the Complainant acted in bad faith.

PROCESS ABUSE

No member of the University Community may:

- Obstruct, prohibit, exert improper influence over, or interfere with any individual making a report, participating

in a process, or carrying out a responsibility covered by this policy;

- Make, in bad faith, materially false statements in or related to a process covered by this policy;
- Disrupt or interfere with the orderly conduct of any proceeding conducted under this policy; or
- Fail to comply with any directive, sanction, or corrective action issued pursuant to this policy.

TRAINING

All faculty, staff, Student employees, graduate associates, and Students are required to take annual Sexual Harassment training as directed by the university.

FEDERAL STATISTICAL REPORTING OBLIGATIONS

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to Campus Security regarding the type of incident and its general location (on- or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus security, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting

protects the identity of the Reporting Party and may be done anonymously.

FEDERAL TIMELY WARNING REPORTING OBLIGATIONS

Victims of sexual misconduct should also be aware the University administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a Reporting Party's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

TITLE IX – PROCEDURES

The University of Saint Francis process for handling allegations of sexual misconduct involves an immediate initial investigation to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If so, the university will initiate a prompt, thorough and impartial investigation. This investigation is designed to provide a fair and reliable determination about whether the University nondiscrimination policy has been violated. If so, the University will implement a prompt and effective remedy designed to end the discrimination, prevent its recurrence and address its effects.

INITIAL ASSESSMENT

Upon receiving a complaint, the Title IX Coordinator will provide information to the reporting individual on the availability of

supportive measures, the right to file a formal complaint, and how to file such a complaint.

The Office of Student Life reviews all reports of Sexual Harassment under this policy under the direction of the Title IX Coordinator or designee for an initial assessment of the reported information. Available resolution options will be guided by the availability of information and evidence suggesting that a policy violation may have occurred; the University's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the availability or desire of the Complainant to participate in an investigation or other resolution.

Upon completion of an initial assessment, the Title IX Coordinator or designee will determine the available options for resolution and will communicate these options to the parties.

If the reporting individual (or the University) elects to file a formal complaint, the Title IX Coordinator will provide written notice to the Respondent within ten days including:

- The actual allegations of facts that constitute Sexual Harassment and any evidence that supports this;
- That there is a presumption of innocence in their favor;
- That all parties are entitled to advisor of their choice;
- That all parties can inspect and review evidence; and,
- Information regarding any code of conduct provisions that prohibit false statements made in bad faith.

DISMISSAL OF COMPLAINT

In the event that prior to, or in the course of, an investigation, the University determines that the allegations fail to meet the definition of Sexual Harassment or did not occur while in United

States and under the University's educational program or activity, the investigation and formal complaint will be dismissed. Such complaints may still be resolved through an informal resolution process as outlined above or according to procedures set forth in the Student Code of Conduct.

The University reserves the right to dismiss the complaint and stop the investigation if:

- The Complainant notifies the Title IX Coordinator in writing that they wish to withdraw their complaint;
- The Respondent is no longer enrolled in or employed by the University; or
- Specific circumstances prevent the school from gathering sufficient evidence to reach a determination about allegations (e.g. lack of participation in the investigative process by parties or witnesses).

If the University dismisses the complaint for any reason, either party may appeal the decision as outlined in this policy's appeals process.

INFORMAL RESOLUTION

Informal resolution may be utilized in some circumstances if a formal complaint is filed.

The usage of an informal resolution process is limited in a number of ways:

- Informal resolution is unavailable if the Respondent is an employee of the school.
- Informal resolution may only be used if any and all parties to an investigation agree to it.

In all cases, the University will inform the parties of the right to end the informal resolution process at any time. If a party chooses to end the informal resolution process, the University will inform the Complainant of options, including the option to begin the investigative resolution process.

The University will provide a facilitator, mediator, or decision-maker that is free from conflicts of interest and has received special training in order to facilitate resolution of the complaint.

Informal resolution can take any form that the parties agree upon. The Title IX Coordinator or designee will work with the parties to develop a form of resolution that adequately resolves the needs of the parties.

Depending on the form chosen, it may be possible for a Complainant to maintain anonymity throughout the informal resolution process.

As part of the resolution process, additional measures (including, but not limited to educational programming, training, regular meetings with an appropriate university individual or resource, extensions of no contact orders, or counseling sessions) may be agreed upon.

FORMAL RESOLUTION AND HEARINGS

The Office of Student Life may resolve a report of Sexual Harassment through its formal resolution process when the alleged Sexual Harassment, if true, would be prohibited under applicable University policy. In instances when informal resolution is inappropriate, when any party requests, or when the University requires formal investigation, the University will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.

Investigation

- Following the filing of a Formal Complaint, an Investigator will be assigned to the complaint by the Title IX Coordinator. During the investigation, the Investigator will seek to meet separately with the Complainant, Respondent, and any relevant witnesses who may have information relevant to the incident. The Investigator may also gather or request other relevant information or evidence when available and appropriate. Both the Complainant and Respondent will be asked to identify witnesses and provide other relevant information in a timely manner to facilitate prompt resolution of the complaint.
- Although both the Complainant and Respondent are advised to participate in the investigation process to enable a fair and equitable resolution to any complaint, neither the Complainant nor the Respondent are required to participate in the investigation process.
- During the investigation process, parties have an equitable right to:
 - a. Receive notice before participating in an interview with sufficient time to prepare for meaningful participation;
 - b. A process with reasonably prompt timeframes, with extensions for good cause, as described in the Procedure section below;
 - c. Present relevant information to the Investigator, including evidence and witnesses;
 - d. Receive timely and equal access to any relevant information, documentation, and evidence gathered during the investigation;

e. Have an advisor of their choosing, or through appointment by the University, including an attorney, advocate, or other support person who is not a potential witness in the investigation or could otherwise compromise the investigation, who provides support throughout the formal resolution process, including being present for any meetings or hearings; and

f. Investigators who are adequately trained to resolve cases of alleged Sexual Harassment, are familiar with applicable policies and procedures, and who do not have a conflict of interest or bias for or against either party.

- Following the completion of the investigation, the Investigator will complete an investigative report on the allegations contained in the Formal Complaint. This report will be given to all parties, who have ten days to respond to the Investigator's findings before the report is finalized. The finalized report is then circulated for no less than ten days before a hearing is held.

Hearings

- All hearings are overseen by a Decision Maker. All Decision Makers have received special training on how to be impartial and are assigned to cases by the Title IX Coordinator to avoid any bias and present an objective analysis of the evidence. In no case is the Investigator for a given case also the Decision Maker.
- Hearings are not legal proceedings and do not follow courtroom procedure or the formal rules of evidence. During any hearings, each party must have an advisor present to ask questions to the other party. This advisor does not need to be licensed to practice law and may be a person of the party's choice or, if they do not have an advisor, the University will provide an advisor for them.

- Questioning & Cross-Examinations

a. The Decision Maker may question individual parties and witnesses.

b. Parties will have the opportunity to cross-examine the party or witness. Parties may never ask questions directly, and questions must be asked to the other party through the use of a party's advisor. All questions asked must be relevant. Any questions determined not to be relevant by the Decision Maker are not required to be answered.

c. If a party or witness is absent from the live hearing or refuses to answer cross-examination or other questions, the Decision Maker may not rely on any statement of that person in reaching a determination of responsibility. The Decision Maker may not draw an inference about the determination regarding responsibility based solely on a party's or witness' absence from the live hearing or refusal to answer cross-examination or other questions.

- If, at any point during the hearing, the Decision Maker determines that unresolved issues exist that could be clarified through additional investigation time, the Decision Maker may suspend the hearing and reconvene it in a timely manner that accommodates further investigation.
- Hearings may be conducted virtually through the use of technology if agreed to by both parties.
- All hearings will be memorialized through an audio or audiovisual record or transcript of the live hearing. The recording or transcript will be made available for parties to inspect and review following their completion. The record shall be the property of the University and housed in the Office of Student Affairs.

Resolution

- The Decision Maker will communicate his or her decision to both parties, concurrently. The Decision Maker will communicate the decision in writing and orally as soon as possible after the hearing. In all cases, the Decision Maker will send the parties a final outcome letter within ten days of the conclusion of the hearing.
- The Decision Maker bases all conclusions by examining all evidence from the investigation and the hearing. Their conclusion is based on the Preponderance of the Evidence standard: If the evidence indicates that it is more likely than not that Respondent committed the alleged act(s), then the Respondent will be found responsible for violating this policy.
- If the Respondent is found responsible for violating this policy, the Decision Maker will consult with the appropriate individuals in order to determine the corrective actions and/or sanctions to resolve the complaint. Any such corrective actions and/or sanctions will be outlined in the Decision Maker's written decision.

APPEALS PROCESS

If either party disagrees with the outcome of the Decision Maker's determination, they must file a written appeal with the Title IX Coordinator within ten working/business days.

Appeals may be filed due to:

- A procedural irregularity that affected the outcome.
- New evidence being discovered that was not reasonably available at the time of the determination or dismissal.
- A conflict of interest or bias for or against complainants or respondents generally or the individual complainant or

respondent that affected the outcome of the matter of the Investigator or investigator(s), or decision-maker(s).

The Title IX Coordinator will examine all evidence in order to determine if the appeal has merit. In the event that the Title IX Coordinator was previously an Investigator or Decision Maker in the case, a new decision-maker, will make this determination. In either case, the Title IX Coordinator or new decision-maker will make an unbiased objective conclusion as to the appeal's merit and issue a written decision describing the result of the appeal and the rationale for the result, and will provide the written decision simultaneously to both parties.

TITLE IX – RESOURCES

COUNSELING AND ASSISTANCE

The violations described in this policy can affect a student in many different ways. In light of this, the university offers professional counseling to assist in overcoming the effects and provide ongoing support and assistance. To set up an appointment, call the USF Wellness Center at 260.222-9272. Crown Point students may call 800-747-7262. These counseling services are provided for students at no charge.

OTHER RESOURCES

Fort Wayne Sexual Assault Treatment Center – phone: 260-423-2222

YWCA – Main Line: 260-424-4908; Crisis Line: 800-441-4073
RAINN (Rape Abuse and Incest National Network) 24-hour hotline: 800-656-4673

Fort Wayne Police Department: 260-427-1222; Emergencies 9-1-1

University of Saint Francis Wellness Center: 260-222-9272
(Crown Point students: 800-747-7262)
Director of Cougars H.O.P.E. (Healing, Outreach, Prevention,
Education): 260-399-7700, ext. 6749
Chelsea Nabozny, Trinity 111

TITLE IX TEAM

Sr. Maria Gemma Salyer, OSF, Vice President for Catholic
Culture and Student Life, Title IX Coordinator
msalyer@sf.edu
260.399.7700 ext. 6743
Trinity 105

Cougars H.O.P.E. (Healing, Outreach, Prevention, Education)
Director: Chelsea Nabozny
cnabozny@sf.edu
260.399.7700 ext. 6749
Trinity 111

Deputy Title IX Coordinators:

Ryan Hawkins (Student Affairs), rghawkins@sf.edu;
260.399.7700, ext. 6741, Trinity 102
Trish Bugajski (Academic Affairs), tbugajski@sf.edu;
260.399.7700, ext. 6008, JP11 302E
Carol Coffee (Human Resources), ccoffee@sf.edu;
260.399.7700, ext. 6901, North Campus 159

Individuals experiencing harassment or discrimination or feel as
though the University has not fulfilled its Title IX obligations
always have the right to file a formal grievance with government
authorities:

Office for Civil Rights (OCR)

National Headquarters

400 Maryland Avenue, SW

Washington, DC 20202-1100

Customer Service Hotline #: 800-421-3481

Fax: 202-453-6012

TDD #: 877-521-2172

Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

Chicago Office

U.S. Department of Education

John C. Kluczynski Federal Building

230 S. Dearborn Street, 37th Floor

Chicago, IL 60604

Telephone: 312 730-1560

Fax: 312 730-1576

Email: OCR.Chicago@ed.gov

TITLE IX – STATEMENT OF RIGHTS

TITLE IX – STATEMENT OF RIGHTS

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to University of Saint Francis officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of

the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.

- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by University of Saint Francis officials.
- The right to have University of Saint Francis policies and procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right not to be discouraged by University of Saint Francis officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities.
- The right to be informed by University of Saint Francis officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by University of Saint Francis authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by all University of Saint Francis officials.

- The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; legal, student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
- The right to a University of Saint Francis-implemented no-contact directive (or a no-trespass order against a non-affiliated third party) when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct that presents a danger to the welfare of the party or others.
- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:
 - Relocating an on-campus student's housing to a different on-campus location
 - Assistance from University of Saint Francis staff in completing the relocation
 - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
 - Transportation accommodations
 - Visa/immigration assistance
 - Arranging to dissolve a housing contract and a pro-rated refund
 - Exam, paper, and/or assignment rescheduling or adjustment
 - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
 - Transferring class sections

- Temporary withdrawal/leave of absence (may be retroactive)
 - Campus safety escorts
 - Alternative course completion options.
- The right to have the University of Saint Francis maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair the University of Saint Francis's ability to provide the supportive measures.
- The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
- The right to ask the Investigator(s) and Decision-maker(s) to identify and question relevant witnesses, including expert witnesses.
- The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant by the Investigator(s)/Chair, may be asked of any party or witness.
- The right not to have irrelevant prior sexual history or character admitted as evidence.
- The right to know the relevant and directly related evidence obtained and to respond to that evidence.
- The right to fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
- The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.

- The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.
- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, and Decision-maker(s) who have received relevant annual training.
- The right to a Hearing Panel that is not single-sex in its composition, if a panel is used.
- The right to preservation of privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to petition that any University of Saint Francis representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- The right to the use of the appropriate standard of evidence, preponderance of the evidence, to make a finding after an objective evaluation of all relevant evidence.
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.

- The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale therefor (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by the University of Saint Francis is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the University of Saint Francis.
- The right to a fundamentally fair resolution as defined in these procedures.

TITLE IX POLICY – QUESTIONS AND ANSWERS

Here are some of the most commonly asked questions regarding the University of Saint Francis Sexual Misconduct Policy and Grievance Procedures:

Does information about a complaint remain private?

