

THE CITIZEN

A Student Guide to the St. Norbert College Community

Office of the Vice President for Student Affairs & Dean of Students

St. Norbert College

100 Grant Street

De Pere, Wisconsin 54115

STUDENT HANDBOOK

The Citizen: A Student Guide to the St. Norbert College Community

Revised August 1, 2010

St. Norbert College
100 Grant Street
De Pere, Wisconsin 54115

The information in this document is the best available at the time of release. St. Norbert College (SNC) strives to present an accurate overview of the policies, programs, facilities, fees, and personnel of the College in this document. However, SNC reserves the right to alter any polices, programs, facilities, and fees described in this document without notice or obligation. Changes in personnel may be made subsequent to publication. This document is updated regularly and updated annually by the Office of the Vice President for Student Affairs and Dean of Students.

Table of Contents

St. Norbert at a Glance	2
St. Norbert College Traditions.....	3
Division of Student Affairs.....	4
Communication with Students.....	5
Academic Life	5
Community Standards	21
Statement of Rights	23
College Policies & Procedures.....	25
General Student Complaint Policy.....	32
Residential Education & Housing Policies.....	46
Philosophy on Student Life	74
Behavioral Policies	83
Student Conduct Process	87
Conduct Process for Student Organizations	99
Norms for Distinguishing Civil and College Jurisdiction.....	100

St. Norbert at a Glance

In 1898 Abbot Bernard Pennings, a Norbertine priest and educator, opened the doors of St. Norbert College in De Pere, Wisconsin, a small community adjoining Green Bay. Francis I. Van Dyke, a seminarian, was the first and, at that time, the only student.

Since that time St. Norbert has grown to a stabilized enrollment of about 2,000 men and women. Modernization, increased size, and sophistication have not changed the basic Pennings' philosophy of education: "to perfect the personal, moral, and intellectual development of each student." That philosophy remains the cornerstone of the College's goals and objectives today.

Moreover, St. Norbert College is dedicated to maintaining the type of environment in which this development can take place—a Christian community of learners in tune with the traditions of the Norbertine Fathers.

St. Norbert is a private, Catholic school, whose administration, faculty, and student body represent all faiths. A deep concern for moral and social values is evident here.

In keeping with the times, St. Norbert also seeks maximum effectiveness in utilizing the College's human and financial resources. The interaction of administration, faculty, and students, the most efficient use of physical facilities, and the updating of the campus to promote the welfare of the College community contribute to the kind of quality education that St. Norbert offers.

St. Norbert College is accredited by the North Central Association of Colleges and Schools. The College's Teacher Education program is certified by the Wisconsin State Department of Public Instruction. St. Norbert holds memberships in the American Assembly of Collegiate Schools of Business, the American Association of Colleges for Teacher Education, American Council on Education, Association of American Colleges and Universities, the American Association of Higher Education, the Council of Independent Colleges, the National Association of Independent Colleges and Universities, and the National Catholic Education Association.

Saint Norbert of Xanten

St. Norbert College is named after Norbert of Xanten, the founder of a Religious Order known as the Premonstratensians or the Norbertines. Though he established the first house of his Order in the Valley of Premontre near Laon in France in 1121, Norbert was a native of Xanten in the duchy of Cleves, Germany. His father was the Count of Gennep and his mother a cousin of Emperor Henry IV. After serving in the courts of the Archbishop of Cologne and of the Emperor, Norbert decided to forsake court life and undertake a life of poverty and simplicity. Unsuccessful in his efforts to reform the canons at Xanten, on the advice of Pope Calixtus II he established a new religious institute at Premontre. In 1126 Norbert was called away from his Religious Order to be the Archbishop of Magdeburg. The Norbertine Order continued to flourish during that time and throughout its first centuries of existence, only to be devastated subsequently by the Reformation and by the French Revolution. The Norbertines did witness a slow but definite revival in the 19th century.

The first permanent Norbertine foundation in North America resulted from an invitation of Bishop Sebastian Messmer of Green Bay to the community of Berne Abbey in Holland to send members to help him combat aschismatic group in northeastern Wisconsin. Bernard Henry Pennings, founder of St. Norbert College, was the leader of this first contingent in 1893.

Mission Statement

St. Norbert College, a Catholic liberal arts college embracing the Norbertine ideal of *communio*, provides an educational environment that fosters intellectual, spiritual and personal development.

St. Norbert College Traditions

Communio

As an academic institution, our community is rooted in the Norbertine ideal of *communio*, which is characterized by mutual esteem, trust, sincerity, faith and responsibility. *Communio* is lived through open dialogue, communication, consultation and collaboration. *Communio* encourages us to respond individually and collectively to the needs of our local and global communities.

Historically, the earliest Christians described the distinct quality of their common life as *communio*—a life characterized by faith in Jesus Christ and a commitment to one another. St. Norbert of Xanten later reformed Catholic life by establishing a new Order that reflected this ideal.

Today St. Norbert College, formed in the Catholic, liberal arts and Norbertine traditions, embodies Norbert's ideal of *communio* by embracing all people while maintaining its own identity. When pursued through the lens of *communio*, our mission challenges us to educate the whole person intellectually, spiritually and personally by engaging ...

the Catholic intellectual tradition, which calls us to:

- Seek truth through an ongoing dialogue between faith and reason
- Recognize the sacred dignity of all persons
- Utilize knowledge in working toward a Gospel vision of justice
- Affirm the goodness encountered in creation and culture
- Scrutinize reality in an effort to add to the treasury of human wisdom

the liberal arts tradition, which calls us to:

- Cultivate a love of lifelong learning through excellence in teaching
- Understand diverse cultures, perspectives and beliefs
- Collaborate with others to gain knowledge, solve problems and seek truth
- Communicate to seek mutual understanding
- Share our intellect and abilities to create a compassionate world community

the Norbertine tradition, which calls us to:

- Fulfill our vocation by embodying Christ's example of loving service
- Seek peace and reconciliation in the spirit of St. Norbert
- Pray and reflect communally and individually, welcoming all to participate
- Practice hospitality in the spirit of the Gospel and the Rule of St. Augustine
- Respond to the needs of our local community

Our three core traditions promote student learning outcomes that include skill development in critical and analytical thought, quantification, synthesis, problem solving and communication. Our students learn to apply these skills as responsible citizens of a diverse, interdependent and changing world. In all aspects of campus life, students are encouraged to identify, test and strengthen their moral convictions; act with personal integrity; develop meaningful personal goals; and build relationships based on mutual respect.

Division of Student Affairs

Vision Statement

To be the premier leader in student learning and development, graduating exemplary citizens.

Mission

To actively engage students in holistic development, learning about themselves, their community and their world.

Guiding Principles

We are guided in this mission and vision by the Student Affairs core competencies that are embedded in the Change Model: Change Yourself, Change Your Community, Change Your World. Our work with the Change Model is in turn guided by the following principles:

Student-Centered: We believe that students are our first priority at St. Norbert College. We do this by challenging students to explore their full potential both inside and outside the classroom. Collaboratively, we create environments conducive to student learning and create opportunities for students to develop as individuals and as leaders.

Excellence: Student Affairs is committed to excellence in programs and services that provide opportunities for personal, intellectual, and spiritual development. We provide learning and service opportunities that meet or exceed best practices.

Diversity: In the spirit of *communio*, we believe that differences in people and diverse points-of-view are valuable and that everyone can make a difference in our community. We embrace and actualize this belief when we are inclusive of people, we recognize our similarities through our shared humanity and we embrace our differences through mutual respect.

Integrity: We are dedicated to providing an environment of respect, trust, and confidence through accountability, consistency, collaboration and honest communication between all members of the community.

Change Model Core Competencies

Change Yourself

- Engage in self-understanding in order to develop meaningful personal goals.
- Explore the role of spirituality in one's own life.

- Practice effective communication.
- Engage in activities that enhance physical, psychological and emotional health.

Change Your Community

- Understand and appreciate human differences.
- Develop open, honest and meaningful relationships based on mutual respect. Identify and strengthen moral convictions.

Change Your World

- Act with integrity.
- Serve as responsible citizens.

Communication with Students

Email is an official means of communication with St. Norbert College. Therefore the College has the right to communicate with students through email and the right to expect those communications will be read in a timely manner. The College's email system can be accessed on and off-campus. Each student is provided an official College email address. This address is listed in directories and is the one used by the College for business and communications.

Academic Life

Bachelor's Degree Requirements

To earn a baccalaureate degree from St. Norbert College a student must satisfy credit, curriculum, grade point average (GPA), and residency requirements. A total of 32 courses (128 semester credits) successfully completed, a cumulative 2.00 GPA and major grade point average of 2.00, completion of the General Education program, and an approved major are required for graduation.

Minors

Minors are not required for graduation, except for certain teacher certification programs, but they require a cumulative 2.00 grade point average for completion. GPA requirements for teacher certification are higher and are established by the Education Department. Minors consist of a minimum of six courses whereas majors are required to have a minimum of 10 courses. Minors cannot be in the major discipline. Other restrictions on minors are listed under specific program requirements.

Residency Requirements & Transfer Students

Transfer students must complete at least 8 of the 32 total (32 semester credits of the 128 required) and one quarter of any major at St. Norbert College. Introductory courses may not be counted in the one quarter major requirement. This means a minimum of 2.50 advanced courses in a ten course major must be taken at St. Norbert. The 25% requirement will require more than 2.50 advanced courses if the major is more than ten courses.

All baccalaureate candidates must spend their senior year in residence at St. Norbert College. Students are considered to be "in residence" if they register for their final eight courses (32 semester credits) from St. Norbert College. Exceptions to the senior residency requirement may be made for students having attended St. Norbert College full time for eight semesters by petition to the Registrar or Academic Dean.

Double Majoring

Students double majoring in disciplines that qualify for different degrees receive only one degree from St. Norbert College though all majors and minors completed appear on the permanent transcript. For these double majors, a selection of degree is made at the time of filing an Application for Degree Form.

Cross-listed or Double Counted Requirements

Courses cross-listed between programs may be used to fulfill major and/or minor requirements. Limitations on cross-listing between the General Studies Program and major requirements are listed under the General Studies section.

Internships

No more than two internships (8 semester credits) out of 32 courses (128 semester credits) required for graduation may be taken for credit.

Course System

St. Norbert College has a course system rather than a semester-hour credit system. For graduation each student must submit 32 successfully passed courses (128 semester credits). Beginning in the Fall of 2004 the College will begin to transcript all courses as semester hours in which one full course is equivalent to four semester credits.

Course numbers previously prefixed with an H are half courses; all other courses are full courses unless marked no credit. Ensemble courses are quarter courses. All courses listed in the Catalog are full courses (4 semester credits) unless otherwise noted.

Class Schedules

A primary purpose of the course system is to provide academic credit for courses in terms of educational objectives rather than in terms of number of class meetings per week.

To allow faculty members maximum flexibility in planning patterns of class meetings, the registrar has developed a schedule that allows at least four 50-minute periods per week. For those instructors who wish, the schedule makes possible the use of periods of 100 and 150 minutes in combination with 50-minute periods. Each instructor will request the sequence that best fits his/her teaching needs. He/she is free to use the periods within the sequence assigned to him/her for a course as he/she judges proper, using all of them or some of them or none of them from week to week as he/she wishes.

Course Load

A normal course load for full-time students during the regular academic year is four full courses (16 semester credits) or the equivalent per semester. No student may take more than 18 semester credits in

any given semester except by written permission of their advisor. The maximum number of courses allowed in any one semester is five (20 semester credits). Full time status is defined as 3 courses (12 semester credits) for undergraduate students and 9 semester credits for graduate students.

Registration

Change of Registration. After registration, courses may be added or dropped or sections changed under the regulations and procedures established for this purpose and available on the Office of the Registrar web-site.

Adding or dropping courses. Students may change their schedule up to the end of the fourth day of each long semester. Changes are made by completing an Add/Drop Form with advisor and instructor approval or directly via the College's on-line advising system when it is open for student registration. Courses dropped during this period are not recorded on one's transcript. Courses starting during the second seven weeks of the semester must be added/dropped within this time frame.

Adding or dropping courses. Students may change their schedule up to the end of the fourth day of each semester. Changes are made by completing an Add/Drop Form with advisor and instructor approval or directly via the College's on-line advising system when it opens for student registration. Courses dropped during this period are not recorded on the student's transcript. Courses starting during the second seven weeks of the semester must be added or dropped within this time frame.

Withdrawing from individual courses. After the add/drop date prior to the last date specified on the academic calendar, a student may withdraw from a course by completing a Course Withdrawal Form with advisor and instructor approval. Thereafter, students may withdraw from a course only by permission of the Dean of the College for a serious reason -- such as prolonged illness. All adds/drops/withdrawals are not official until submitted to the Registrar's Office. (See also Withdrawals.)

Class Attendance

Regular class attendance is expected of all students, although the instructor for each course sets the attendance standard for that course. The College expects attendance on the first and last day of a term as well as the class days immediately preceding and following College holidays. The instructor will clearly explain his/her policy the first day of each semester. It is presumed that all instructors will exercise prudence and justice in the application of sanctions. A uniform policy for all sections of multiple section courses is recommended. Generally speaking, absences from a class does not constitute withdrawal from a course. A student who is absent from class for any reason should contact the instructor.

Classroom Behavior

Students are subject to the student conduct policy outlined in this document. No student may unreasonably interfere with another's right to read, study or learn in the classroom. Classroom disruption of any kind will be referred to the office of the Vice President for Student Affairs for disciplinary action. In addition, an instructor has the right to ask a student who is engaged in disruption to leave the class immediately and not to return until the matter has been resolved in the student conduct process.

Participation in College-Sponsored Activities

St. Norbert College is committed to availing opportunities for students to engage in the full range of experiences that constitute an SNC education. These include co-curricular and extra-curricular activities. On occasion these activities may conflict with class meeting times. Even though coaches and directors may be communicating with faculty about College-sponsored events that may conflict with a class, it is the student's responsibility to contact the instructor prior to missing classes to make reasonable arrangements for any make up work. Examples of College-sponsored activities include: intercollegiate athletic competitions, academic competitions (such as Model United Nations, SIFE, etc) and other activities that enhance student learning. In the term where College-sponsored events are particularly heavy, students should consult with their academic advisors regarding course work load and scheduling. They should consider meeting with their instructors prior to the start of the term.

Co-Curricular Activities During Finals Week

St. Norbert College is an institution of higher education and the academic process is key to collegiate success. Keeping this in mind, all extra-curricular activities including student organization events, programming activities, intramural and club sport activities, and intercollegiate athletic events shall not be scheduled after midnight the last class day of each semester. The exception may be post-season tournament participation by an intercollegiate athletic team.

Dean's List

Students who are registered for full-time study and complete three or more courses with a final grade point average of 3.50 or better with no grade of F earn a place on the *Dean's List*.

Graduation With Honors

Students will be graduated with honors if the final grade point average is as follows: Transfer students must complete a minimum of 12 St. Norbert College courses (48 semester credits) to be eligible for academic honors. (The grades for work completed elsewhere will not be counted.) The computation is based on the student's entire academic career at St. Norbert College.

Degree Application

Undergraduate students must apply for their degree within 30 days of the start of their senior year. Graduate students need to apply during their last semester of attendance or when registering for Thesis credit. Applications for Degree Forms are available in the Registrar's Office. A Degree Application Fee is assessed to all students during their final semester of attendance.

Four-Year Guarantee

St. Norbert College guarantees that students who enter as freshmen, enroll in four courses per semester, do not fail or withdraw from any courses, and maintain a 2.00 cumulative grade point average will graduate in four years. This guarantee underlines the strength of our advisement program, the flexibility and integrity of the curriculum, and our commitment to holding down the cost of higher education in terms of both time and money. If the student who qualifies for this guarantee does not complete his or her degree requirements in four years, the College will waive the student's tuition for the courses needed to complete the degree requirements at St. Norbert.

Limitations: The only exceptions are those students who, because of a change of major, are required to complete more than 32 courses (128 semester credits), or those students enrolled in programs such as Education who must take more than 32 courses (128 semester credits) to meet certification requirements. Also this guarantee does not apply to students who elect more than one major and must take more than 32 courses (128 semester credits) as a result. Additionally, students who study overseas for more than one semester may not be able to graduate within the four years. Students who elect to pursue a minor or a pre-professional track (such as pre-med) should do so carefully in order to complete their programs within four years. The Guarantee does not extend to second majors, minors, or pre-professional courses.