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the University's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be

tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the Reporting Party (alleged victim) or the Responding Party (accused individual) may lead to conduct action by the University. In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the Reporting Party. Certain University administrators are informed of the outcome within the bounds of student privacy (e.g., the President, Vice President for Student Affairs, Director of Campus Security). If there is a report of an act of alleged sexual misconduct to a conduct officer of the University and there is evidence that a felony has occurred, Campus Security will be notified. This does not mean charges will be automatically filed or that a Reporting Party must speak with Security, but the institution is legally required to notify law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

Will my parents be told?

Whether you are the Reporting Party or the Responding Party, the University's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. University officials may directly inform parents when requested to do so by a student; and/or:

- if a health or safety emergency involves the student;
- if the student, under the age of 21, has violated any law or policy concerning the use and/or possession of alcohol or a controlled substance;
- if the student is at risk of being removed from University housing or suspended or dismissed from the University;
- if the student has been found responsible for a serious violation of the Student Code of Conduct or University Housing Policies;
- if the Vice President for Student Affairs (or designee) deems there are special circumstances that are in the best interest of the student and University to notify the parent;
- if the student has signed the “Authorization to Release Information” form at registration which allows such communication;
- or in other situations as allowed by law.

Will the Responding Party know my identity?

Yes, if you want formal disciplinary action to be taken against the alleged Responding Party. Sexual misconduct is a serious offense and the Responding Party has the right to know the identity of the Reporting Party. If there is a hearing, the University does provide options for questioning without confrontation.

Do I have to name the perpetrator?

Yes, if you want formal disciplinary action to be taken against the alleged Responding Party. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy above to better understand the University’s legal obligations depending on what information you share with different University officials). Reporting Parties should be aware that not identifying the

perpetrator may limit the institution's ability to respond comprehensively.

What do I do if I am accused of sexual misconduct?

DO NOT contact the Reporting Party. You may immediately want to contact a staff or faculty member of your choosing who can act as your advisor. You may also contact the Office of Student Affairs which can explain the University's procedures for addressing sexual misconduct complaints. You may also want to talk to a confidential counselor or seek other community assistance.

Will I (as a victim) have to pay for counseling/or medical care?

No; the University of Saint Francis provides these services through the University of Saint Francis Health & Wellness Center. If a Reporting Party is accessing community and non-institutional services, payment for these will be subject to state/local laws, insurance requirements, etc.

How can the University of Saint Francis help remedy the effects of discrimination?

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. No Contact Orders can be imposed. Other accommodations available to you might include:

- Assistance from Residential Life staff in completing the relocation;

- Arranging to dissolve a housing contract and pro-rating a refund, if appropriate;
- Assistance with or rescheduling an academic assignment (paper, exams, etc.);
- Taking an incomplete in a class;
- Assistance with transferring class sections;
- Temporary withdrawal;
- Assistance with alternative course completion options;
- Other accommodations for safety as necessary.

What should I do about preserving evidence of a sexual assault?

Physical information of a sexual assault must be collected within about 96 hours of the assault for it to be useful in a criminal prosecution. If you believe you have been a victim of a sexual assault, you should call the Fort Wayne Sexual Assault Treatment Center (260-423-2222) or go to a hospital Emergency Room before washing yourself or your clothing. A sexual assault health professional (a specially trained nurse called a SANE) at the hospital is on call and will counsel you. If you go to the hospital, local police will be called but you are not obligated to talk to the police or to prosecute. The exam will help to keep that option open for you should you decide later to exercise it.

The SANE nurse will collect information, check for injuries and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet. (Plastic containers do not breathe, and may render forensic information useless.) If you have not changed clothes, bring a change of clothes with

you to the hospital, if possible, as they will likely keep the clothes you are wearing as information. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear information for the police to collect.

Will the use of drugs or alcohol affect the outcome of a sexual misconduct complaint?

The use of alcohol and/or drugs by either party will not diminish the responding individual's responsibility.

Will a student be sanctioned when reporting an act of sexual misconduct if the student has illegally used drugs or alcohol?

No. The University of Saint Francis offers **amnesty** in such situations. The seriousness of sexual misconduct is a major concern and the University of Saint Francis does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

What should I do if I am uncertain about what happened?

If you believe that you have experienced non-consensual sexual contact, but are unsure of whether it was a violation of the University of Saint Francis's sexual misconduct policy, you should contact the Title IX Coordinator and/or Student Affairs staff who can advise you of your options. The University of Saint Francis also provides access to counselors at the Health & Wellness Center who can help you to define and clarify the event(s). Finally, consider calling the Fort Wayne Sexual Assault Treatment Center to see a SANE trained nurse if you have experienced sexual assault. The Fort Wayne Sexual

Assault Treatment Center is available 24 hours a day (260-423-2222).

COMMUNITY STANDARDS

Please choose a standard on the left for detailed information.

AFTER HOURS BUILDING USE

All classroom buildings are secured after the last class or scheduled event of the day has ended. Access to a secured building is permitted for students who are doing lab work, studio work and work study tasks in that building. To gain access after a building has been secured, you must have a valid USF ID and an After Hours Pass. The After Hours Pass must be filled out and signed by your professor or supervisor. Both of these items will need to be presented to the officer on duty at the time access is requested. Passes are valid only for the semester in which they were issued. If access is needed during holiday or spring breaks or between semesters, an After Hours Pass specific to that time, with a valid USF ID, will be required.

ALCOHOL AND OTHER DRUG POLICY

To comply with the Drug Free Schools and Communities Act of 1989 (DFSCA) and subsequent amendments, students and employees of the University of Saint Francis are informed that strictly enforced policies are in place which prohibit the possession, use or distribution of any illicit drugs, including alcohol, on University of Saint Francis property or as part of any University of Saint Francis-sponsored activity unless event-

specific permission is given for of-age students to consume alcohol moderately. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University of Saint Francis property or at University of Saint Francis-sponsored activities. Please use the navigation links to learn more about applicable Federal and State Laws, descriptions and sanctions.

University of Saint Francis affirms that illegal drug use is both unlawful and harmful. The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity, and other health risks. These risks include an increased risk of accidents, which may result in death or permanent injury. Free, confidential counseling for students who are dealing with alcohol and other drug abuse issues is provided by the Student Assistance Program at the USF Health & Wellness Center; referrals may also be made to outside agencies when appropriate. Other resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies, all of which might include a fee.

The Human Resources department provides information and resources for University employees who are seeking support.

Students exhibiting signs of excessive alcohol consumption will be transported via Emergency Medical Services (EMS) at the student's expense for medical attention. Refusal to cooperate with EMS personnel may result in arrest in order to ensure the student's health and safety and/or a conduct complaint for disorderly conduct and/or failure to comply.

ALCOHOL POLICY

The following sections describe University of Saint Francis policy regarding the sale, service, distribution, and consumption of alcoholic beverages on university property or at University of Saint Francis-sponsored events in accordance with federal, state and local laws.

Basic Guidelines

The legal age to purchase, possess and/or consume alcoholic beverages in the state of Indiana is 21 years of age. USF supports all local, state, and federal laws relating to the use of alcoholic beverages and strictly enforces these laws both on and off campus. The University seeks to develop good habits and responsible behavior around alcohol while allowing for moderate and appropriate drinking within the guidelines provided herein. The following policy will be adhered to regarding the use of alcohol on campus:

Individuals Under the Legal Age of 21 Years:

- May not possess, consume, or transport alcohol;
- Students under the legal age of 21 ***residing in Padua Hall*** (*i.e. not permitted in Trinity, Bonzel, or Clare Halls; see Residence Hall Policies for more information*):
 - May not have alcohol present in room unless his/her roommate(s) is of legal drinking age and the alcohol belongs to the roommate(s);
 - May not allow people who are of legal drinking age to consume alcohol in the room unless they are guests of his/her roommate(s), and the roommate is of legal drinking age and is also present ;
 - May not allow people who are of legal drinking age to drink in the shared space of the apartment unless the

person is a guest of a suitemate who is also of legal drinking age and is present;

- May not possess paraphernalia associated with the rapid ingestion of alcohol or drinking games, e.g. funnels, beer pong tables, etc.;
- May not possess or display alcohol signs or empty alcoholic beverage containers.

Individuals 21 Years and Older *residing in Padua Hall:*

- May possess ***moderate*** amounts of alcohol for personal consumption – ***if he/she resides within Padua Hall (i.e. not permitted in Trinity, Bonzel, or Clare Halls);***
 - “Moderate” amounts of alcohol are defined as: one six-pack of beer or wine cooler (i.e. Seagrams, Mike’s Hard Lemonade, Hard Cider, etc.), or one 375-ml bottle of hard liquor, or one 750-ml bottle of wine;
 - Students may not possess or consume liquor in excess of 100 proof, grain alcohol, or possess/consume caffeinated alcoholic energy drinks (including but not limited to: Four Loko, Sparks, Joose, Spylles, 24/7, etc.).
- May not possess paraphernalia associated with the rapid ingestion of alcohol and/or drinking games, including but not limited to funnels, beer pong tables, etc.;
- May not possess kegs or ponies of any size, or similar bulk or common source containers used for mass consumption of alcohol;
- May not possess or consume alcoholic beverages in public areas, including but not limited to hallways, lounges, stairwells, classrooms, restrooms, or anywhere on University grounds including parking lots, unless within the confines of a University sponsored event that has been

approved by the Vice President for Student Affairs (or designee);

- May not provide alcoholic beverages to any person under 21 years of age;
- Must dispose of all empty alcohol containers in a responsible manner – possession of empty containers will be considered as part of the total amount a student of legal age may possess in his/her room.

Note: An individual student's privilege to possess alcohol may be terminated or suspended at any time based upon violation of these policies, violation of law, misuse of alcohol, or other failure to prove responsible use. The University reserves the right to determine the responsible use of alcohol under all circumstances.

Not Permitted Regardless of Age

- Public intoxication as indicated by the appearance or behavior such as slurred speech, unstable walk, unconsciousness, alcohol on breath, vomiting, disorderliness or offensive behavior resulting from alcohol use is prohibited;
- Off-campus guests and non-residential students are not permitted to bring alcohol onto campus regardless of age, unless within the confines of a University sponsored event that has been approved by the Vice President for Student Affairs (or designee);
- Alcohol use in college-owned or contracted vehicles is prohibited;
- Possession or consumption of alcoholic beverages in public areas, including but not limited to hallways, lounges, stairwells, classrooms, restrooms, or anywhere on University grounds, including parking lots, unless within the

confines of a University sponsored event that has been approved by the Vice President for Student Affairs (or designee). (*Note: any door left open of a room containing alcohol is considered a public space.*)

See *Residence Hall Policies* for further information about the alcohol policy in the residence halls, including conditions and policies regarding social hosting.

Examples of Violations of the University Alcohol Policy

- Purchasing alcohol by a person under the age of 21.
- Selling or providing alcohol to a person under the age of 21.
- Consumption of alcohol by a person under the age of 21.
- Possession of either full or empty alcohol containers on campus by a person under the age of 21.
- Consumption of alcohol on campus outside of the guidelines identified in the Alcohol Policy.
- Showing physical or mental impairment following or resulting from alcohol use.
- Possessing empty alcohol containers or other paraphernalia for decorative purposes.
- Participating in or being present during the occurrence of any drinking game.
- Driving under the influence of alcohol.

As stated in Section 4 of the Code of Student Conduct, “failure to comply with the reasonable directives of university officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so”, is considered unacceptable behavior for a university student.

A partial list of university alcohol policy violations and their subsequent sanctions is listed below. Sanctions are dependent upon a number of factors including, but not limited to: hearing officer discretion, the nature and severity of the incident, a student's conduct history and a student's cooperation throughout the conduct process.

Minor in Possession/Consumption of Alcohol or Residence Life Alcohol Policy Violations

1. First Offense—Possible sanctions and institutional actions include, but are not limited to:
 - Participation in an alcohol education course and/or activity, at the student's expense and as determined by the Associate Vice President for Student Affairs (or designee);
 - Authorship of a research/reflection essay;
 - Notification of parents/guardians of dependent students and those under the minimum legal drinking age of 21 years; and/or
 - Written warning up through suspension or expulsion from housing and/or the University of Saint Francis;
 - Other sanctions as determined by the Associate Vice President for Student Affairs (or designee).
2. Second Offense— Possible sanctions and institutional actions include, but are not limited to:
 - Mandated substance abuse assessment by an approved agency and required compliance with the assessing counselor's evaluation at the student's expense;
 - Observation of one or more sessions of the County Misdemeanor or Felony Drug Court as determined by the Associate Vice President for Student Affairs (or designee);

- Authorship of a research/reflection essay;
 - Eligibility and/or activity restrictions;
 - Notification of parents/guardians of dependent students and those under the minimum legal drinking age of 21 years; and/or
 - Written warning up through suspension or expulsion from housing and/or the University of Saint Francis;
 - Other sanctions as determined by the Associate Vice President for Student Affairs (or designee).
3. Third and Subsequent Offenses— Possible sanctions and institutional actions may include, but are not limited to:
- Suspension or expulsion from university housing and/or the University of Saint Francis;
 - Notification of parents/guardians of dependent students or those under the minimum legal drinking age of 21 years; and/or
 - Other sanctions as determined by the Associate Vice President for Student Affairs (or designee).

Purchasing, Selling or Providing Alcohol to Minors

1. First Offense— Possible sanctions and institutional actions include, but are not limited to:
- Participation in an alcohol education course and/or activity at the student's expense and as determined by the Associate Vice President for Student Affairs (or designee);
 - Mandated substance abuse assessment by an approved agency and required compliance with the assessing counselor's evaluation;
 - Observation of one or more sessions of the County Misdemeanor or Felony Drug Court as determined by the Associate Vice President for Student Affairs (or designee);

- Authorship of a research/reflection essay;
 - Notification of parents/guardians of dependent students or those under the minimum legal drinking age of 21 years;
 - Eligibility and/or activity restrictions;
 - Written warning up through suspension or expulsion from housing and/or the University of Saint Francis;
 - Community service hours to be performed at a specific location as determined by the Associate Vice President for Student Affairs (or designee); and/or
 - Other sanctions as determined by the Associate Vice President for Student Affairs (or designee).
2. Second and Subsequent Offenses— Possible sanctions and institutional actions include, but are not limited to:
- Suspension or expulsion from the University of Saint Francis;
 - Notification of law enforcement authorities;
 - Notification of parents/guardians of dependent students or those under the minimum legal drinking age of 21 years; and/or
 - Other sanctions as determined by the Associate Vice President for Student Affairs (or designee).

Driving Under the Influence/Driving While Intoxicated

University of Saint Francis is concerned about students who violate state and local laws regarding consumption of alcohol and the operation of motor vehicles. In accordance with state law, the university abides by the legal definition of intoxicated as “not having the normal use of mental or physical faculties by reason of introduction of alcohol, a controlled substance, a drug, a dangerous drug, a combination of two or more of those substances, or any other substance into the body” or 0.08 Breath or Blood Alcohol Concentration. In addition, students

under the legal minimum drinking age of 21 years who are found to have any detectable amount of alcohol in their systems will be considered driving under the influence of alcohol and subject to penalties under that offense.

1. First Offense— Possible sanctions and institutional actions include, but are not limited to:

- Loss of driving and/or parking privileges on campus for a specified period of time;
- Participation in an alcohol education course and/or activity, at the student's expense and as determined by the Associate Vice President for Student Affairs (or designee);
- Observation of one or more sessions of the County Misdemeanor or Felony Drug Court as determined by the Associate Vice President for Student Affairs (or designee);
- Community services hours to be performed at a specific location as determined by the Associate Vice President for Student Affairs (or designee);
- Authorship of a research/reflection essay;
- Notification of parents/guardians of dependent students or those under the minimum legal drinking age of 21 years;
- Eligibility and/or activity restrictions; and/or
- Written warning up through suspension or expulsion the University of Saint Francis;
- Other sanctions as determined by the Associate Vice President for Student Affairs (or designee).

2. Second and Subsequent Offenses— Possible sanctions and institutional actions include, but are not limited to:

- Suspension or expulsion from the university;
- Notification of law enforcement authorities;

- Notification of parents/guardians of dependent students and those under the minimum legal drinking age of 21 years; and/or
- Other sanctions as determined by the Associate Vice President for Student Affairs (or designee).

ARENTAL NOTIFICATION POLICY

University of Saint Francis is concerned about students who improperly use alcohol and other drugs and the effects such use may have on their health, academic success, interpersonal relationships and, ultimately, their future.

University of Saint Francis alcohol policy prohibits possession and/or consumption of alcohol on campus by students, employees, or guests unless prior approval has been granted. When the University of Saint Francis sponsors an event where alcohol is served or sold, all participants must be of legal age (21 years) as governed by the laws of the state of Indiana. Possession of drug paraphernalia and the use, manufacture, sale, or distribution of illegal drugs, whether on or off campus, by any student is also prohibited. In accordance with the Family Educational Rights and Privacy Act (FERPA), the Vice President for Student Affairs (or designee) reserves the right to notify the parents/guardians of students under 21 years of age, and the parents/guardians of dependent students, regardless of age, of any incident in which the student is found responsible for violating the University of Saint Francis alcohol and drug policy.

ILLEGAL DRUG POLICY

The following sections describe University of Saint Francis's policy regarding the sale, manufacture, distribution, possession and use of illegal drugs on or off University of Saint Francis

property or at University of Saint Francis-sponsored events or programs in accordance with federal, state and local laws. Consistent with local, state, and federal law, the sale, use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, including the misuse and/or unauthorized distribution of prescribed drugs is strictly forbidden both on and off campus. Infraction of these laws constitutes a violation of the Code of Student Conduct and shall be addressed through the University's student conduct process.

Examples of violations include, but are not limited to:

- Misuse of over-the-counter drugs.
- Misuse or sharing of prescription drugs.
- Possession of drugs medications that are not in a properly marked container that identifies the medication and patient.
- Possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug.
- Possessing paraphernalia (i.e., rolling papers, pipes, bong, etc.) for intended or implied use of any form of illegal drug.
- Possessing paraphernalia that contains or appears to contain illegal drug residue.
- Purchasing or passing illegal drugs from one person to another.
- Using mail services to purchase, pass, or distribute illegal drugs.

This policy provides flexibility for the University of Saint Francis in addressing drug-related offenses which occur on- or off-campus. Moreover, it permits the University of Saint Francis to address its fundamental mission of holistic education and the development of human potential. While recognizing that there is

a need to address violations related to the use or possession of controlled substances, the University of Saint Francis must address the education and well-being of all its students and employees. In addition to University of Saint Francis imposed sanctions, students and employees are subject to all legal sanctions under federal, state and local law for any offenses involving illegal drugs on University of Saint Francis property or at University of Saint Francis activities.

SAFE HARBOR

The University of Saint Francis has a Safe Harbor rule for students. The University of Saint Francis believes that students who have a drug and/or addiction problem deserve help. If any University of Saint Francis student brings their own use, addiction or dependency to the attention of University of Saint Francis officials — outside the threat of drug tests or imposition of the conduct process — and seeks assistance, the university will not file a complaint against the student who is seeking help. A written action plan may be used to track cooperation by the student with the Safe Harbor program. Failure to follow the action plan will nullify the Safe Harbor protection and the campus conduct process will be initiated.

VIOLATIONS OF THE UNIVERSITY OF SAINT FRANCIS ILLEGAL DRUG POLICY

A partial list of University of Saint Francis drug policy violations and their possible subsequent sanctions is listed below.

Manufacture, Sale or Distribution of Illegal Drugs:

- First Offense—Possible sanctions include, but are not limited to:
 - Expulsion from the University of Saint Francis;

- Notification of parents/guardians of students under 21 years of age and older dependent students;
- Notification of law enforcement authorities; and/or
- Other sanctions as determined by the Associate Vice President for Student Affairs (or designee).

For the Possession or Use of Drug Paraphernalia, Synthetic Substances and/or Illegal Drugs:

Drug paraphernalia (e.g. bongs, pipes, grinders, etc.), illegal drugs, and synthetic substances (e.g. K2, Spice, etc.) whose common purpose is to replicate the effects of illegal substances are prohibited on campus.

- First Offense—Possible sanctions include, but are not limited to:
 - Suspension or expulsion from University of Saint Francis housing;
 - Suspension from the University of Saint Francis for a period of not less than the remainder of the semester in which the infraction occurred;
 - Participation in a drug education activity, at the student’s expense and as determined by the Associate Vice President for Student Affairs (or designee);
 - Mandated substance abuse assessment by an approved agency, at the student’s expense, and required compliance with the assessing counselor’s evaluation;
 - Observation of one or more sessions the County Misdemeanor or Felony Drug Court as determined by the Associate Vice President for Student Affairs (or designee);
 - Authorship of a research/reflection essay;

- Eligibility and/or activity restrictions;
- Notification of parents/guardians of students under 21 years of age and older dependent students;
- Notification of law enforcement authorities; and/or
- Other sanctions as determined by the Associate Vice President for Student Affairs (or designee).
- Second Offense— Possible sanctions include, but are not limited to:
 - Expulsion from the University of Saint Francis;
 - Notification of parents/guardians of students under 21 years of age and older dependent students;
 - Notification of law enforcement authorities; and/or
 - Other sanctions as determined by the Associate Vice President for Student Affairs (or designee).

INFORMATION REGARDING THE IMPACT OF ALCOHOL AND OTHER DRUG USE

RISKS OF ALCOHOL USE

The following is a partial list of the adverse effects of alcohol use on the individual and society arranged by source.

***The Truth about Alcohol: Tips for Teens* (U.S. Department of Health & Human Services, 2003)**

1. *Alcohol affects your brain*

Drinking alcohol leads to a loss of coordination, poor judgment, slowed reflexes, distorted vision, memory lapses, and even blackouts.

2. *Alcohol affects your body*

Alcohol can damage every organ in your body. It is absorbed directly into your bloodstream and can increase your risk for a variety of life-threatening diseases, including cancer.

3. *Alcohol affects your self-control.*

Alcohol depresses your central nervous system, lowers your inhibitions, and impairs your judgment. Drinking can lead to risky behaviors, including having unprotected sex. This may expose you to HIV/AIDS and other sexually transmitted diseases or cause unwanted pregnancy.

4. *Alcohol can kill you.*

Drinking large amounts of alcohol can lead to coma or even death. Also, in 1998, 35% of traffic deaths of 15- to 20-year-olds were alcohol-related.

From *Top Ten Myths About Alcohol* (National Institute on Alcohol Abuse and Alcoholism: National Institutes of Health)

1. Can you hold your liquor? That is not a good thing. If you have to drink increasingly larger amounts of alcohol to get a “buzz” or get “high”, you are developing tolerance. This increases your vulnerability to many serious problems, including alcoholism.
2. One in three 18- to 24-year-olds admitted to emergency rooms for serious injuries are intoxicated. And alcohol is also associated with homicides, suicides, and drownings.

***The Naked Truth: Alcohol and Your Body* (FactsOnTap.org)**

1. The amount of alcohol it takes to make you pass out is dangerously close to the amount of alcohol it takes to kill you.
2. A hangover is caused partly by the body’s being poisoned by alcohol and partly by the body’s reaction to withdrawal from alcohol.

***Harmful Interactions: Mixing Alcohol with Medicines* (U.S. Department of Health & Human Services)**

1. Some medicines that you might never have suspected can react with alcohol, including many medications that can be purchased ‘over-the-counter’—that is, without a prescription. Even some herbal remedies can have harmful effects when combined with alcohol.
2. Mixing alcohol with certain medications [both prescription and over-the-counter] can cause nausea and vomiting, headaches, drowsiness, fainting, or loss of coordination. It can also put you at risk for internal bleeding, heart problems, and difficulties in breathing. In addition to these dangers, alcohol can make a medication less effective or even useless, or it may make the medication harmful or toxic to your body.
3. Alcohol and medicines can interact harmfully even if they are not taken at the same time.
4. Medications are safe and effective when used appropriately. Your pharmacist or other health care provider can help you determine which medications interact harmfully with alcohol.

***Facts About Women and Alcohol* (Texas Commission on Alcohol and Drug Abuse)**

1. Women are more susceptible to the influence of alcohol just prior to or during their menstrual cycle than at other times during their cycle.
2. On average, a woman weighing 120 pounds requires 2.5 hours to metabolize one [standard] drink.
3. The course of alcohol addiction progresses at a faster rate among women than men.

AUTOMOBILE/VEHICLE POLICIES

All students must register their vehicles (or indicate that they do not have one) and will be issued a window sticker from Campus Security.

The following restrictions apply to operating a vehicle on campus:

1. The campus speed limit is 13 mph.
2. Resident students are to use the parking lots provided for their specific residence hall.
3. Students are not to use areas posted for staff, faculty or visitors.
4. Parking is not allowed on lawn areas, driveways, walkways, or any marked or posted areas such as fire lanes, handicapped spaces and delivery areas.
5. Driving is not allowed on the causeway and posted service drive. Use of the service drive is restricted by a remote control activated gate. The remote gate openers are assigned to service vehicles only. No other exceptions will be made.
6. Parking is restricted to one vehicle per marked space.
7. Violation of any of these regulations can result in the issuance of a warning ticket or a fine. Fines are to be paid, or an appeal filed, within seven days at the Business Office.
8. Refusal to pay outstanding fines, repeated offenses, refusal to display a vehicle ID tag or sticker, or parking in posted tow areas can result in the vehicle being removed from campus.
9. The university reserves the right to open and inspect any vehicle on campus property.

In the event that a vehicle is towed, the owner is responsible for all towing, any incidental damage, and any storage fees.

In the event of an accident, or if you cause damage to another automobile, please notify the owner personally, in writing, or call Security to report the damage. If damage has been done to your vehicle or if it has been broken into, call Security immediately (399-7888). Damage reports will not be taken after a vehicle has been moved from university property.

The University of Saint Francis assumes no responsibility for the care and/or protection of any vehicle or its contents at any time it is operated or parked on its property. Please keep vehicles locked and remove any valuables. In the event that a vehicle is towed, the owner is responsible for all towing, any incidental damage, and any storage fees.

Motorist Assistance

The Security Department will provide jump starts for batteries. In the event of low tire pressure, call Security. They will contact Maintenance personnel during business hours to provide compressed air. Security will provide this service after hours. Unlocking vehicles, providing gas, changing tires, or towing vehicles is not provided as a university service. Security can assist in finding this type of service.

REPEAT VEHICLE OWNER/DRIVER VIOLATIONS ON CAMPUS

In the event of multiple vehicle violations, the following policy will go into effect:

Four Violations* – per academic year

- The vehicle owner/driver will be referred to the university judicial officer. The judicial officer will meet with the student and discuss the frequency of tickets and personal responsibilities within the campus community. A written warning is given, and the student is referred to the Student Handbook on the action to be taken on a 5th violation. Documentation related to the fourth violation and any subsequent violations will be kept in the Security Office and the Office of Student Affairs.

Five Violations* – per academic year

- Campus Security gives the vehicle owner/driver a tow warning and notification that a campus incident report has been generated as the result of the 5th violation. The campus incident report will initiate a judicial system investigation (included with the incident report is a listing of the dates of each violation). At the completion of the investigation, the individual will be notified of the investigation findings, any disciplinary action that was taken and that any subsequent violations will result in the vehicle being towed.

Unidentified owner*

The vehicle will be towed. If the vehicle owner/driver cannot be identified:

- At the 4th *violation a tow warning will be issued by Campus Security.
- At the 5th *violation the vehicle will be towed – when the vehicle is towed, the owner/driver will be identified and a campus incident report will be generated.

- The incident report will generate an investigation by the university judicial system. Note: Ticket charges are added to the student's account in the Business Office.

CAMPUS BICYCLE, ROLLER SKATES/IN-LINE SKATES AND SKATEBOARD POLICY

All bicycling, skating, and skateboarding activities are at your own risk. They shall be done in a reasonable, prudent and careful manner with regard for the safety of the operator and all other persons and property.