Under this guarantee, the College expects that the student will select a major in a timely fashion, i.e., prior to registration for the fourth semester of study. To exercise the guarantee, the student must be approved for the guarantee by the Registrar and apply for financial aid. Any portion of tuition not covered by federal or state gift assistance will be waived by the College.

Repeated Courses

Currently, when a course is repeated, both are shown on the transcript and both grades are counted in the G.P.A. Beginning in the Fall of 2004, when a course is repeated at SNC, all attempts are shown on the transcript; however, only the last grade is counted in the GPA, in the quality points, in the credits earned, and in the credits attempted. Catalog course numbers which can be repeated for credit, such as music lessons and ensembles, are not subject to this policy.

Student Classification

Students are classified based on the following number of courses completed:

- Freshmen 0 - 6.75 courses completed (0-27 semester credits)
- Sophomores 7 - 13.75 courses completed (28-56 semester credits)
- Juniors 14 - 21.75 courses completed (57-87 semester credits)
- Seniors 22 or more courses completed (88 or more semester credits)

Satisfactory Academic Progress

St. Norbert College expects a student to pass courses and maintain a minimum grade point average in order to complete degree requirements in four years. Because deviation from the norm is inevitable for a few students, the following criteria are used in considering whether a student is making acceptable progress toward a degree. A student may be placed on academic warning, probation, continued probation or dismissed from the College for either unsatisfactory grade point average or for withdrawing from and/or failing courses.

Good Academic Standing

A student is considered to be in good academic standing if their cumulative grade point average is above 2.00 and they are making credit progression requirements as outlined below.

Unsatisfactory Grade Point Average

The minimum satisfactory grade point average is 2.00. All students whose grade point average falls

below a 2.00 will be placed on academic probation. Any student who does not achieve a 1.00 grade point average in his/her first semester at St. Norbert will be dismissed from the College.

Academic Warning

Any student who has a cumulative GPA between 2.00 and 2.29, who earns a semester grade point average below 2.00 and is otherwise in good academic standing, shall receive an Academic Warning. An academic warning signals that a student is heading for probation or dismissal if continued academic performance does not improve. Students can be placed on probation or dismissed without receiving an academic warning first.

Credit Probation

First semester students are expected to complete 2/3rds of their attempted courses if enrolled in fewer than 4 courses, or 75% of their attempted courses if enrolled in 4 or more courses. Thereafter, a student is expected to have completed 75% of all attempted courses until their junior year. During the junior year a student is expected to have completed a cumulative 83% (20 of 24) and during the senior year 87% (28 of 32) of attempted courses to be making satisfactory academic progress. Students who fall below this level can be placed on Credit Probation.

Probation and Continued Probation

A student who has not made satisfactory progress in terms of GPA or credit progression, will be placed on Probation. Students on probation will be expected to complete a minimum of 75% of all attempted courses with a semester GPA of 2.00 in the next semester of attendance. Students who reach this probation requirement but have not reestablished good academic standing may be placed on Continued Probation until they reach good academic standing. Students on Continued Probation must complete 100% of all attempted courses with a minimum semester GPA of 2.00 and/or regain good academic standing to continue their enrollment. Failure to meet Probation or Continued Probation requirements will result in dismissal.

Academic Dismissal and Appeals

All students dismissed from the College may appeal their dismissal. To appeal, a student must, submit to the Academic & Financial Aid Review Committee a signed and dated letter of appeal explaining why he or she should not be dismissed. Some mitigating circumstances that may cause a student to fail to meet academic progress standards include:

- Family difficulties, such as divorce or illness;
- Death of a parent or relative;
- Interpersonal problems with friends, room-mates, significant others;
- Difficulty balancing work, athletics, family responsibilities, etc;
- Financial difficulties

Students who do not demonstrate a mitigating circumstance who successfully appeal their dismissal are not eligible for any institutional, state, or federal financial aid. Students may enroll with the Registrar's approval for the Winter (J-Term) or Summer semesters in order to improve their academic standing or to appeal a dismissal.

Maximum Time Frame

Students will not be eligible to receive financial aid if they attempt more than 150 percent of the normal credits required for a degree. At St. Norbert, this means that a student in a degree program requiring 32 courses for graduation will be eligible for financial aid during the first 48 courses attempted as a degree-seeking student. All attempted courses are counted, including transfer courses, whether or not financial aid was received or the course work was successfully completed.

The full 32 courses (128 semester credits) must be completed by the end of the ninth semester, unless special arrangements have been approved by the Dean of the College. Unless exceptions are made for significant reasons, students who fail to meet the minimal progress requirement will have their cases referred to the Dean of the College for action, which may take the form of probation, continued probation, or dismissal. If either probation or continued probation is granted, the student will have continued financial aid eligibility.

Miscellaneous

The following are considered when evaluating a student's academic progress:

- Withdrawals, incompletes, and failures are considered attempted but not earned courses.
- Passing grades received for satisfactory/unsatisfactory graded courses are considered attempted and earned courses; failing grades in these courses are considered attempted but not earned courses.
- Repeated courses are included in the calculation of both attempted and earned courses.
- Audit courses are not considered courses attempted or earned.
- Remedial courses are included in the calculation of both attempted and earned courses.
- Transfer credits, including those received through approved study abroad programs or consortium agreements, do not count in the calculation of the GPA, but they are included in the calculation of both attempted and earned courses.
- If a student changes majors, a student may petition the Academic Dean for a waiver of progress requirements, so that only the hours from the previous major(s) that will count towards the student's new degree requirements are included in the calculation of attempted and earned hours.

Final Examinations

The schedule of final examinations is published each semester on the Registrar's Office website. Whether or not a final examination is given in any particular course is a matter for the instructor to decide. When a final examination is given, it must be given at the time assigned in the schedule. Take home examinations should be scheduled for return to the instructor during the scheduled examination time; instructors cannot require an earlier return time.

The last examination in a course may NOT be given during the last week of classes. A unit examination may be given during the last week of classes only if it is followed by a final examination given at the scheduled time. Violations of this policy should be reported to the appropriate Associate Dean. The Registrar or the Dean of the College must approve any change in examination times.

Outside Examinations

Examinations scheduled outside regular class hours are to be avoided by instructors, except when a longer period of time is required or when comparable results are needed from different sections of the same course. Instructors are required to give students advance notice and must allow students to take a

make-up examination if he or she cannot be present for an examination outside normal class hours. Evening examinations should not be given before 7:00 p.m.

Summer School Enrollment

A student is limited to a maximum enrollment of three courses in the Summer Session. There is a maximum enrollment of two courses in the five-week session and one course in a three-week session.

Transfer Credit from Other Institutions

A maximum of three courses (9-12 semester credits from 3 courses) may be transferred from other institutions and be counted in the 32 courses (128 semester credits) required for graduation once a student enrolls at St. Norbert College. Transfer credit from other institutions is accepted on face value in semester credits, with quarter credits equivalent to 2/3's a semester credit. Students who plan to transfer credit into SNC for courses in their major fields must have the courses pre-approved by their discipline coordinator and the Registrar before they are taken. Courses fulfilling general degree or general education requirements must be approved by the Registrar. Grades earned at another college or university does not affect grade point at St. Norbert College. Courses with less than a "C" grade are not accepted in transfer.

Change in Eligibility Status

For the purposes of determining athletic eligibility, a student-athlete shall become eligible or ineligible to compete on the date the Registrar certifies the change of academic status in accordance with the College Standards of Academic Policy at the end of the semester when the determination is made for all students.

Grading System

The grading system at St. Norbert College is based on the assumption that a student either receives credit or does not receive credit for work undertaken. Credit can be earned for the same or equivalent course of study only once. The quality of a student's work is expressed in grades and grade points. A 4.0 grade point system is used under which a student earns grade points for each course successfully completed. If credit is denied, the marks of F, W, WF, U,, NT, NR or I are shown next to the work undertaken. If credit is earned a range in evaluation from A to D and S is given to denote the quality of the work done. Grades in all courses attempted at St. Norbert College shall be computed in the grade point average except those courses evaluated W, I, NR, IP, AU, S, U or CT. NT, S, U credits attempted are calculated into total credits attempted for Satisfactory Academic Progress determination.

St. Norbert College operates on a 4.0 grading system in which A signifies excellent performance marked by unusual ability and distinctive achievement; B signifies good performance marked by significant achievement; C = satisfactory performance; and D signifies marginal, but passing work, and below the standard required for graduation. This grading system recognizes that student work may fall between the grades listed above. The intermediate grades of AB, BC, and CD can be given in such cases. When credit is not earned for a course, the following grades may be issued: F = Failure; W = Withdraw; I = Incomplete; NR = Not Reported; U = Unsatisfactory; NT = Non-

Transferable (Study Abroad). Audited courses, awarded and transfer credit are not calculated in the student's grade point average and are designated AU, AW and TR respectively. Continuing courses and courses currently in progress are designated CT and IP.

A grade of S = Satisfactory indicates satisfactory performance and is not calculated into the grade point average. Masters Thesis and Advocacy Projects are to be graded on a Satisfactory or Fail basis in which a pass equates to work meeting program requirements in all areas of evaluation as determined by the readers and a fail as work that does not meet minimal requirements in one or more areas of evaluation.

Grade Appeal Process

A student who feels he or she has received an inaccurate or unfair grade must first consult the instructor. This consultation must take place and the appeal process begun, no later than six weeks after the beginning of the semester following the assignment of the disputed grade.

The instructor should explain to the student the process of arriving at the grade.

If the issue remains unresolved, both the student and instructor are required to put their explanations in writing.

The written statements and any supporting documents are forwarded to the appropriate associate dean who will convene the Divisional Advisory Council* to consider the appeal. The Council will investigate the dispute and make a decision. The Advisory Council is free to consult faculty and students from the discipline concerned, and the individual disputants, in arriving at its decision. If the Faculty member whose grade is being challenged is not a member of a division, the appeal is sent to the Dean of the College. The Dean will convene the three divisional associate deans who will act in lieu of an advisory council. If the appeal involves an instructor in physical education, the Athletic Director will also be a member of the appeal board. A copy of the advisory council's decision will be sent to the Faculty member, the student, and the Registrar.

If either party wishes to challenge the decision of the advisory council, an appeal must be made directly to the Dean of the College as soon as possible after receipt of decision. Action by the Dean on an appeal is final. While a procedure for grade appeals is necessary, it is anticipated that most disagreements will be resolved at the first stage in the process--the conference between the Faculty member and the student. The burden of proof rests on the terms "prejudiced and capricious." While the policy is intended to uphold the Faculty member's use of professional judgment, it also acknowledges the student's right to know the basis upon which he or she was evaluated and to challenge a perceived injustice through an orderly set of procedures. It is, therefore, the Faculty member's responsibility to preserve records of grades, as well as students' papers and examinations that were not handed back, at least until the end of the sixth week of the following semester

Mid-term Performance Evaluation

To assist students in the evaluation of their performance during each academic semester, the College has implemented a mid-term performance evaluation program in which students are informed of marginal or failing work in any given course at mid-semester. A copy of the report is sent to the student's academic advisor as well.

Removal of Grade - Not In Course

If a student gets an "F" in a course and states that he/she was never in the course, the student may have the "F" removed if the faculty member verifies, in writing, that the student was not in the course after the 4th day of instruction (end of the add/drop period). Requests for removal of grade should be made within one semester of enrollment. Students may be responsible for any financial obligations resulting from the mis-enrollment.

Incomplete Grades

The designation of "Incomplete" is used when a student has not completed some work or the final examination for a serious reason beyond his or her control. The work must be completed and a grade received by the Registrar within five weeks after the beginning of the following semester or the "Incomplete" will automatically become a "failure." In rare cases, faculty may request and the Registrar may approve the extension of the five week due date up to the last class day of the current session.

Individualized Major

Students have the option of structuring an Individualized Major Program on a divisional or cross-divisional basis. The procedure is as follows: before the end of the sophomore year, students select an advisor and together they structure a major program. For interdisciplinary majors two or more advisors may be selected. Students and advisors should consult with colleagues within the College who may have personal expertise and experience within the chosen area of study. Majors must have a minimum of ten courses with a minimum of five courses at or above the 300 level and are encouraged to have a culminating experience or capstone course designated. Students having a Social Science related major must include SSCI 224 or an equivalent course within their program. Students complete an Individualized Major Application Form consisting of a program rationale, title, individualized statement of academic and career goals and objectives, courses included, and a semester completion plan including General Education. This proposal is submitted to an appropriate Division Chair and the Dean of the College for approval by the end of the sophomore year. In case of doubt an appeal may be made to the Committee on Curriculum and Educational Policy. Upon graduation the Individualized major along with program title is placed on the student transcript. Individualized Majors are not approved for students receiving Veteran's benefits.

Independent Study & Arranged Courses

The academic program at St. Norbert is designed to provide maximum flexibility of opportunity to students for meeting their educational goals. An important aspect of the academic program is approved independent study under the supervision of a faculty member. There are two basic approaches to independent work by the student. The first is independent study of a course listed in the Catalog called an arranged course. The second is expansion of a student's study which goes beyond the content of regular courses listed in the Catalog through a special topic, directed readings or directed research, or work-study. The titles of the independent work may vary from one academic area to another. The requirements for these, however, are standard.

Students registering for independent work which is not part of an available course must secure approval in advance of registration from the supervising faculty member and the divisional chair. To secure approval students must submit a written proposal including a précis of what is to be accomplished in the course and how it is to be accomplished. The proposal should be developed with the assistance of the

student's advisor or the supervising faculty member or both. The proposal should be prepared in sufficient numbers for copies to be kept on file with the advisor, faculty member, registrar and divisional chair. As would be required in any course, the student should submit to the instructor evidence of the work accomplished. This evidence should be sufficient to permit a valid evaluation of the quantity and quality of what the student has accomplished in the course.

Audits

Full-time students may audit one course per semester without an additional tuition charge. Registration for an audit is on a space available basis.

Individual faculty members will set the conditions under which their courses may be taken as an audit rather than for credit. Students registering to audit a course are expected to maintain a normal attendance pattern in that class. A student who does not fulfill the conditions set forth by the instructor will not have the course and grade (AU) entered on the permanent record.

No course may be changed from credit to audit, or vice versa, after the end of the drop/add period. If a course is taken for audit, it cannot then be taken for credit **unless** it is an ensemble.

Students Activated for Military Service

Students called up to active military duty during a semester will be placed on immediate incomplete grade status. The student and faculty will jointly confer when time permits, to determine if the course(s) enrolled can be completed in a timely basis, if a grade can be issued for work completed to date, or if the student should be withdrawn without penalty.

If withdrawal is necessary, any paid tuition or fees by the student will be credited toward a future semester of enrollment. Each case will be handled on a case by case basis depending on the call up time. Students are encouraged to notify faculty and the Registrar when they are placed on notice and then when called to active duty.

Withdrawing from a Course

After the add/drop date and prior to the last date to withdraw without penalty (WF), specified on the academic calendar, a student may withdraw from a course by completing a Course Withdrawal Form with advisor and instructor approval. Thereafter, students may withdraw from a course without penalty only by permission of the Dean of the College for a serious reason -- such as prolonged illness. All withdrawals are not official until submitted to the Registrar's Office and recorded . Official withdrawals are recorded as follows:

- During the add/drop period of classes-no record of enrollment.
- After the add/drop period of classes-recorded as W
- After the last date to withdraw ---recorded as WF (withdrew failing)

Calendar dates of withdrawal deadlines are published for each semester on the Office of the Registrar web-site. NOTE: An excessive number of withdrawals may affect the academic standing of students (see Satisfactory Academic Progress).

Withdrawing from the College

Students who wish to withdraw from all classes must begin the procedure by contacting the Registrar's Office to complete a College Withdrawal Form and Exit Interview. If a student withdraws from the College during the add/drop period of classes, only the date of withdrawal will be recorded. No record of specific course enrollment will be made. If a student withdraws from the College after the add/drop deadline the grade of W will be recorded for each course remaining unfinished. The calendar date of the deadline for withdrawal from courses is published each semester on the Registrar's Office web-site. Students who cease attending all classes will be considered for administrative withdrawal effective the last known date of attendance.

An undergraduate student who withdraws or is withdrawn and is not subsequently subject to dismissal may seek readmission for the next regular academic semester or year only by making formal application with the Admission Office.