Cyclists and skaters must yield to pedestrians and adhere to the campus speed limit. Keep out of meditation spaces and planted areas. Bicycles are not allowed inside campus buildings, secured to handrails, light poles, trees or any other campus fixture, but should be secured in designated areas such as bicycle racks. Locks will be cut, at owner's expense, and bicycles removed if found in violation of this policy. (See also *Code of Conduct, Wheeled Devices*)

Skates and skateboards are not to be ridden or operated in buildings, mall areas, curbs, ramps, stairs, and alleys. Please use caution when skating/boarding through parking lots.

Damages

In the event that you should cause bodily injury, or damage to property you must notify Security (399-7888) to report the incident.

COMPLAINT AND COMMENT PROCEDURES

The university and its staff strive to improve student services and welcome input from students. All students are encouraged to resolve concerns or complaints directly with the appropriate

faculty, staff, department chairs, or dean in an informal manner unless a university policy or procedure exists (examples are the academic grade appeal policy and procedure and the harassment/sexual harassment policy and procedure). If the informal communication does not adequately address a student's concerns, the student may contact the Vice President for Academic Affairs for academic concerns and the Vice President for Student Affairs for nonacademic or student life concerns.

The Vice President for Academic Affairs or the Vice President for Student Affairs will review the situation with the appropriate area and will either respond personally to the complaint or direct the appropriate member of the institution to do so within ten days of receipt of the complaint.

Please note: *Due to federal regulations the university generally only corresponds with students, not parents or guardians.*

FISHING POLICY

Current students, employees and the accompanied guests of those students and employees are welcome to fish the south basin of Mirror Lake. A signed USF fishing permit is required and can be obtained at the Security Office. Valid USF ID is required to obtain a permit. Regulations and restrictions are printed on the permit.

FREE SPEECH POLICY

The University of Saint Francis supports every individual's right to freedom of expression consistent with the appropriate forum in which the expression is made. The University of Saint Francis also recognizes the importance of fostering a "trustful, prayerful, community of learners" who "reverence the unique dignity of

each person.” As such, we intentionally foster a culture of engagement characterized by mutual respect that supports the Catholic intellectual tradition of faith and reason.

Within the classroom, visual and/or aural demonstrations, depictions or conduct that may sometimes be offensive to an individual will not be restricted when there is a legitimate and necessary pedagogical context, such as material having an appropriate connection to course subject matter. Similarly, campus discourse on topics of political, artistic or social issues that are conducted consistent with the nature of the forum and reasonable institutional limitations (registration to use space, time, place and manner regulations, etc.) that are clear and unambiguous will be supported. Such license, however, should never be in conflict with the Mission of the institution.

Expression that is severe, persistent, and objectively offensive, that is directed toward an individual or group based upon that individual’s or group’s protected status (e.g., sex/gender, race, ethnicity, national origin, disability or age) and has the effect that limits or denies educational or employment access, participation, benefits or opportunities is not a protected form of speech or expression, and may form the basis of a violation of the Code of Student Conduct, specifically under harassment, bullying or related discrimination policies. Other limitations on free speech include: endangering or threatening others; inciting violence; using “fighting words” directed at an individual or group that directly provokes violence; defamation; obscenity; and expression that has a discriminatory effect such that it limits or denies someone’s educational or employment access, participation, benefits and/or opportunities.

GAMBLING

Students are expected to abide by the federal laws and the laws of Indiana prohibiting illegal gambling, including online gaming. Gambling for money or other things of value on campus or at University of Saint Francis-sponsored activities is prohibited except as permitted by law. Such prohibited activity includes, but is not limited to: betting on, wagering on, or selling pools on any University of Saint Francis athletic event; possessing on one's person or premises (e.g., room, residence unit, car) any card, book or other device for registering bets; knowingly permitting the use of one's premises or one's phone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to athletic events.

GUEST SPEAKERS

It is the policy of the campus to foster a spirit of free inquiry and to encourage the timely discussion of the broad range of issues that concern our community, provided that the views expressed are stated openly and are subject to critical evaluation.

STUDENT CLUB/ORGANIZATION RESPONSIBILITIES

A registered student club or organization may invite guest speakers to the campus, subject to the following provisions:

1. Sponsorship must be by a registered student club or organization, or an organization that is recognized by the institution (i.e. Student Government Association).

2. Proper arrangements must be made, consistent with institutional policy, to use University of Saint Francis facilities.
3. It is incumbent on the student club or organization to clearly communicate that any content shared by an invited guest speaker are his or her own personal viewpoints and may not be endorsed by the University of Saint Francis.
4. The student club or organization must take whatever steps are necessary to ensure that meetings are conducted in an orderly manner. This may necessitate consultation with campus security and/or the hiring of outside security.
5. The student club or organization must attempt to observe and maintain decorum during all meetings to maintain good order.

HAZING

All acts of hazing are prohibited. As defined by this policy, any such acts, whether committed by an individual student or sanctioned or promoted by any University of Saint Francis registered student club or organization (and any of its members or alumni) are prohibited. Students are entitled to be treated with consideration and respect, and no individual may perform an act that is likely to cause physical or psychological harm to any other person within the University of Saint Francis community. Accordingly, any such behavior is expressly forbidden when related to the admission, initiation, joining, or any other group-affiliation activity.

Any student or organization found to be involved in any hazing activity will face conduct action and may be subjected to suspension or expulsion from the University of Saint Francis. A violation of this policy may exist irrespective of any alleged

voluntary or consensual participation in the activity by the person(s) being abused.

POSTING

The University of Saint Francis supports the freedom to publicize activities and distribute materials by internal or external entities relating to functions on-and off-campus which benefit the University of Saint Francis community and are consistent with the value of the University of Saint Francis. External entities are required to contact the Office of Student Affairs for permission to post; no solicitation is permitted without the express consent of the Dean of Students (or designee).

Signs, posters, chalkings, table tents, or any other promotion material not in accordance with the University of Saint Francis mission and values will be removed immediately. A balance of free speech and community standards will be enforced by Student Affairs. Restrictions may include, but are not limited to, materials that depict violence, obscenity, defamation of an individual or group, or activity that is incongruent with the Code of Student Conduct.

Individuals and campus clubs or organizations assume full responsibility and liability for posted material. Individuals are responsible for ensuring that the posting policy is understood by anyone posting on behalf of the organization or individual.

GENERAL POSTING POLICY

Approval must be obtained prior to making use of the residence halls or campus facilities for the sale, promotion, posting or distribution of any type of material. All material must have a

sponsor responsible for the material stated directly on each piece and adhere to all policies that apply.

All printed materials posted or distributed on campus by students and guests must receive approval from the Director of Student Activities (or designee). Printed materials include flyers, posters, banners, announcements and advertisements.

All postings associated with off-campus organizations, programs, or individuals must adhere to the University policies and procedures. Postings must be approved by the Facilities and Events Manager, and may not be posted for more than 30 days.

ADDITIONAL APPROVALS

The Director Student Activities (or designee) must approve all promotional material for any and all activities before being posted. The Office of Career Advancement must also approve announcements advertising employment opportunities for students.

Academic and Administrative office posters do not need approval through the Office of Student Activities, but should be marked with department and date, (i.e., Financial Aid Office, December 10, 2013, Do not remove until December 31, 2013).

The promoting group must obtain permission of the appropriate department to post on bulletin boards in Academic/Administrative areas for non-departmental ads.

LITERATURE DISTRIBUTION

Literature distribution must be supervised by a student member of the sponsoring registered organization. Non-students may

not distribute literature on campus without specific approval of the Dean of Students (or designee).

Each sponsoring organization will be held responsible for the conduct of the distribution activity, including the behavior of any non-student participant.

On Campus: The distribution must be made only in designated areas (see approved posting locations, below). Calling out to people to facilitate the distribution of literature is not permitted. Absolutely no printed materials may be placed on automobiles parked on University of Saint Francis property.

Off Campus: Posting or distribution of materials at an off-campus location requires permission of the proprietor.

POSTING GUIDELINES

Masking tape, blue painters tape or tacks are suitable for posting. Persons posting are responsible for providing all materials. A reasonable amount of posted material is permissible.

Materials may remain posted for a maximum of 30 days or until the day after the announced event, whichever is sooner, and the sponsoring group is responsible for removal. Groups may be fined if materials are not removed the day after an event.

APPROVED POSTING LOCATIONS

- Academic Buildings: Bulletin boards located in Achatz, Doermer, Pope John Paul II Center, North Campus, Rolland
- Administrative Buildings: Bulletin boards in Trinity Hall.
- Center for Franciscan Life: Bulletin boards in the Center for Franciscan Life

- Library: Designated areas in the Vann Library.
- Residence Halls: Provide posting materials to the Office of Residence Life; the Residence Life staff will distribute these materials once they have been approved (the Director of Residence Life may provide permission for the club/org to disseminate directly).
- Sidewalks: Chalking is acceptable no more than two days before an event; messages must be removed no later than 24 hours after the event
- Cougar Den: Designated bulletin board

ADDITIONAL GUIDELINES FOR POSTING

- In addition to flyers, posters and banners, the following methods for advertising are acceptable on campus:
 - Bulletin Boards and Strips
 - SGA Monthly Stall Calendars
 - AXIS-TV
 - Real Estate Signs
 - Plastic Table Toppers
- All exist signs and doors must remain visible and clear
- All campus-related advertisements must bear the name of the sponsoring club/organization

Table Tents

Table tents may be used in campus dining facilities according to these guidelines:

- Table tents may be placed on dining tables in Trinity Dining Hall, CyberFresh Cafe, and Subway
 - For a maximum of one week
 - No more than two table tents are permitted on each table. One table tent is reserved for SGA or SAC

- Sponsoring organizations will place table tents and remove them
- Reservations for table tents must be secured through the Office of Student Affairs.

Chalking

Chalking is permitted on campus according to these guidelines:

- Organizations may chalk most university pedestrian walkways
- Chalking is not allowed on buildings, artwork, bridges, or under overhangs
- Liquid chalk and/or paint is not permitted
- Chalk should be removed within 48 hours of the advertised event.

Social Media

Please see the Social Media Guidelines for usage in the Student Handbook.

POSTING VIOLATIONS

- Posting materials without proper approval(s).
- Posting materials on brick pillars or light stands.
- Posters with reference to alcohol.
- Use of two-sided, electrical or duct tape.
- Covering another announcement or impairing an individual's line of sight.
- Posting on glass doors or windows, painted or varnished surface
- Distribution on cars parked on campus.

Failure to adhere to this policy may result in losing the privilege to distribute or post printed materials on campus for a period of

time to be specified by the Director of Student Activities (or designee).

PREGNANCY RESOURCES & FAQs

For a student facing a pregnancy, physical, emotional, and spiritual issues can suddenly become overwhelming. In keeping with our mission and identity as a Catholic, Franciscan university, USF is committed to life and to offering students resources that support the choice of life. The University of Saint Francis will correspondingly make every effort to provide pregnant students with caring, non-judgmental, professional assistance and support. Assistance is also available for those affected by the pregnancy of someone close to them. Counseling is always available both during and after pregnancy, through USF's counseling resources and through Campus Ministry.

FREQUENTLY ASKED QUESTIONS:

I think I'm pregnant. Where can I go for a pregnancy test?

For free, confidential, no-appointment-needed pregnancy testing in Fort Wayne, visit the USF Wellness Center, or one of our local not-for-profit, life-affirming pregnancy resource and support centers:

Women's Care Center

A Hope Center

If I'm pregnant, will I have to leave the University?

No. As a Catholic university, we are committed to life and providing resources that support the choice of life; therefore, if you wish to remain with us, the University will do all we can to

assist with your needs and concerns regarding coursework and housing during pregnancy, and help you plan for post-delivery housing needs consistent with our policy covering child welfare and safety issues. In addition, we can connect you with excellent local resources, such as the ECHO (Education Creates Hope and Opportunity) program offered by Catholic Charities and Lutheran Social Services. It offers services that center on emotional support, time management, parenting skills, health care, child-care providers, child support, and baby supplies. Program participants may also be referred to other programs, such as Healthy Families and the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). By providing support and services, ECHO case managers hope to achieve the program's goal of enabling participants to stay in school and pursue higher education.

I'm feeling overwhelmed, anxious, and scared! Who can help me sort through all of my emotions and the decisions I need to make?

A counselor is available through the Student Assistance Program at the USF Wellness Center. Students may schedule an appointment by calling (260) 222-9272. (Crown Point students may call 800-747-7261).

For students who live on campus, the Residential Life staff is available and can provide a safe and private place to talk. You may also safely reach out to any of our USF Pregnancy Support Advocates listed below.

In addition, Campus Ministry offers the services of highly trained and experienced pastoral ministers. They provide a caring, supportive environment to help you sort through the emotional and spiritual dimensions and concerns that may accompany an unplanned pregnancy, as you wrestle with such questions

as: *Can I articulate my beliefs and values about life, parenthood, and marriage? How does my faith inform my decisions? What choices and options are consistent with my faith and values? How do I tell my parents, family, friends, etc.? Should I marry the father/mother of my child? What about my educational and vocational goals? I don't know if I can parent my child — is placing my child for adoption a possible option for me?*

You may also desire to make use of these confidential, nationwide, 24/7 helplines from Women's Care Center (1-877-908-2341) and A Hope Center (1-224-585-3544).

Where can I go to receive medical care during my pregnancy?

Staff at the USF Wellness Center, as well as staff at the Women's Care Center and A Hope Center can help arrange referrals to physicians in the local community, provide nutritional and other guidance, and answer other questions about what to expect during your pregnancy.

Does the University have Pregnancy Support Advocates?

Yes. USF has the following pregnancy support advocates able to provide you with confidential support, information, and assistance:

- Dr. Stephanie Oetting, *faculty member in the School of Health Sciences*, soetting@sf.edu, x. 6913
- Sr. Jacinta Krecek, O.S.F., *Director of Campus Ministry*, jkrecek@sf.edu, x. 8123
- Allen Machielson, *Dean of Students*, amachielson@sf.edu, x. 6748

My girlfriend is pregnant. Is support available to me?

Yes. Significant others and friends of pregnant students are welcome to contact Pregnancy Support Advocates for help sorting through their own feelings and need for guidance in how to best support their pregnant friend.