Fee refund deadlines for withdrawals are published in the Catalog for each semester. Financial aid recipients who withdraw before 60 percent of the semester has been completed are subject to federal financial aid repayment regulations and may owe a repayment of aid, even if not entitled to a tuition refund. The amount of aid a student may keep is in direct proportion to the length of time the student remained enrolled during the semester. Assistance is also available from the offices of Financial Aid, Business (student accounts), and the Registrar. (See Refund Policy for Withdrawal in the Fees Section of the College Catalog.)

Administrative Withdrawal

A student may be subject to an Administrative withdraw from the College or from the residence halls if the student engages (or threatens) to engage in behavior that poses a danger of causing physical harm to self or others, or if the student engages (or threatens to engage) in behavior that would cause property damage, impedes the lawful activities of others, or disrupts the community.

Student subject to Administrative withdrawal will have an informal hearing with the Dean of students or designee. The student may choose to be accompanied by a family member, mental health professional, another student, staff, or a faculty member. The informal hearing may be conducted in the absence of a student who fails to appear. A written decision will be communicated to the student within five days from the completion of the hearing. The decision will be final and not subject to appeal. When a student is involuntarily withdrawn, the withdrawal remains in effect until the student can demonstrate:

1. The behavior or circumstance that caused the withdrawal are either effectively managed or are no longer in existence
2. The treatment and/or effective management of the problem can be verified by a licensed mental health professional.
3. Verification has been received and accepted by the Dean of Students.

Students may also be subject to interim sanctions prior to the informal hearing and a decision on involuntary withdrawal (see Statement of Sanctions section). Interim sanctions may be imposed pending the formal and final resolution of the matter. Interim sanctions begin immediately upon written notice (or upon verbal notice

with written confirmation). Interim sanctions are determined by the Dean of Student or designee and are not subject to appeal prior to the hearing.

Medical Withdrawal

A medical withdrawal is a withdrawal from St. Norbert College

Students may experience life situations, medical conditions, or psychological conditions that significantly impair their ability to function successfully or safely in their roles as students.

POLICY

A **medical withdrawal** withdraws students from all classes and withdraws them from St. Norbert College. **Medical Withdrawals** are authorized through Health and Wellness Services when medical / psychological/emotional documentation indicates the student is unable to continue coursework at the College. **Documentation:** The student's medical /counseling record in Health and Wellness Services may serve as documentation justifying a medical withdrawal.

Documentation from off campus professionals, including but not limited to licensed physicians, psychologists, and other mental health providers may provide sufficient documentation for a medical withdrawal. This documentation must be current (in most cases, the evaluation should be completed within a reasonable amount of time prior to the request for a medical withdrawal). Please visit the Health and Wellness website for additional information

Coursework, tuition and housing

The student will receive a "W" in all courses for the semester, and no course credit will be given. No refund of tuition is possible after the dates established by the College for all students, which encompasses the definition for medical withdrawals. Students will be required to move out of College housing within 5 working days (unless arrangements are made with Residential Education and Housing, REH). Registration for future courses will take place upon re-admission to the College.

Readmission

Whenever a student withdraws or stops attending St. Norbert College they must apply for readmission. Applications for readmission are available from the Admissions Office. Those students who did not withdraw and are in good academic, social, and financial standing and have not enrolled in another post-secondary institution since they last attended St. Norbert College will automatically be accepted. Students who left St. Norbert College on probation or who were dismissed or withdrew from the College are reviewed for readmission. Students who attended another college must submit official transcripts from each institution attended along with their application for review. Students readmitted are required to submit an admissions deposit upon acceptance.

Academic Honor Code

The learning process succeeds only when students perform honestly on assignments and examinations. All students are expected to abide by the Academic Honor Code. It defines academic dishonesty and sets forth the responsibilities of faculty and students in the event of alleged dishonesty. Possible penalties for dishonesty include reduction of a grade, failure in the course, failure and suspension, or failure and dismissal.

Preamble

The pursuit of wisdom and truth is the very reason for the existence of St. Norbert College. It is manifested especially in the curriculum. St. Norbert utilizes Abbot Pennings' philosophy of education in that it commits itself to the personal, moral, and intellectual development of its students and its dedicates itself to a climate conducive to academic excellence. The goal of St. Norbert College is to perfect individuals in their intellectual and moral dimensions and to promote academic integrity and honesty. Since these are the goals or objectives of the College, it will not tolerate any form of academic dishonesty.

Students and faculty members are partners in the pursuit of wisdom and truth. Within a partnership, mutual expectations exist. A partnership should begin with a clear understanding of the expectations each party has of the other and the purpose of the relationship.

The learning process can be successful only in a setting of integrity where both parties put forth their most honest effort. Students can sustain this process by performing honestly on tests and assignments. Honest practices will preserve an outstanding academic environment at St. Norbert College.

I. Academic Dishonesty

Academic dishonesty is defined as the submission for academic credit any work using unauthorized or unacknowledged resources, or the fabrication of any information that might affect the credit one receives. Examples of academic dishonesty include, but are not limited to:

1. Cheating on an examination, including using cheat sheets or other unauthorized materials, or copying from peers.
2. Collaborating with others on work to be presented, contrary to the stated policy of the course.
3. Plagiarizing, including the submission of another's ideas or papers.
4. Submission of another's computer-related assignment as one's own.
5. Stealing examination or course materials or knowing using such stolen materials. (This includes stealing library or other College resources.)
6. Obtaining prior information about a test from someone who has previously taken the test. (This does not include tests returned from previous semesters, which may be considered part of the public domain.)
7. Falsifying records, laboratory results, or other data.
8. Submitting work previously submitted in another course, unless specifically authorized by the faculty member of the current course.
9. Knowingly and intentionally assisting another student in any of the above, including assisting any arrangement whereby work is submitted or performed by a person other than the student who is getting credit.

II. Academic Court

1. Composition of the Academic Court
Cases of academic dishonesty will be judged by an Academic Court consisting of four student members and three faculty members, plus one student alternate and one faculty alternate. The Academic Court will be under the jurisdiction of the Vice President for Academic Affairs through the Associate Academic Dean.
2. Selection of Student Members
The Student Government Association Executive Board will determine the procedures for the selection or election of the four regular student members each spring. These students will serve on

the Academic Court for the entire forthcoming academic year. The Student Government Association Executive Board will select the student alternate from among freshman applicants at the beginning of the academic year.

If the alleged violation involved a graduate student, the Associate Academic Dean will work with the Directors of the graduate programs to appoint two graduate students who will temporarily serve on the court. These students will replace two of the other students to hear this specific case.

3. Election of Faculty Members

Faculty members will be elected by the faculty. Faculty terms will last two academic years. Each year two faculty members will be elected, with the faculty member receiving the second highest vote total serving as the faculty alternate for the first year of his or her term.

4. Summer Appointments

If the Academic Court must convene during the summer recess, the Associate Academic Dean shall have the authority to appoint faculty members and, in consultation with the Vice President for Student Life, to appoint students to fill temporary vacancies on the Court.

5. Selection of the Chair

The nine members of the Academic Court will select a Chair from among the seven regular members of the Court. The Chair will be responsible for receiving and sending correspondence, including accusations of academic violations, and scheduling meetings and hearings.

III. General Procedures

1. Initial Honor Pledge

During orientation of new students, members of the orientation committee will conduct workshops on the St. Norbert College Academic Honor Code. Students must sign a pledge that they fully understand the code and intend to abide by it before they may register for courses at the College. Admitted students will receive notification of this requirement and a copy of the code before orientation.

2. Subsequent Pledges

Each course syllabus shall contain a statement regarding the honor code and how it specifically applies to that course. Each assignment submitted for credit during the course shall bear the signature of the student. This signature shall signify that the student has fully conformed to the honor code.

3. Faculty Responsibilities in the Event of Dishonesty. Any faculty member who is convinced that a student has violated the academic honor code, and who believes he or she can sustain a conviction before the Academic Court, shall first consult with the Associate Academic Dean to determine if the student has been previously convicted of academic dishonesty. If the accused student has no previous conviction, the student may, with the consent of the instructor, avoid prosecution before the Academic Court by accepting a penalty of a reduction of the course grade by at least one letter (e.g. B to C), with a maximum allowable grade of C, and forfeiture of the right to withdraw from the course. If the accused and the instructor mutually agree to this option, the instructor shall submit a report to the Associate Academic Dean describing the nature of the violation and the penalty imposed. The student shall sign this report, and it will constitute a conviction for the purpose of interpreting this paragraph and paragraph III.5.c. This report is an internal document and will be kept in strict confidence and routinely destroyed following the student's permanent separation from the College (through graduation, dismissal, or transfer).