I'm a pregnant/parenting student athlete. Will this impact my eligibility?

Committed to USF's Catholic identity and mission, the Athletic Department is committed to helping student athletes remain at USF while being supported through an unplanned pregnancy. Coaches, in collaboration with Student Affairs and Campus Ministry, will work with you to provide the support you need.

Pregnancy & Post-Pregnancy Resources:

Catholic Charities ECHO (in partnership with Lutheran Social Services)

Women's Care Center, 1-877-908-2341

A Hope Center, 1-224-585-3544 (call or text)

Post-Abortion Recovery Resources

Project Rachel (email [**projectrachelhope@gmail.com**](mailto:projectrachelhope@gmail.com))

Post-abortion reconciliation program offered by the Diocese of Fort Wayne-South Bend. This ministry offers hope and healing for all those who suffer from the pain of abortion and its aftermath. If you are hurting, know that your church cares and understands. God is loving and forgiving and in His name the Church reaches out to you with compassion and concern.

Project Rachel ministers to and counsels individuals of all religions.

Rachel's Vineyard

Rachel's Vineyard is a safe place to renew, rebuild, and redeem hearts broken by abortion. Weekend retreats offer a supportive, confidential, and non-judgmental environment where women and men can express, release, and reconcile painful post-abortion emotions to begin the process of restoration, renewal and healing. Rachel's Vineyard can help you find your inner voice. It can help you experience God's love and compassion on a profound level. It creates a place where women and men can share, often for the first time, their deepest feelings about abortion. You are allowed to dismantle troubling secrets in an environment of emotional and spiritual safety. Rachel's Vineyard is therapy for the soul. Participants, who have been trapped in anger toward themselves or others, experience forgiveness. Peace is found. Lives are restored. A sense of hope and meaning for the future is rediscovered.

RELIGION/ASSOCIATION

Students have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice provided they do so in a manner that respects the rights of other members of the community and complies with the *Code of Student of Conduct*. Student organizations have the right to affiliate members who subscribe to organizational tenets, beliefs and/or principles as long as all recognized organizations also abide by the University of Saint Francis's non-discrimination policy.

RIGHT OF INSPECTION

The university reserves the right to open and inspect any university-owned locker, room, desk or cabinet and examine any package, purse, bag or containers on campus, including electronic media. The university also reserves the right to open and inspect any vehicle on campus property.

If a student is suspected of possessing any prohibited materials, the University has the right, and the obligation, to inspect that student's room and suite/apartment. This includes University property such as desks, lockers, other storage devices and any containers that have been furnished by the students, including vehicles. When a search is deemed necessary, it will be conducted by a member within the Office of the Vice President for Student Affairs and/or a member of Security. Searches will be conducted at the convenience of the University.

SACRED TIME

The University of Saint Francis encourage[s] a trustful, prayerful community of learners who integrate faith with life. As a Catholic, Franciscan university, this necessitates providing opportunities to practice the faith through participation in Mass, the sacraments, and religious devotions. In recognizing the Eucharist as the most perfect act of community worship, the university provides Sacred Time to ensure that both student and employee participation is practically feasible, given scheduling limitations and available resources.

Sacred Time is observed between 11:00 am and 11:30 am on weekdays and between 7:30 pm and 8:30 pm on Sundays, when Mass is celebrated in the St. Francis Chapel at the Main Campus. During Sacred Time, on-campus university-sponsored

activities – such as classes, labs, meetings with academic advisors or other personnel, co-curricular activities (including athletic practices), and student leadership responsibilities — are not scheduled for or by students or employees so that all have the opportunity to participate in Sacred Time.

Exceptions for certain classes may be approved by the VPAA. Although University offices do not close during Sacred Time, departments should not schedule meetings and events during this period of time. Students and employees who choose not to participate in Mass are encouraged to use Sacred Time for individual or communal spiritual, restorative practices. All employees communicate with their supervisors about Sacred Time participation.

SALES AND SOLICITATION

Canvassing or solicitation for funds, sales, or subscriptions is prohibited on campus or in University of Saint Francis buildings unless written permission has been granted by the Dean of Students (or designee). Additionally, outside and for-profit groups are not allowed to sell items or solicit members of the University of Saint Francis community on campus without prior approval from the Vice President for Student Affairs (or designee).

Posters, flyers and other event advertisements pertaining to sales and solicitation for funds, sales or subscriptions must be approved by the Office of the Dean of Students (or designee) prior to posting or distribution.

The sale of merchandise, or services or publications on university property, other than by contracted vendors, departments or divisions of the University of Saint Francis, is likewise prohibited except upon written permission of the Vice President for Student Affairs (or designee).

For information about Fundraising, please see the *Student Sales & Fundraising Policy*.

SMOKING/TOBACCO

In order to provide all members of its community with a healthy environment, the University of Saint Francis has adopted the following tobacco-free policy:

1. There will be no tobacco use in any USF facility or on USF property at any time
2. There will be no tobacco use in any USF vehicle at any time
3. The university will continue its policy of not selling tobacco products.

This includes the burning of any type of cigar, cigarette, pipe, or any other smoking equipment, whether filled with tobacco or any other material. The use of smokeless (i.e. e-cigarettes and e- vapors) as well as chewing tobacco are also prohibited.

Enforcement of this policy is the responsibility of all members of the university community. This policy relies on the thoughtfulness, consideration and cooperation of smokers and non-smokers for its success, and it is expected that smokers will voluntarily comply with its spirit and intent.

Members of the University of Saint Francis community are reminded that trespassing and/or smoking on or near the railroad tracks is considered a federal offense; violators are subject to arrest and/or fines.

SOCIAL MEDIA GUIDELINES

The Marketing Department manages the University of Saint Francis' brand identity and collaborates with others across the university to ensure that all communications serve the university's mission and values.

USF faculty, staff, and students should observe the same professional and behavioral standards online and when using social media as they would in person.

Guidelines for All Social Media Usage:

1. Think before you post. If you would not say something in public, do not post it online.
2. Be respectful. You can be held legally liable for comments you make online.
3. Read, follow, and obey the Terms of Service for all social media tools.
4. Do not post confidential and proprietary information. Adhere to USF policies and procedures as well as federal standards such as FERPA and HIPAA.
5. Be respectful of copyrighted and trademarked information.
6. Be transparent and authentic. Make it clear that your views are your own and are not necessarily representative of the university.

Blogging/Social Media views expressed by members of the campus community on social media, websites, blogs, or in other public forums do not necessarily represent the view of the University of Saint Francis. The university may respond with disciplinary or legal action toward students who post material that is offensive, sexually explicit, encourages violence, attacks an individual's character, violates law, or encourages behavior inconsistent with University of Saint Francis mission and values.

Guidelines for Institutional Social Media Usage:

You may find that your department, program, club or organization is better served by creating and maintaining its own site. If you post on behalf of the university, all policies and guidelines must be followed.

1. Get approval from your supervisor, director, dean and/or club advisor before creating an official social media presence.
2. When posting online, acknowledge that you are representing the University of Saint Francis.
3. When naming your site, use official names and not pseudonyms.
4. Regularly monitor postings on all social media sites where you have a presence. Respond when appropriate, but never engage in hostile exchanges. Remove comments that are vulgar, obscene, defamatory, or libelous. Notify Marketing if such comments appear on your site.
5. Post relevant and timely information. If you no longer want to operate your site, please disable or delete it.
6. Verify that all information is accurate before you post. When mistakes are made, retract or correct them immediately.
7. Use university-approved logos for official sites. Do not alter any USF logos or insignia.
8. When possible, link back to the University of Saint Francis website.
9. Read, follow, and obey the Terms of Service for all social media tools.

The University of Saint Francis reserves the right to disable and/or report any social media site or page that does not follow

these policies or the Terms of Service as described by the entity.

STUDENT BIAS REPORTING PROTOCOL

As a reflection of the Franciscan value of respecting the unique dignity of each person, the University of Saint Francis will develop and cultivate learning and a work environment that embraces diversity. We will value and respect all members of our campus community and encourage them to contribute their unique talents, skills and abilities to our university, the community and the world. In that vein, this protocol provides a mechanism to respond to instances of bias.

EQUAL EDUCATIONAL OPPORTUNITY

The University of Saint Francis reaffirms its policy of administering all educational programs, related supporting services and benefits in a manner that does not discriminate against a student or prospective student with regard to age, race, religion, national origin, sex, disability, genetics, and veteran status. - The University of Saint Francis (USF) is a Catholic, Franciscan institution and reserves the right to make employment and education decisions based upon religion.

WHAT IS A BIAS INCIDENT?

A bias incident is an act of prejudice against an individual or groups on the basis of (but not limited to) race/color, religion, ethnicity, national origin, gender, gender identity/expression, age, disability, sexual orientation, and/or veteran or military status. listing what constitutes bias limits this document to these instances. Examples may include, but not limited to vandalism to personal or university property, intimidating comments or messages, defacement of posters or signs, or similar acts, if

there is evidence that the target or victim was chosen because of a characteristic such as those listed above.

NON-DISCRIMINATION STATEMENT

The University of Saint Francis' official Non-discrimination statement is as follows:

In its employment practices, selection of students, and administration of all programs, the University of Saint Francis maintains a policy of non-discrimination regarding age, race, religion, national origin, gender, sex, disability, genetics, and veteran status. The University of Saint Francis (USF) is a Catholic, Franciscan institution and reserves the right to make employment and education decisions based upon religion.

HARASSMENT

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity^[1].

^[1] Source: United States Department of Education

REPORTING A BIAS REPORT

Students with any questions about instances of perceived bias or discrimination are encouraged to contact the Director of Diversity and Inclusion pporter@sf.edu who can assist you in filing a bias report. You can also submit the report on your own. Go to MCC – Forms Central – Student Forms – Campus Life – Campus Safety – Bias Report.

https://eforms.sf.edu:8443/frevvo/web/tn/azure/u/1be44120-26fa-4a16-993e-6d186798d460/app/ e3ytcFgXEeeUK5Vff-IBAA/formtype/ wpX9YDrqEeu_b5odQN9mOQ/popupform

RESPONDING TO A BIAS REPORT

Student

Director of Diversity & Inclusion reaches out to student who reports to offer care, support, and resources.

1. The outreach will typically occur within 48 hours of receiving the report.
2. The Director of Diversity and Inclusion meets with the complainant and then consults with the Dean of Student for further action.

In the event that a code of conduct violation is found:

Dean of Students will follow procedures as outlined in the student handbook. The Respondent will be notified of a conduct hearing.

In the event that a code of conduct violation is not found:

the DDI meets with respondent to discuss the incident.

Unattributable

Director of Diversity & Inclusion reaches out to student who reports to offer care, support and resources.

Consultation with the Dean of Students.

Potential bias incidents occurring in academic settings (classrooms, academic-sponsored lectures, etc.) are to follow the protocol for faculty.

If at the time, the Bias Incident Report cannot identify and individual(s) responsible for the incident:

Diversity and Inclusion Committee convenes.

The Committee may:

Direct the report to the appropriate office.

Assess avenues for minimizing/eliminating the possibility of future incidents;

Recommend further action to be taken by the Dean of Students.

Support on-going community outreach.

Faculty

Director of Diversity & Inclusion reaches out to student who reports to offer care, support, and resources.

Reports directed within two business days to the appropriate Academic Division Director, with the Vice President for Academic Affairs copied.

Division Director sends report to the faculty member's supervisor.

If no resolution is reached:

Student can appeal to the Dean of the College.

If there is still no resolution:

Student can appeal to the Vice President for Academic Affairs.

Staff

Director of Diversity & Inclusion reaches out to student who reports to offer care, support, and resources.

Reports will be directed within two business days to the Vice President to be addressed per University policies.

Vice President may send the report to the staff member's supervisor.

If no resolution is reached:

student can appeal to the appropriate Vice President.

STUDENT EDUCATIONAL RECORDS

The University of Saint Francis supports and is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). This act affords students certain rights with respect to their educational records. The rights afforded by FERPA are:

1. The right to inspect and review the student's education record within 45 days of the day the university receives a request for access. A student wishing to review his or her academic education records must make a written request to the Registrar's Office. A student wishing to review his/her student life records must make a written request to the Student Life Office. The request must list the specific records the student wishes to inspect and review. The Registrar and/or Student Life Office will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of any part of the student's education records that he or she believes is

inaccurate. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, or support staff position (including law enforcement and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the university may disclose education records without consent to officials of another school in which a student seeks or intends to enroll. Another exception is release of

the student's educational record to parents of a dependent student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is available from the Registrar's Office.

DIRECTORY INFORMATION

The university may disclose directory information about a student without prior consent of the student. "Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and includes the student's name, addresses (local and permanent), e-mail address, telephone number, date and place of birth, photograph, major field of study, dates of attendance, grade level, enrollment status (e.g. undergraduate or graduate, full time or part time), degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent educational institution attended. A student has the right to withhold the release of directory information. Students may withhold directory information by notifying the Registrar in writing. The university will honor these requests for one academic year; therefore, authorization to withhold directory information must be filed by students annually in the Registrar's Office.

If a student wishes to grant someone else, such as a parent, access to information contained in the student's educational record (i.e. financial aid, billing, grades, etc.), the student must fill out and sign an Authorization for Release of Information form. These forms are available in the Registrar's Office.

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT OF 1990

The Student Right to Know and Campus Security Act of 1990 (now known as the Clery Act) is a federal mandate which requires that all current students and employees be provided with information on policies and procedures involving campus security, the reporting of criminal action or other emergencies, and the enforcement authority of security personnel. This information must also include descriptions of programs for students and employees about campus security and crime prevention, as well as statistics on the occurrence of specific crimes. Notification of the annual security report is made by the University of Saint Francis's Director of Security and the full report is posted on the [University of Saint Francis website](#) each October. Hard copies are available from Campus Security on request.

TUDENT SALES & FUNDRAISING

In order to ensure that the University of Saint Francis and its constituents are aware of all fundraising activities and events that take place throughout the calendar year, this fundraising policy provides process and procedure for fundraising proposals. In order to avoid duplication and provide a framework for approvals, the following policy outlines the process for requesting permission to fundraise as a University recognized student group at the University of Saint Francis. Approved proposals will be added to the Student Fundraiser Calendar. This policy is not intended to create roadblocks, but rather to promote proper planning and adequate time for quality programs.