All other cases of academic dishonesty shall be adjudicated by the Academic Court. The faculty member shall inform the alleged violator, the Chair of the Academic Court, and the Associate

Academic Dean in writing of the charge and the evidence in support of that charge. The Chair shall then schedule hearings on the accusation at times and places that are acceptable to the accused, the accuser, and the members of the Court. On the request of the accused, the Court shall grant the accused at least ten days between the formal accusation and the commencement of hearings so that the accused may prepare a defense. If the accused refuses to participate in the hearing, the Court may conduct the hearing in the absence of the accused.

4. Student Responsibilities in the Event of Dishonesty

Students who become aware of academic dishonesty are encouraged to support the academic honor code by counseling and warning other students suspected of dishonesty, by report in violations to the course instructor, or by volunteering to testify before the Academic Court. However, no student shall be forced to testify before the Court.

5. Procedures of the Academic Court

- a. The Court shall receive testimony and evidence from the accuser and from the accused, if the accused so chooses. The court may seek out and receive testimony and evidence from other sources, at its discretion. The accused shall be allowed to present witnesses, including character witnesses, and to question witnesses testifying against him or her. Whenever possible, all nine members of the Court should hear the evidence. Hearsay evidence may be allowed, but a finding of guilt shall not be based on hearsay evidence alone. Generally, the Court should inform the accused in writing of all the evidence to be presented against him or her before the hearing takes place. If any additional evidence against the accused is presented during the hearing, the accused shall be given a reasonable amount of time to prepare a response to the additional evidence. The accused may have a staff member, faculty member, or another student serve as counsel, provided such counsel is not an attorney engaged in the regular practice of law. The hearing may be open or closed to the public, or open to certain members of the public, at the option of the accused. Hearings shall be tape-recorded or transcribed. Any other rules for the introduction of evidence are at the discretion of the Court, but such rules should be communicated to the accuser and to the accused before the trial begins.
- b. The standard of proof in the trial shall be clear and convincing evidence of academic dishonesty. The criminal standard of guilt beyond a reasonable doubt is not required. Following presentation of the evidence, the nine members of the Court will discuss the merits of the evidence. Following discussion, the seven regular members of the Court will vote by secret ballot on the guilt or innocence of the accused. Abstentions are not allowed. A simple majority will determine the outcome. A regular member may excuse himself or herself from voting prior to commencement of the trial if he or she would be unable to render an unbiased verdict. However, mere acquaintance with the accused shall not be sufficient grounds to excuse one's self from voting. If a regular member of the Court excuses himself or herself from voting, the student or faculty member alternate would replace that member. If two members excuse themselves, both alternates will replace them, even if this changes the student-faculty ratio on the Court. If an even number of members fewer than seven are voting, a tie vote will result in an acquittal.
- c. If the Court finds the accused guilty of charge, the Court shall then determine the penalty for the violation. If necessary, the Court shall use a run-off or elimination process of voting until a majority agrees on the penalty.

If this is the student's first violation, the Court must impose one of the following penalties:

- (i) failure in the course in which the violation took place; or

- (ii) failure in the course in which the violation took place and suspension from the College for at least one semester, effective at the end of the current semester; or
- (iii) failure in the course in which the violation took place and permanent dismissal from the College, effective at the end of the current semester

If this is the student's second violation, but the student has not been previously suspended, the Court must impose one of the following penalties:

- (i) failure in the course in which the violation took place and suspension from the College for at least one semester, effective at the end of the current semester; or
- (ii) failure in the course in which the violation took place and permanent dismissal from the College, effective at the end of the current semester.

If the student was previously suspended for a violation of the Honor Code, the Court must impose the penalty of failure in the course in which the violation took place and permanent dismissal from the College, effective at the end of the current semester.

- d. The Court shall submit a written report on the disposition of the case, with reasons, to the Associate Academic Dean and to the accused. The hearing and the report are internal to the College community and confidential. No indication of the hearing or its disposition shall appear on the student's official transcript.
- e. Through the campus newspaper, a campus-wide memorandum, or other appropriate means, the Court shall periodically inform the College community of cases in which the Court has rendered a finding of guilt. These reports shall describe the general nature of the violations involved and the penalties imposed. To insure confidentiality, the names of the accused and any details that might identify the accused shall not appear in such reports.

6. Appeals

The student may appeal the decision of the Academic Court to an Appeals Board consisting of the Vice President for Academic Affairs, the Chair of the Faculty, and the President of the Student Government Association. An appeal may be based only on excessive punishment, significant procedural errors, or new evidence. Ordinarily, the student must make the appeal within ten days (excluding days when the College is not in session) after he or she receives

Community Standards

Rights and Responsibilities

St. Norbert College is dedicated to academic excellence and personal development in the Norbertine tradition. The College encourages and promotes the uniqueness of each person, but at the same time, it also recognizes the interdependence of all members of the College community.

For the College to accomplish its goals, it is most important that the College maintain an environment in which all members of the community have the opportunity to develop spiritually, intellectually, socially, emotionally, and physically. To meet this obligation, students must not only refrain from conduct that harms, but also engages in conduct that makes the community a better place for all to live and learn. To ensure that this environment is maintained, a judicial system has been developed. This system is viewed by the College as the part of the educational experience which occurs when a student's conduct interferes with the College's responsibility for ensuring that all members of the College can attain their personal, educational, and professional goals.

The primary goal of the judicial system is to determine responsibility and, if applicable, to facilitate change. Growth occurs when the individual who has made a mistake realizes this mistake and accepts responsibility for his/her actions. The judicial system, however, plays a role substantially secondary to counseling, guidance and admonition. Members of the College must be concerned with protecting their own dignity and respect and that of all individuals within the community.

Statement of Student Rights

Conscious of the institution's rights and responsibilities of each individual, and those of each individual to the institution, St. Norbert College includes the following information to acquaint each student with his/her rights:

The College affirms the right of each student to be free from discrimination of any kind including, race, ethnicity, religion, national origin, creed, gender, or physical ability.

Students are free to pursue their educational goals; appropriate opportunities for learning shall be provided by the institution. The rights of the student to be secure in their person, residence, papers, and effects against unreasonable surveillance, searches, and seizures is guaranteed.

Students shall have the right to establish and elect a student government and appropriate student governance organizations.

The student press shall be free of censorship and advance approval of copy. Its editors develop their policies with the College Communications Board. The paper shall explicitly state on the editorial page that opinions there expressed are not necessarily those of the College nor of the student body.

The student body shall have clearly defined means of participating in the formulation and application of institutional policy affecting academic and student affairs.

No serious disciplinary sanctions may be imposed upon any accused without notice to him/her of the nature and cause of the charges (for exception refer to Statement of Sanctions, 6) A fair hearing shall include the right to hear the charges and register a plea, to confront witnesses against him/her, to present one's own testimony and to have the assistance of a member of the College community of his/her choosing.

Students shall have the right to privacy as guaranteed by the Family Educational Rights and Privacy Act of 1974, as implemented by the College.

Students and student organizations should be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They shall always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

The civil rights of the student are preserved insofar as the College has any responsibility for the maintenance of those rights. Students shall have the right to petition the College for redress of grievances, amendment of College regulations and modification of College policies, according to established procedures set forth for the College community.

Statement of Rights

The freedom experienced by all members of the St. Norbert College community does not permit any member to interfere with the personal growth of others.

It is important that each member of the St. Norbert College community be cognizant of the rights of others; each person has the responsibility to respect those rights. Everyone must continue learning how to respect themselves, others and the facilities of the College. The institution functions on the basis of mutual respect of rights and mutual responsibility to protect such rights. Each person is uniformly responsible for the continued development of the positive reputation enjoyed by St. Norbert College.

Students are members of the College community and citizens of the state of Wisconsin. As citizens, students are responsible to the greater Green Bay community of which they are part. The College neither substitutes for, nor interferes with, regular legal processes.

Freedom of Expression

The College assures its student body that the students' viewpoint, presented through proper channels, is listened to and given full consideration on all matters affecting the lives and welfare of the students. The College respects and upholds the right of students to criticize, to object, to dissent, to protest and to demonstrate.

Such a policy may well invite differences of opinion and conflicts of ideas which, in extreme instances, could result in actions that prove to be disruptive to the College or the civic community. To guard against the possibility of such disruptive action, the College insists that student dissent, in whatever form it takes, must always show respect for:

1. Other people, College and public property and private property;
2. The rights and freedoms of others, both individuals and groups;
3. The orderly functions of the College;
4. The moral and religious concepts on which the College is based.

College Programs and Freedom of Expression: The objective of St. Norbert College is education. Included in that objective is the encouragement of free inquiry and freedom of expression. The criterion of acceptability for a campus speaker or any other program officially sponsored by the College (films, dramatic presentations, etc.) is that it helps to achieve such an objective. Views expressed may, and indeed should, frequently run counter to some opinions of some students, faculty members and administrators, and perhaps in extreme cases, all of them. The College cannot avoid controversy, nor does it desire to do so.

No educational institution preparing men and women to live, work, and hold responsible positions in the 20th Century could possibly live up to its responsibilities if it avoided intensive study of all points of view on significant issues. Such a study of differing opinions obviously creates disagreement and controversy, but it is a vital aspect of education. St. Norbert cannot afford to without it.

The College also recognizes that the view put forward by a speaker may disagree with beliefs and opinions held by friends of the College in the community and among alumni. It is hoped that such disagreement does not carry with it offense and hostility of the College. Rather, it is hoped that friends

of the College understand the obligations of an institution of higher education to present as varied and, to some extent, as controversial a program as possible.

The policy, therefore, of St. Norbert College is to choose speakers and other programs on the basis of their ability to make an effective academic contribution to the College community. The Speakers Committee is the appropriate vehicle for the presentation of educational (speaker) programs.

Student Records

Under the Family Education Rights and Privacy Act (FERPA) of 1974 as amended, students have the right to review “official records, files, and data directly related to them which the College maintains.”

A challenge to the information deemed erroneous or misleading should be made to the director of the appropriate office so that a hearing can be scheduled. In most cases, the decision of the director is final. The right to challenge information on record does not extend to a review of grades received unless the grade assigned by the professor was inaccurately recorded.

In addition, the act has designated several items as “directory information” which can be released routinely by the College to any inquirer unless the student affected has taken steps to withhold one or more items from circulation. The College receives many inquires for this information including, but not limited to, prospective employers, graduate schools, licensing agencies, student acquaintances, etc. Students should consider very carefully the consequences of any decision to withhold this information. Should a student decide to do this, the student should know that requests for this information, no matter how legitimate, are refused. The College assumes no responsibility for contacting students for subsequent permission to release the requested information. Regardless of the effect upon the students, the College assumes no liability for honoring their instructions that such information be withheld. If the students wish to withhold any “directory information” they should contact the Registrar.

As a St. Norbert College Student, you have the right to inspect and review your records which meet the definition of educational records. Education records are all the records maintained by the College. The law excludes some records. Students may not see personal notes of St. Norbert College staff and faculty members. They may also not see employment records, Campus Safety Office records or medical or counseling records used solely for treatment. Your parent’s financial records and confidential letters of recommendation may not be seen. If you waive the right to inspect and review a letter of recommendation, you may not review the file.

Most student records are maintained in the offices of the Registrar, Student Affairs Office, Residential Education and Housing, Enrollment Management and Communications, Financial Aid, Career Services, and Health and Wellness Services. A request to review records must be made in writing by the student who is requesting to review their file. The office has up to 45 day to comply.

Under the law, prior written consent must be obtained before information may be disclosed to third parties, but there are exceptions. Records, without a student’s written consent, may be supplied to requests from St. Norbert College faculty and staff with a legitimate educational “need to know”; requests in accordance with a lawful subpoena or court order; requests from representatives, from agencies or organizations from which students have received financial aid; requests from other persons

specifically exempt from the prior consent requirement (certain federal and state officials, accrediting organizations, etc.)

St. Norbert College Health and Wellness Services are regulated under the HIPAA privacy rights which are more stringent than the FERPA regulations. All students who use the Health and Wellness Services or wish to access their medical record must sign a Privacy Notice acknowledgement statement. Any release of medical record requires additional signatures and notifications. The Privacy Notice is available on line.

The Family Educational Rights and Privacy Act designates certain information related to students as "Directory Information" and gives the College the right to disclose such information to anyone inquiring without having to ask students for permission, unless the students specifically request in writing that such information not be made public without their written consent. The categories of "Directory Information" are listed below:

Category I Name, address, e-mail address, telephone number, dates of attendance, class.

Category II Previous institution(s) attended, major field of study, awards, honors (includes Dean's List), degree (s) conferred (including dates).

Category III Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

If you wish to withhold the disclosure of any category of "Directory Information" you must fill out a Student Request to Prevent Disclosure Form which is available in the Office of the Registrar, Todd Wehr Hall. This form must be received in the Office of the Registrar within the first two weeks of each semester. If it is not received in that office by that date, all directory information will be disclosed for the remainder of the semester.

The inquires for directory information come from friends, parents, relatives, prospective employers, graduate schools, licensing agencies, government agencies, etc. Please consider very carefully the consequences of any decisions to restrict this information. For example, the College could not release the address or phone number to a family member wishing to notify a student of a serious illness or family crisis.

Students should contact the Registrar if they have any questions about the Privacy Act.

College Policies & Procedures

Advertising - Guidelines

The St. Norbert College Newspaper and Radio Station adhere to the following advertising guidelines established by the St. Norbert College Communications Board.

1. Advertising is not acceptable, if, in the opinion of the newspaper, radio station, or yearbook, it is judged indecent, salacious, suggestive, or offensive if it contains text or illustrations in poor taste, or if it is in discord with the generally accepted community standards.
2. Advertising is not acceptable if it contains attacks of a personal, racial, ethnic, or religious nature.
3. Advertising is not acceptable if it tends to destroy the confidence of readers or advertisers. The St. Norbert College newspaper, radio station, or yearbook does not knowingly accept advertising which is misleading, deceptive, fraudulent, or which grossly exaggerates or makes unwarranted claims.

Alcohol Beverage Policy - Guidelines

All members of the College shall be required to abide by state law. Individuals are expected to continue to conduct themselves in a mature and responsible fashion when drinking, always respecting the right of others.

As an educational institution, St. Norbert College is committed to the evolvment of a healthy environment which stimulates intellectual and personal development in students assuring their physical well-being. During their collegiate years, students have the opportunity to grow, develop, and experience while continuing to respect themselves and others.

The College promotes a respect for individual rights and privileges, which from a historical perspective has included mature and responsible consumption of alcoholic beverages for those of whom are of legal age. However, individuals must recognize that when exercising rights, they assume responsibilities. This precedent enables an extracurricular atmosphere in which the responsible use of alcoholic beverages, by those of legal age and those who choose to do so, is accepted and respected. In the context of this use, each student is afforded the opportunity to clarify values related to alcohol consumption.

All members of the College must understand that the institution neither encourages the use, nor condones the misuse, of alcohol. However, the institution does respect the privilege of choice of those of legal age. As members of the College community, everyone must encourage responsible drinking habits by individuals who choose to drink, while respecting the rights of those who choose to abstain from alcohol use.

The institution supports and encourages an environment where the choice to drink or not to drink is preserved for individuals or groups of students. Due to concern for the right of each individual student and the personal growth of all students, the institution intervenes when inappropriate behavior is demonstrated.

Principles that guide this policy include:

1. To nurture an environment where lawful, mature, and responsible use of alcoholic beverages is accepted.
2. To respect and support the right of individuals to refrain from the use of alcohol.
3. To educate students regarding the effects of use, misuse, and abuse of alcohol.
4. To facilitate awareness on the parts of students and student organizations of activities where alcohol (or alternative beverage) maybe (not) available.
5. To make available a professional person with whom an individual or group can pursue concerns related to alcohol use, to include counseling, staff training, and educational seminars.