Definitions:

- Fundraising is defined as the collection of money or goods through donations, sales, and/or event programming for the purpose of charitable donation or budget enhancement (for food sales, please see the Food and Catering Policy).
- Student fundraising at the University of Saint Francis can be identified at three different levels:
 1. University-led initiatives (i.e. projects by Advancement, institution-wide campaigns such as USF Feeds the Fort, United Way, etc.)
 2. Departmental-led initiatives (i.e. Athletics Department, Campus Ministry offerings, etc.)
 3. University-Recognized Student Group-led initiatives.

For the purposes of this policy, University-recognized Student Group shall be defined as a collection of students associated with or sponsored by:

- Recognized clubs
- Recognized organizations
- Athletic teams
- University-offered courses and subsequent projects

The aim of this policy is to provide approval for and registration of the fundraising efforts that take place at the third level, University-recognized Student Group Led Initiatives.

Administration of the Policy

The Office of Student Affairs will provide oversight of the student fundraising policy, maintain an online student fundraising calendar, and communicate with individuals/offices. The approval process will be as follows:

An online Fundraising Request Form will be completed by the requester and automatically submitted to the Office of Student

Affairs. Any additional permission material(s) (i.e. dining services, bookstore, imprinted merchandise) will be asked to be forwarded to the Office of Student Affairs.

Fundraising as part of a class

1. Fundraising requests that are part of a course will be immediately forwarded to the School's Dean for class projects in courses offered by a School. The Dean will also receive information from the Student Fundraising Calendar or previously approved projects for the same period as listed on the request form and additional permission information that has been submitted.
2. At the same time, Development and Marketing will receive a copy of the fundraising request, the name of the Dean reviewing the request, and instructions to contact the Dean if they have any concerns.
3. The Dean will communicate his/her decision to the student and send a copy of the decision to the Office of Student Affairs so the fundraising event can be added to the Student Fundraising Calendar.

Clubs Connected to a School

1. The fundraising request form shall be submitted at least one week in advance of the date the requester needs a decision.
2. Fundraising requests from a club connected to a School will be forwarded to the School's Dean along with information on any approved fundraising projects for the same time period as listed on the request form and any additional permission materials that have been submitted.
3. At the same time, Development and Marketing will receive a copy of the fundraising request with instructions to

contact the Dean reviewing the request if they have any concerns.

4. The Dean will communicate his/her decision to the club and send a copy of the decision to the Office of Student Affairs to be added to the Student Fundraising Calendar.

Athletic Teams, Campus Life, and Campus Ministry

1. The fundraising request form shall be submitted at least one week in advance of the date the requester needs a decision.
2. Fundraising requests from a student groups will be forwarded as listed below with any student fundraising approved projects for the same time period listed on the request form and additional permission that has been submitted:
 1. Athletic Teams: Athletic Director
 2. Campus Ministry: Director of Campus Ministry
 3. Campus Life (including clubs and organizations not affiliated with a School): Dean of Students
3. At the same time, Development and Marketing will receive a copy of the fundraising request with instructions to contact the individual reviewing the request if they have any concerns.
4. The individual reviewing the request will communicate his/her decision with the student group and send a copy of the decision to the Office of Student Affairs to be added to the Student Fundraising Calendar.

USF-sponsored Trip Expenses

Students who desire to fundraise to meet trip expenses for USF-sponsored national or international trips may engage in on- or off-campus fundraising. Funds received through these efforts may be utilized to meet trip expenses such as airfare,

ground transportation, housing, meals and trip-related activities. Funds may not be used to cover course-related tuition fees, should a course be tied to the trip.

1. The online Fundraising Request Form shall be submitted to the Office of Student Affairs.
2. Fundraising requests for trip-related expenses that are not attached to an academic course will be immediately forwarded to the sponsoring Department Head for approval. At the same time, Development and Marketing will receive a copy of the fundraising request and may contact the Department Head if they have any concerns.
3. The Department Head will communicate his/her decision to the student and send a copy of the decision to the Office of Student Affairs so the fundraising event can be added to the Student Fundraising Calendar.
4. Fundraising requests for trip-related expenses that are attached to an academic course will be forwarded to the Dean of the School offering the course. The process will be the same as listed above.

Appealing a Fundraising Decision / Petitioning an Exception to the Policy

Decisions on requests for course-related fundraising activities cannot be appealed.

Petitioning for an Exception to the Fundraising Policy

If a University-recognized student group desires to sponsor a fundraiser that does not meet the guidelines identified in this policy, the sponsoring University-recognized student group may submit a letter of petition explaining the proposed fundraiser, the intended benefactor, and a rationale for the proposed fundraiser (i.e. why an exception should be made to this

policy). In addition to the letter of petition, the sponsoring University-recognized student group must complete a Fundraising Request Form and supply additional information as requested.

The Appeal Committee will be as follows:

- Minimally, two individuals in areas of the university outside of Student Affairs
- Additional campus personnel will be added as necessary
- Decisions will be based on input from related areas (see above), Development, Marketing, Fundraising Guidelines, and the Student Fundraising Calendar.

Individuals or organizations may not sell or solicit donations off-campus in the name of the University of Saint Francis unless prior authorization is given by the Dean of Students and the Vice President of Institutional Advancement.

SURVEY POLICY

Anyone who wishes to survey all students, or large groups of students, must first obtain written approval from the Office of Institutional Research and Effectiveness (OIRE). Please allow at least one week for the OIRE approval process. Surveys that are part of an academic requirement must first have the instructor's written approval before authorization will be given by the OIRE. This policy does not apply to classroom opinion polls or questionnaires that will be distributed to a single class by a faculty member. Formal research projects done by students, faculty or staff will require approval from the Institutional Review Board (IRB). Please note that the IRB process can take several weeks to complete.

TAILGATING POLICY, D'ARCY STADIUM

As a Franciscan university that respects the dignity of each individual, the University of Saint Francis seeks to ensure that everyone has a safe and enjoyable visit. In this spirit, University security personnel are authorized to remove any individual(s) from campus whose behavior becomes unruly, argumentative, unethical, or irresponsible, or who poses a danger to themselves or others.

USF Tailgating Policy:

1. Tailgating is allowed three hours prior to the game and two hours after the game.
2. Tailgating is permitted on lawn areas only, not in the drive aisles, parking spaces or sidewalk
3. All vehicles are permitted to utilize only one parking space.
4. Large vehicles (i.e. motor homes, trucks with trailers, etc.) are to park in the North or East Campus parking lots.
5. Overnight parking associated with attending a football game is prohibited.
6. Alcoholic beverage consumption by individuals under the age of 21 is prohibited on campus.
7. Permitted areas for alcohol consumption at football games include the designated tailgate areas, the North End Zone tailgate area and the South End Zone corporate hospitality area.
8. Alcoholic beverages must be in a can, plastic bottle, or plastic cup. Glass bottles, beer kegs, and party kegs are strictly prohibited. Failure to abide by this policy will result in the immediate confiscation of the alcohol.
9. Use of tobacco products is prohibited on campus.
10. No amplified music (DJ, PA Systems, over-sized speakers, etc.) are allowed in the tailgate

area. USF reserves the right to terminate any music that is deemed inappropriate to others in the area.

11. Devices/activities promoting/contributing to excessive consumption of alcohol, personal fireworks, weapons, fire pits, and bonfires are prohibited and subject to confiscation
12. A fee is required to set up an awning in the enclosed North End Zone tailgate area. Contact the Athletic office for more information.
13. Admission to the Corporate Hospitality Area near the south end zone is by invitation only.
14. Pets on campus must be leashed and controlled at all times. Pets are not permitted inside the stadium.
15. In case of an accident or if you need assistance, please seek out or phone a USF security officer at 399-7888.
16. University security personnel are authorized to remove any individual from campus whose behavior becomes unruly, argumentative, unethical, or irresponsible
17. Tailgaters will be held responsible for damage caused to USF property.
18. The university is hereby expressly released and discharged from any and all liabilities for any loss, injury or damages to person or property

This Policy has been developed for the comfort and safety of all Cougar Football participants and fans. We appreciate your cooperation.

UNIVERSITY TECHNOLOGY SERVICES: COMPUTER USE POLICY

University Technology Services computing facilities are available to all University of Saint Francis students, staff and faculty and governed by the complete information security

policies. The University of Saint Francis is committed to protecting USF employees, students, donors, and other stakeholders from illegal or damaging actions by individuals, either knowingly or unknowingly.

Computer systems including, but not limited to, computer equipment, software, storage media, network accounts, e-mail, web browsing, and data residing on these systems are the property of the University of Saint Francis. These systems are to be used for institutional purposes in serving the interests of our university community. The university strives to maintain an environment free of harassment and sensitive to the diversity of its students.

The university, therefore, prohibits the use of computers and e-mail in ways that are disruptive or offensive to others and/or harmful to morale.

Unacceptable and prohibited activities include, but are not limited to, the following:

- Revealing your USF username and password to others (family members included)
- Using someone else's account
- Using USF systems for commercial purposes
- Using the USF network as a means to gain unauthorized access to other systems/networks
- Use of illegal or unlicensed software
- Unauthorized network monitoring
- Copying and/or distributing commercial software without proper licensing
- Knowingly creating, executing, forwarding, or introducing any computer code designed to self-replicate, damage, or otherwise impede the performance of any computer, network device, or software

- Violations of the rights of any person or company protected by copyright, trade secret, patent, or other intellectual property, or similar laws or regulation
- Using a University computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace policies and laws
- Making fraudulent offers of products, items, or services originating from a USF account

Students should use copies of software, music and video files that have been legally obtained and licensed through services such as iTunes, Rhapsody and other legal services. University Technology Services (UTS) receives reports from its internet service provider when there are occurrences of suspected illegal downloading and UTS will investigate all reports of suspected offenses.

UNMANNED AIRCRAFT (DRONES)

The operation of unmanned aircraft systems (UAS) including, but not limited to, drones and model aircraft, is regulated by the Federal Aviation Administration (FAA) and relevant state law. The University of Saint Francis has established procedures required to ensure compliance with those legal obligations and to reduce risks to safety, security, and privacy.

The University of Saint Francis must comply with FAA requirements, state law, and any other locally applicable laws or regulations regarding unmanned aircraft systems (UAS). Inherent risks in the operation of such equipment require additional insurance provisions and policy considerations.

Procedures:

- All members of the University of Saint Francis are personally responsible for complying with FAA regulations, state and federal laws, and university policies. This includes the registration of the unmanned aircraft system (UAS) with the FAA. A copy of the FAA registration is to be sent to the Office of Risk Management.
- Any University employee or student wishing to operate a UAS as part of their employment or as part of a University program must first contact the Office of Risk Management to assess the use of the UAS.
- Any University employee or student wishing to operate a personal UAS must first register the UAS with the Office of Risk Management and provide proof of FAA registration, insurance coverage (if applicable), and sign a waiver in which they assume all responsibility for the operation of the UAS and any damage and/or injuries that may result from the operation of their personal UAS. The use of UAS for personal or recreational use is only allowed at Shields Field and only when it is not being used as parking for other university events.
- In operating a UAS for purposes of recording or transmitting visual images, operators must take all reasonable measures to avoid violations of areas normally considered private. Indiana state law provides that a person who knowingly or intentionally places a camera or electronic surveillance equipment that records images or data of any kind while unattended on the private property of another person without the consent of the owner or tenant of the property commits a Class A misdemeanor.

Prohibited Uses:

- The use of UAS for personal or recreational use is prohibited at or above all University of Saint Francis property other than Shields Field.
- UAS shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include, but are not limited to, restrooms, locker rooms, individual residence hall rooms, changing or dressing rooms, etc.
- UAS shall not be used to monitor or record residential hallways or lounges.
- UAS shall not be used to monitor or record sensitive institutional or personal information which may be found, for example, on an individual's work spaces, computers, or other electronic displays.

Any violations of this or other university policies by students will be subject to the conduct process outlined in the Code of Student Conduct and may result in disciplinary actions up to and including expulsion from the university.

Confiscated items from students may be returned to the owner at the discretion of the Vice President for Student Affairs (or designee) and Campus Security.

WITHDRAWAL DUE TO EXTENUATING CIRCUMSTANCES

A student may request a withdrawal due to extenuating circumstances (including medical reasons) for circumstances that are reasonably beyond the student's control which have caused the student to be unable to attend classes, complete the semester, or otherwise become delinquent academically. All withdrawals due to extenuating circumstances are decided on a case by case basis and will need verifying documentation. The

student should contact the Student Success and Academic Advising Center to initiate the request and receive information about the withdrawal process.

RESIDENTIAL COMMUNITY STANDARDS

Any community, including ours, must develop community standards, which serve as a guideline for fostering a healthy living environment. The policies located in the Code of Student Conduct apply to all students. In addition, residential students will adhere to the following policies and procedures in an effort to positively contribute to the community. All USF residential students will be expected to:

- Recognize and respect the educational mission of USF and the need for students to maintain a climate that supports this mission in the residence halls.
- Uphold the Franciscan Values.
- Respect the physical and emotional rights of all other residents.
- Properly care for the residence hall facilities.
- Recognize that academic and personal development are the primary reasons for residing in this community.
- Accept responsibility for one's own behavior at all times.

BREACHES OF COMMUNITY STANDARDS

In cases of alleged violations of the Code of Student Conduct, Community Standards, or Residential Community Standards and/or other university policies, university officials will implement the student conduct process as identified in the Code of Student Conduct. The conduct process includes educational conduct meetings to investigate responsibility and,

when necessary, to administer sanctions in accordance with the Code of Student Conduct and Community Standards. Appeals must follow the Appeals Procedures outlined in the Code of Student Conduct.

REQUIRED HOUSING POLICY

The university requires that all full-time undergraduate students reside on campus for two academic years, with the exception of any of the following conditions:

- You are 21 years of age prior to the start of the academic year in which you are enrolling
- You live with a parent or legal guardian at their primary residence within a 50-mile radius of the USF; Owning or purchasing real estate within the 50-mile radius of USF does not qualify
- You are a transfer student who has completed two academic years at another institution
- You are married (supporting documents required)
- You have dependent children living with you (supporting documents required)
- You are independent by tax definition (supporting documents required)

All students who are required to live on campus will be charged the standard double occupancy Room and Board rate.

Students who are required to live on campus and do not follow University of Saint Francis guidelines, falsify information, or do not comply with University policy are not eligible for University of Saint Francis financial aid including academic and athletic scholarships.

The University of Saint Francis guarantees housing for 4 years for entering freshmen and 2-3 years for transfer students.

*It is recommended that single, undergraduate students who live with their parents in a driving radius less than 50 miles from the University of Saint Francis live in campus housing. The driving distance is confirmed using Google maps to determine whether the parent/guardian's home is within the 50 mile driving radius.

This policy does not apply to students taking classes at Crown Point.

PETITIONING FOR EXEMPTION FROM REQUIRED HOUSING POLICY

Because the University of Saint Francis believes in the positive influence and benefits of living on campus, students must follow the housing policy and are encouraged to participate fully in all aspects of residential life programming.

Students whose situation meets one of the criteria below may petition for an exemption from the Required Housing Policy.

CRITERIA FOR EXEMPTION PETITION

Please note: cost-savings is not a qualifying reason for petitioning

- Documented medical condition that requires special living accommodations that Residential Life cannot reasonably provide
- Extenuating personal circumstance that prevents you from living on-campus

The deadline for submitting exemption petitions is two weeks prior to the start of each term. Contact Residential Life at reslife@sf.edu to request a petition form.

SUMMER HOUSING

Summer housing is available for qualifying students who are taking summer classes or have been granted approval by the Facilities and Events Manager. Summer residents are placed in Padua Hall. Meal plans are not provided during the summer term(s). Contact Residential Life at reslife@sf.edu for rates and information.

RESIDENTIAL LIFE STAFF

Hall Directors live in the residence hall and provide day-to-day leadership and development of residence hall life. Each Hall Director supervises a staff of Resident Assistants and desk staff; coordinates activities and programs in the hall; and serves as a resource, counselor, administrator, and mentor. A Hall Director may act as a conduct hearing officer when necessary.

All staff members provide a valuable service to the residential community and to the university as a whole. Residential Life Staff are responsible for fostering community in the residence halls and providing opportunities for holistic growth for residential students.

Resident Assistant interviews take place in February as part of the Student Leadership selection process. Application materials are available on Form Central in My Cougar Connection.

RESIDENCE HALL ASSOCIATION

The Residence Hall Association (RHA) is a programming and legislative organization for resident students. RHA provides a representative voice for the resident students in the housing system. Executive Board membership includes the following positions: President, Vice President, Secretary, Treasurer, Historian, and various Ad Hoc Committee memberships. Membership in RHA consists of resident students from each residence hall who have a sincere desire to improve residential life at the University of Saint Francis.

POLICIES, PROCEDURES AND CONDUCT

As a condition of the housing contract, the student agrees to be aware of and abide by all published rules in the Code of Student Conduct and all housing regulations. These are outlined in the Student Handbook and in the housing intent form. All residential students agree to be positive contributors to the residential community.

Violation of the terms of the housing contract or any of the rules and regulations outlined in the Student Handbook will normally be handled through the student conduct process. However, the university reserves the right to treat such violations as a breach of contract. Further, students dismissed from the residence halls or from the university during the semester for disciplinary reasons are not entitled to a refund of their housing deposit or payment made toward the semester housing.

RESIDENTIAL COMMUNITY STANDARDS

Any community, including ours, must develop community standards, which serve as a guideline for fostering a healthy living environment. The policies located in the Code of Student Conduct apply to all students. In addition, residential students will adhere to the following policies and procedures in an effort to positively contribute to the community. All USF residential students will be expected to:

- Recognize and respect the educational mission of USF and the need for students to maintain a climate that supports this mission in the residence halls.
- Uphold the Franciscan Values.
- Respect the physical and emotional rights of all other residents.
- Properly care for the residence hall facilities.
- Recognize that academic and personal development are the primary reasons for residing in this community.
- Accept responsibility for one's own behavior at all times.

BREACHES OF COMMUNITY STANDARDS

In cases of alleged violations of the Code of Student Conduct, Community Standards, or Residential Community Standards and/or other university policies, university officials will implement the student conduct process as identified in the Code of Student Conduct. The conduct process includes educational conduct meetings to investigate responsibility and, when necessary, to administer sanctions in accordance with the Code of Student Conduct and Community Standards. Appeals must follow the Appeals Procedures outlined in the Code of Student Conduct.

ALCOHOL POLICY

The USF [Alcohol Policy](#) identifies that individuals living within Padua Hall, who are of legal drinking age, may possess moderate amounts of alcohol for personal consumption inside their personal room or within the apartment. Consistent with safe hosting practices, the University has the expectation that students hosting others of legal drinking age will make available to guests non-alcoholic beverages and food items. Students who are of legal age and who wish to possess and consume alcoholic beverages within their room are required to meet the following conditions:

- Individuals who are 21 years of age or older are to complete an educational training program regarding safe and legal possession and consumption of alcoholic beverages. Once complete, students will be given a permit that must be displaced on the outside of the permitted student's bedroom door for the duration of the academic year. Each student in the apartment who wishes to possess alcohol in the building must complete the training and display their own permit. NOTE: Permits will be revoked if the alcohol policy is violated.
- Students must be in compliance with all policies listed for Individuals 21 Years and Older.
- The total amount of alcohol in a student's room or apartment may not exceed the the total amount permitted for each resident age 21 or older who has a displayed alcohol permit. All alcohol must be stored in an enclosed area.
- Students who are of legal drinking age must store all alcohol within the confines of his or her private room.
- A gathering of students where alcohol is present and being consumed cannot consist of more than double the

occupancy of that specific room or apartment (including the residents of that area); only those who are 21 or older may consume or be in possession of alcohol. The amount of alcohol allowable is based solely on the number of residents who live in that room or apartment who have a permit.

- ALL guests and residents must possess legal State IDs specifying proof of age 21 or older if they are in possession and/or consuming alcohol. No guest or resident under 21 years of age is permitted to be in possession and/or consume alcohol.

Social Hosting:

The residents in whose room or apartment alcohol is being consumed are responsible for the behavior of their guests and may be held accountable for any policy violations. Guests themselves will also be held accountable for any policy violations.

It is the responsibility of the hosting residents to verify the age of any person consuming an alcoholic beverage and ensure that minors do not consume alcohol. Hosting residents are also responsible for ensuring that guests do not leave the room or apartment with an open container of alcohol and that guests do not become intoxicated and/or disorderly. Guests are also responsible and held accountable for these same behaviors.

Students found responsible for violating hosting policies may be subject to sanctions above and beyond those outlined in the Code of Student Conduct and Community Standards.

A gathering of students may be disbursed at any time when University officials determine the gathering represents a threat to the health and/or safety of the community, is a disruption to the community, or is in violation of any University policies.

BABYSITTING

Due to the possible danger for small children, the university prohibits babysitting within the residence halls. Guests under the age of 18 need to be accompanied by a parent or guardian or have prior permission of the Director of Residential Life and Housing to visit. Residential students who are also parents may have their children visit for short periods of time, but children are not permitted to spend the night with their parents in the residence halls.

CLARE HALL HOME FOOTBALL GAME DAY POLICY

Because of the proximity of Clare Hall to the football field, the following guidelines identify appropriate use of space in Clare hall on game days.

1. Study rooms in Clare Hall are not to be used as social gathering rooms to watch home football games. The purpose of these rooms is for studying.
2. There will be no tailgating in any rooms of Clare Hall. Tailgating areas are outlined in the tailgating policy.
3. The On-Call Resident Director (or designee) will make a round through Clare Hall before the game starts and again at half time to make sure that students are not breaking procedures.

COMPUTER ROOM POLICY AND PROCEDURES

Computers are provided in Bonzel and Clare Halls. The computer rooms will be available for residents on a 24-hour basis as long as the privilege of using them is not abused. The following procedures must be observed:

1. Residents must log off the computer after use.
2. Resident students have priority over non-residents in using residence hall computers.
3. Students should immediately report any problems with the computer to the appropriate residential hall staff.
4. Students needing the computer for academic use will be given priority over students who are checking e-mail or playing games.
5. It is a violation of university policy to transmit images that could be deemed offensive to others; for example, pornographic websites (see *Information Technology Acceptable Use Policy*)
6. In the event that a student is causing problems or difficulties, the Resident Director will be informed.

Anyone abusing these policies will be subject to losing the privilege of using the common area computers.

CONSOLIDATION POLICY

A student whose roommate does not check-in at the start of the semester, or leaves prior to the end of the semester, may be required to participate in a consolidation process to maximize the utilization of residence hall space. A student involved in the consolidation process may:

1. Retain the room and pay additional costs to keep the room private;

2. Retain the room accommodation with a new roommate of his/her choice; or
3. Be assigned to another room or have a person assigned to live in the room with them by the Office of Residential Life.

Residents will be asked to choose a roommate before the end of the third week in each semester.

Decisions made by students in writing are final for the remainder of the semester.

DAMAGE & CLEANING CHARGES: GROUP BILLING

In cases of damage or vandalism, and/or extreme cleaning needs, every effort will be made to make the resident(s) responsible for the damage accountable for the costs for repair and/or cleaning. If the responsible parties are not identified, costs for damages and/or necessary cleaning may be split among residents in the area where the damage occurred, for example, floor, wing, apartment, etc. In cases of damage to common areas (TV lounge, bathrooms, study room, laundry area, etc.) fees may be charged to all residents of the hall. In cases where common areas are in need of cleaning beyond that which is provided regularly, fees may be charged to all residents of the hall.

ENTRY INTO A RESIDENCE HALL ROOM

The intent of this policy is to provide protection for the rights of each student while at the same time providing residential staff members and university officials the means to maintain and protect the educational environment and the safety of the community. Entry into and/or a room search of any student's room, suite, or apartment may be conducted by Resident

Assistants, Resident Directors or other university officials or personnel for the following reasons:

- Maintenance/repair
- Possible violations of the Code of Student Conduct, Community Standards, and/or local, state, or federal laws
- Hall closings
- Emergency situations
- Fire alarms
- Health and safety inspections (See *Monthly Safety Checks*)
- Any other time when, considering the facts and circumstances of the situation, in the judgment of the university personnel, entry appears necessary for the best interest of the university community.

In addition to the above listed situations, a reasonable search of a student's room that has been entered by a residential staff member and/or other university officials or personnel, may be conducted if, after entering the student's room, the residential staff member or other official notices a clear violation of university policy. Searches are initiated by Student Affairs staff.

EXTENDED ABSENCES

The university urges each resident student to notify a roommate, suite-mate, apartment-mate or residential staff of intentions to be away from campus, particularly for extended periods of time. By notifying staff of such absences from campus, the student can be contacted in case of an emergency.

FIRE SAFETY PROCEDURES

The university takes a number of precautions to prevent fire in the residence halls. Fire drills are held regularly and

participation in all fire drills is mandatory. Fire extinguishers are placed on each floor and are inspected monthly by authorized safety personnel. The use of electrical appliances is regulated.

In the case of a fire:

- Call 9-911 and Security at 7888. Be sure to report both the building name and the address of the university.
- Activate a pull station to sound the alarm.
- Confine the fire by closing all windows and doors.
- If the fire is small enough to use an extinguisher, do so. If you have any doubt about using an extinguisher, leave the building immediately.
- Resident Directors and Resident Assistants will direct the evacuation by making sure everyone proceeds in an orderly manner and all doors are pulled shut as people leave.

The inappropriate use or tampering of any fire safety equipment (including fire extinguishers, smoke detectors, etc.) will not be tolerated. Such incidents place the entire residential community at risk. As such, incidents will result in the student conduct process.

When hearing a fire alarm in the residence hall:

1. Leave the building. Never ignore an alarm.
2. If you are in your room, feel the door. If it is hot, do not open it.
 - Seal the crack at the bottom of the door;
 - Signal rescuers from the window or try to telephone for help;
 - Do not jump.
3. If you can leave your room:
 - Take your key;

- Close the door when you leave;
 - Proceed to the nearest exit;
 - If you encounter heavy smoke, turn around and go to another exit.
4. Once outside, move away from entrance ways and off of driveway
 - Bonzel Hall – Wait in parking lot close to the Cougar Den.
 - Padua Hall – Wait in the lawn area across the driveway and east of Padua Hall near Trinity Hall.
 - Clare Hall – Wait in the parking lot close to the Cougar Den.
 5. If you suspect the alarm is false, you must still exit the building.
 6. **DO NOT GO BACK INSIDE THE BUILDING UNTIL CLEARANCE IS GIVEN FROM A STAFF MEMBER.**

GUESTS

Individual rooms are reserved for the use of the student(s) who are assigned to that room for the academic year. A guest is defined as an individual who does not reside in the campus residence hall that they are visiting.

Overnight guests must be of the same gender of the host(s) and must be registered with the Resident Director. Overnight guest registration may be made by phone or e-mail but must include the following information: host's name, guest's name, address, phone number, emergency contact information, and dates the guest will be staying overnight. Overnight guests are limited to no more than two successive overnight periods within a two-week period and hosts may have no more than two guests per night.

GUESTS ARE THE RESPONSIBILITY OF THE HOST STUDENT. The host student is responsible for the behavior and integrity of the guest who is subject to all university regulations and policies. The university reserves the right to deny access to any guest if it is reasonably determined that a guest has disturbed or is likely to disturb the campus environment. If a guest violates the Code of Student Conduct or Community Standards, the host will be subject to the conduct process. In cases where the guest is also a University of Saint Francis student, he/she will also be subject to the conduct process.

Please remember that the preferences of your roommate(s) regarding guests must be taken into consideration before hosting a guest.

HEALTH & SAFETY CHECKS

Health & Safety Checks are another form of ensuring the welfare and safety of students living in the residence halls. These checks will occur on the last Thursday of every month. Health & Safety Checks will occur between the hours of 10:00 a.m. and 7:00 p.m.

During months in which the residence halls are closed on the last Thursday of the month, Residential Life staff will conduct Health & Safety Checks as part of the check-out process.

HEALTH SERVICES

Health services and counseling services are available at no charge to all students at the USF Health and Wellness Center located at 1516 Leesburg Road. Check out the website for hours and scheduling information.

HOLIDAY/SEASONAL DECORATION GUIDELINES

- All decorations must be made of fire resistant material.
- Live Christmas trees or greenery are NOT permitted in residence halls.
- Christmas lights may be used as decorations as long as they do not touch flammable materials. Lights must be turned off when a room is vacant or occupants are asleep.
- Open flame candles and candle warmers are not permitted.
- Overloading electrical outlets is not permitted; extension cords are not permitted.
- Decorations must be removed before leaving for Christmas break. Artificial snow must be removed thoroughly.
- All exterior decorations to the residence hall building will be left to the discretion of the residential staff.

Residential staff will inspect rooms to insure that decorations are safe and meet these guidelines.

HOUSING SIGN-UP & ROOM ASSIGNMENT PROCESSES

All students (new and returning) must submit a Housing Intent Form annually in order to officially register for on-campus housing.

Incoming first-year student room assignments are made by Residential Life staff. Students have the opportunity to list preferences and requests on their Housing Intent Form.

Returning students select their own housing placements at Returning Student Room Placement nights, held annually in April.

Official room assignments will be posted on MCCC mid-July, before the start of the Fall semester. If you have questions about housing sign-up and room assignments, please email reslife@sf.edu.

INCIDENT REPORTS

An incident report is a communication tool within the Office of Student Affairs and Campus Security in which staff members communicate the behavior of students and their actions in the residence halls. At the time that an incident report is filled out by a staff member, depending upon the nature of the incident, the staff will notify the students involved that their actions are going to be reported to the appropriate officials. A notice letter is sent to students which identifies the date and location of the alleged incident, possible Code of Conduct or Community Standards that may have been violated, and a date and time for the student to meet with a staff member.

KEYS & ONECARD ACCESS

Each resident is issued keys at the time of moving in to his/her assigned room. All keys remain the property of the university. No key may be duplicated, and any student found in possession of unauthorized keys will be subject to disciplinary action. If keys are lost, residents should contact their Resident Assistant or Resident Director to gain entry to their room. Keys must be returned when the room is vacated.

Lost Key Procedure

Residents who lose their room key should request a replacement from their Resident Director. Lost residence hall

room keys will be replaced for a fee of \$25 per key (including mail and/or outdoor keys). If needed, a door lock replacement is also \$25.

Lost OneCard Procedure

A lost OneCard should be reported to the Security Office immediately to have the card deactivated. A new OneCard must be purchased in the Security Office. The replacement fee is \$10.

KITCHENETTES

There is a community kitchenette area provided in Trinity, Clare and Bonzel Halls, including a refrigerator, microwave, and a sink area. Additionally, each apartment in Padua Hall is equipped with a kitchenette area. Cooking of any food item in the residence halls is to be done in the kitchenette area only.

Dishes and cooking utensils are to be washed immediately following their use. Any cooking devices or dishes left in a community kitchenette for a period of 24 hours may be thrown away. It is the responsibility of the community to maintain the cleanliness of the kitchenette areas.

LOUNGE HOUSING

The Office of Residential Life reserves the right to use lounge space or study rooms for housing as necessitated by occupancy needs.

MAIL

All students are assigned mailboxes in their residence hall. Outgoing mail is accepted at the mail room in Trinity Hall.

Stamps may be purchased at the Business Office in Trinity Hall. Please have incoming mail addressed in the following manner:

Your name
Your hall
University of Saint Francis
2701 Spring Street
Fort Wayne, IN 46808

Packages that are too large to fit in mailboxes can be picked up at the mailroom in Trinity after a student has received a message indicating that a package in his/her name has been delivered to the University. Messages will be sent via email.

MISSING PERSON POLICY

Each resident student should identify the name and contact information for an emergency contact for Residential Life to notify in the event that the student is determined to be officially missing from the campus. Any student who wonders or is concerned that a student may be missing should contact his or her Resident Director or any Residential Life staff member immediately. The parents or guardians for residents under the age of 18 will be notified if they are missing as required by federal law outlined in the Higher Education Opportunity Act.

NOISE POLICY & COURTESY HOURS

Residential Life promotes an environment in which any student can feel comfortable to study or sleep without the nuisance of loud noise. Quiet hours are upheld by students and enforced by Residential Life staff members from the hours of 10:00 p.m. to 8:00 a.m.

All other hours are considered courtesy hours, meaning that noise should not be heard two doors down. At any time a resident has a concern regarding a noise issue, that student should first politely ask the student responsible to resolve the issue. If no resolution can be made, the student can contact a Residential Life staff member. Recurring noise violations may result in a student being asked to remove a stereo, gaming unit, computer, or speakers.

PERSONAL CARE OF RESIDENCE ROOM/APARTMENT

Each resident hall room/apartment is inspected at the beginning of each school year by the staff to insure a clean and orderly room. Students are required to fill out a Room Condition Report as part of the check-in process. Residents must also go through an official check out of the room/apartment at the end of each year, when they change rooms, or when graduating/withdrawing from the university. A residence hall staff member must be present and will do a follow-up inspection before a resident's check out is considered "official." When a student checks out of the room/apartment, it should be clean enough that another student could check right back in. Failure to officially check out will result in the forfeiture of the housing deposit as well as any additional charges.

PERSONAL PROPERTY AND THE UNIVERSITY'S LIABILITY

The university assumes no financial responsibility for damage to or loss of personal property of students, nor does it carry insurance on the personal property of students. If a student is not covered by the parents' policy, she/he may check with any general insurance agency for details of securing renter's or other such insurance.

PREGNANCY

In keeping with the culture of life that is valued at the University of Saint Francis, Residential Life staff will provide compassionate support to a pregnant student living in the residence hall. The student is responsible for informing her Resident Director as soon as her pregnancy is confirmed. In collaboration with the Residential Life staff, the student and the support systems the student identifies, will formulate a plan for her living arrangements in the pregnancy. A student with a confirmed pregnancy residing in the residence hall will need to sign a release statement.

See *Pregnancy Resources*.

PROHIBITED ITEMS IN RESIDENCE HALLS

The following items are prohibited in the residence halls and will be confiscated immediately by Campus Security or a Residential Life staff member:

Pets

With the exception of aquatic animals such as fish, pets are prohibited in the residence halls. Students found with a pet in university housing will automatically be given notice that they have 24 hours to remove the pet. Pets may be turned over to the Animal Shelter if a student fails to comply.

Aerial Antennas, Masts, Satellite Dishes, and Other Shortwave Radio Transmitting Equipment

Residents should use only indoor (di-pole, “rabbit-ears,” etc.) for television and stereos to avoid FCC interference regulations and safety precautions.

Electrical Appliances

Air conditioners, microwave ovens, room heaters, or any other such high-wattage appliances are strictly prohibited.

Refrigerators are to be small personal units, approximately 100 watts. (See *Kitchenettes*)

Candles, Candle Warmers, Oil Lamps, Incense, Kerosene Heaters, Charcoal or Gas Grills, Halogen Lamps, and Other Open-Flamed Items

These items are prohibited in light of fire safety regulations.

Firearms, Fireworks and any Dangerous Chemical or Explosive Material

Because of the obvious danger to self and others, all firearms and other incendiary devices are prohibited on campus. Violations may result in suspension from the university.

Knives, Swords, Brandished Weapons

Any item brandished in a manner designed to cause harm or threaten another individual will not be tolerated. Further, knives over four inches in length, not purposely used for eating, are not permitted in the residence halls. Also, any decoration with a blade (i.e. sword, machete, saws) is not permitted within the residence halls.

Alcohol & Other Drug Paraphernalia

Consistent with the Alcohol and Other Drug policies listed in the Code of Student Conduct and Community Standards, possession of alcohol or drug paraphernalia is not permitted on campus, unless specified in the Alcohol Policy and Drug Policy.

Lofts and All Other Construction

For the safety and welfare of all students, the construction of lofts or other space-saving wooden structures is prohibited. Any special needs associated with construction within the residence hall can be discussed with the Resident Director.

ROOFS

Students are not allowed on ANY roofs on the University of Saint Francis campus.

ROOM DECORATIONS

Students must use discretion when hanging posters or items on the residence hall doors or in windows. No alcoholic beverage signs, suggestive posters or offensive materials may be displayed. The Residential Life staff has the authority to determine what material is appropriate. In addition, empty beer or alcohol containers used as room decoration is a violation of the university alcohol policy.

Appropriate adhesives for hanging posters or items in the residence halls are as follow:

- White poster putty
- Blue painters tape

Students should not use command strips, duct tape, scotch tape, or other types of adhesives that damage the walls. Damage to the walls will result in fines at the end of the year.

ROOM FURNITURE (UNIVERSITY-OWNED)

Any unauthorized moving of university furniture or equipment is prohibited. It is unacceptable to remove university furniture or equipment from common spaces and to place it in rooms. In addition, extra or unused university-owned furniture must not be removed from the residence hall room for which the furniture is intended.

University-owned furniture may be lofted, but must be returned to its original set-up prior to the student moving out of the space.

Students may bring additional furniture into their room, but may not remove or disassemble university-owned furniture.

SECURITY

Uniformed Security officers are on duty on campus 24 hours every day. Patrols include the areas around the residence halls and parking lots. SECURITY OFFICERS CAN BE REACHED AT ANY TIME AT 399-7888 OR BY USING ANY ONE OF THE EMERGENCY PHONES.

A key component in personal safety and security is the individual taking responsibility for his or her person and property. Some standard recommendations are:

- Keeping your room locked at all times. This includes while sleeping, away or even in another part of your residence hall.
- Not lending your keys to anyone or leaving them or other valuables lying around your room in plain view.
- If you lose your ID or keys, report it to Security immediately.

- Doors, especially exterior doors, are not to be propped open.
- Use discretion in what information you post on your door and the Internet. Leaving information such as “gone for the weekend” can also be used by a potential thief.
- Lock your car and take valuables with you or secure them where they cannot be seen.
- Call Security or report to a member of the Residential Life & Housing staff any suspicious persons you see on campus.
- Always walk with a companion after dark, using lighted walkway. If no one is available, call Security at 399-7888 and ask for an escort.

There are direct dial emergency phones located at the entrances to Achatz Hall, Doermer Center, Rolland Art Center, Hutzell Athletic Center, on the walkway to Rolland, and the Security office. In addition, there are emergency phones at the entrances to Bonzel Hall, Clare Hall, Padua Hall, having one-button dial to Security.

SEXUAL ACTIVITY

Premarital sex is against the mission and values of the University of Saint Francis. This type of activity also compromises relationships within the community. Therefore, sexual activity in the residence hall is prohibited. Students involved in sexual activity in the residence hall will be subject to the conduct process.

SINGLE AND PRIVATE ROOMS

All rooms in Padua Hall are single rooms.

Students may request a single room in Bonzel, Clare, or Trinity Halls. Students will be placed on a waiting list and granted single rooms as space allows. Students seeking special accommodations must contact the Director of Accessibility Services within the Academic and Career Development Center.

TORNADOES

Security monitors the weather station for alerts of tornado watches or warnings. In the event an actual sighting is reported by the National Weather Service, the officer on duty will notify the Residential Life staff. If a tornado is imminent, follow these tornado safety procedures:

Bonzel Hall residents: To avoid flying glass and debris, leave your room, stay in the hallway, go to the restrooms, or if you have time, proceed to the basement and stay in the TV room or hallway. **DO NOT STAY IN THE LOBBY AREAS.**

Trinity Hall residents: To avoid flying glass and debris, leave your room, stay in the hallway, go to the restrooms, or if you have time, proceed to the basement and stay in the hallway. **DO NOT STAY IN THE LOBBY AREAS.**

Clare Hall residents: Because of the danger of flying glass and debris, take shelter in the hallways or restrooms. If you have time, go to the first floor. **DO NOT STAY IN THE LOUNGE.**

Padua Hall residents: Because of the danger of flying glass and debris, close all bedroom doors and take shelter in one of the central areas—bathroom, kitchen or hall. In all cases, the best refuge is in the lowest level of a building. If that is not a possibility, go to the interior of the apartment you are in. Stay away from windows and exterior walls.

If you are outside when a tornado approaches and cannot get to a building, a low spot or a ditch is the best alternative. Do not take shelter under trees.

When the danger has passed, Security will notify the appropriate Residential Life staff that it is safe to return to your room. Due to the safety issues involved, failure to comply with Residential Life or Security staff during a tornado warning may be grounds for disciplinary action.

VEHICLE REGISTRATION AND PARKING

All students must register their vehicles through Security and display the provided vehicle tag for the duration of the academic year. Vehicle tags are provided to non-residential students via mail and to residential students after move-in. Students who have not received a vehicle tag by the first day of classes should contact Security (399-7888). Student parking is available as first-come first-served in all student parking lots.

Residential students are strongly encouraged to ride the USF Cougar Express to go downtown or to ride from the residence halls to the east side of campus. More information about the [**Cougar Express route and schedule**](#) is available.

VENDING MACHINES

Snack and soft drink machines are located in the residence halls for the convenience of the students. Money lost in the vending machines should be reported to the Business Office in Trinity Hall.

VISITATION POLICY

Residents are permitted to have visitors of the opposite sex in their rooms by following guidelines listed below:

- Visitors of the opposite sex are allowed to visit only during Visitation Hours:
 - Sunday – Thursday, 9:00 a.m. – 12:00 a.m.
 - Friday – Saturday, 9:00 a.m. – 2:00 a.m.

All visitors and guests of residents need to register at the front desk in Bonzel Hall, Clare Hall, and/or Trinity Hall. Visitors or guests not registered will be asked to register at the desk. If a visitor or guest refuses to register at the front desk, he/she will be asked to leave the building. A visitor or guest is defined as an individual who does not reside on campus or in the campus residence hall or floor that he/she is visiting.

While Padua Hall does not have a front desk for visitor or guest registration, these same visitation hours apply.