6. To maintain behavioral guidelines for appropriate response to the misuse and alcohol consumption.

The following specific policies address involvement with alcohol:

1. Individuals prohibited from the use of alcoholic beverages, as defined by the State of Wisconsin law, cannot drink while at St. Norbert College or at College-sponsored off-campus events.
2. Individuals and members of organizations who are permitted to drink must refrain from sharing, purchasing, serving, or encouraging the consumption of alcoholic beverages by underage individuals whether in the privacy of one's residence unit or in other College facilities. Individuals who furnish alcohol to minors will face legal/College proceedings.
3. Individuals are encouraged to look out for the safety and welfare of their College peers and/or guests who have been drinking. This includes providing transportation to/from off-campus events, or to a hospital, or calling the police or medical personnel.
4. Social events where alcohol is consumed must have a proportionate amount of non-alcoholic, non-carbonated beverages and food such as carbs, nuts, etc.
5. With the issuance of a party permit or scheduling of event, an individual or organization shall be assigned responsibility to implement a system to "guarantee" that underage individuals are not served alcoholic beverages.
6. Inappropriate behavior stemming from the consumption of alcohol shall result in conduct action against the individual or organization.
7. College policies referenced elsewhere in *The Citizen* include housing units, the Sensenbrenner Memorial Union, the Campus Center and campus grounds, further define appropriate use of alcoholic beverages.

Alcoholic Beverage Policy- Campus Grounds

Use of alcoholic beverages on the campus grounds or in academic facilities, except in designated areas of the student union and the campus center and on specific College occasions, is not permitted. The College reserves the right to regulate the use of alcoholic beverages beyond the individual's living unit.

Alcoholic Beverage Policy- Food Service

St. Norbert College has a liquor license issued by the city of De Pere and is recognized by the State of Wisconsin for the sale of fermented malt beverages and intoxicating liquors. Having obtained appropriate licensing, guidelines and procedures have been established by the College governing the sale and consumption of alcohol on the campus as well as in the food services areas. These regulations are:

1. Catering of fermented malt and alcoholic beverages shall be done solely by the St. Norbert College Food Service. Under NO circumstances may fermented malt and alcoholic beverages be brought in from the outside. Scheduling and arrangements for the consumption of alcoholic beverages may be made only after proper authorization is obtained from the Director of Auxiliary Services or his or her designee.
2. Alcoholic beverage service may be provided in conjunction with scheduled events, i.e., lunches, dinners, receptions, banquets, weddings, etc. When alcoholic beverages are served for a special catering event, dispensing and consumption is allowed only in the contracted and/or designated areas.
3. Alcoholic beverages are served only at such times and under such conditions as are consistent with local, state, and federal regulations governing such service.

4. The length of time of alcoholic beverage service shall be contracted between the sponsoring organization and the Director of Auxiliary Services or his or her designee.
5. Under ordinary circumstances, alcoholic beverages are catered or sold on an individual drink basis, except wines sold by the bottle, draft beer, and alcoholic punches furnished at dinners, banquets, and receptions.
6. It shall be the responsibility of St. Norbert College Food Service to make proper identification of persons eligible to purchase or consume alcoholic beverages, including proof of legal age when deemed necessary. The responsibility to refuse service to any individual is reserved to Food Service/Auxiliary Service Staff members in charge. These rights are subject to state and federal regulations.

Alcoholic Beverage Policy- Residential Units

1. Alcohol consumption is allowed in student rooms by residents of legal drinking age. However, alcohol consumption is not permitted in the public areas of the residence hall (i.e., hallways, lounges, recreation rooms, etc.). This is in accordance with Wisconsin's age of majority law. Only those students legally qualified under the law of the State of Wisconsin may consume alcoholic beverages in the privacy of their residence hall rooms.
2. Students of legal drinking age according to Wisconsin State Law who live in the College Houses, Townhouses, Carriage House Apartments, Riverside and Vander Zanden Hall Apartments may have a registered party with alcohol provided that the party follows the party contract guidelines which are Students not of legal drinking age are not permitted to have in their possession containers originally used to hold alcoholic beverages. For example, beer cases of "empties" may not be used as furniture nor may empty bottles be used as decorative items.
3. Alcoholic beverages are not permitted to be stored or consumed in a student room when any of the residents of the room are under 21 years of age. This is considered a dry room. Kegs of beer, to include party balls, are not permitted in any housing unit, regardless of the age of the resident.
4. Guests of legal drinking age may not consume alcoholic beverages in a resident's room unless the resident of the room the guest is visiting is of legal drinking age.
5. Consider a prohibition on drinking games- quarters, boat races, etc.

Alcohol on College Funded Trips

Students are not allowed to transport or consume alcoholic beverages on College-sponsored trips. This means that no alcoholic beverages are allowed while traveling to and from off-campus events. This policy applies to travel in College, public, rental, or personal vehicles. The faculty member or administrator responsible for this activity shall also be responsible for enforcing the alcohol prohibition. Students must adhere to College policy while representing the institution at off-campus events.

Disputes Regarding Academic Accommodations

A. Informal Procedure

1. The student or faculty member who believes he/she has a valid basis for complaint regarding a requested academic accommodation shall first attempt to resolve the issue with the student or faculty member involved. If this effort proves unsuccessful, the complainant will discuss the concern with the Coordinator of Services for Students with Disabilities who shall investigate the complaint and attempt to resolve the disagreement in a timely manner. If a resolution is not achieved, the complainant may then initiate formal procedure. The appeal should be made within five working days of the unresolved complaint.

B. Formal Procedure

1. A written appeal shall be directed to the Associate Academic Dean who forwards it to the Academic Accommodations Review Panel which is comprised of three appointed faculty members representing each of the academic divisions: (a) a person knowledgeable about disabilities; (b) a member of the General Education and Honors Committee; and (c) a faculty member at large.
2. The complainant will prepare a general description of the complaint and sign the statement (in a case in which the complainant has been diagnosed with a developmental Expressive Writing disorder, the Panel will waive the requirement for a written statement and allow the complainant to present his/her complaint orally). The Associate Dean shall solicit a written response from the other party and submit all documents to the Panel.
3. The Panel will consider the petition as well as the response of the other party, and investigate further as it deems appropriate. The Panel will conduct a hearing if either party so requests.
4. The Review Panel will render a decision regarding the complaint within ten working days of the receipt of the complaint. The decision will be communicated in writing to the student, the faculty member, the Coordinator of Services for Students with Disabilities, and the ADA/Section 504 Officer of the College.
5. Either party may, if he/she chooses, appeal through the College's Affirmative Action Officer or to the Office of Civil Rights, U.S. Department of Education.

Co-Curricular Activities During Finals Week

St. Norbert College is an institution of higher education and the academic process is key to collegiate success. Keeping this in mind, all extra-curricular activities including student organization events, programming activities, intramural and club sport activities, and intercollegiate athletic events shall not be scheduled after midnight the last class day of each semester. The exception may be post-season tournament participation by an intercollegiate athletic team.

Computing & Networking Appropriate Use Policy

St. Norbert College provides computing and networking facilities to support its educational mission. These facilities include central computer systems, personal computer laboratories, communications networks and associated software, files and data. The computing and networking of facilities are a College community resource, their use by students, faculty, staff and other members of the College community is a requirement and a right that is accompanied by a corresponding responsibility to use them in an appropriate manner.

Each computer user must respect the rights of others. Users must apply the highest level of ethical conduct to their use of computing and networking facilities. The College will treat personal files and communications as confidential and will only examine or disclose their contents when authorized by the owner or when directed by the combined authorization of the Director of Computer Services and the appropriate Vice President. Such actions will be taken when there is evidence or reasonable information that inappropriate use of computing and networking facilities and resources is taking place.

Appropriate Use of Computing and Networking Facilities

Students, faculty, staff and other members of the College community may use College-owned computers, programs and data to which each individual is authorized access or connect to College-owned central systems with their own computer systems via dial-up or network connections. They may also use College-provided networking, including access to the Internet; computing and networking facilities and resources for the purposes for which they are assigned, particularly in the case of specialized facilities. College members must use computing and networking facilities and resources in a manner that is consistent with the mission and educational purpose of the College.

Inappropriate Use of Computing and Networking Facilities

Students, faculty, staff and other members of the College community may not use computing and networking facilities and resources in a way that: violates any applicable laws, contractual agreements, or licenses, including copyright laws; is not consistent with the mission and educational purpose of the College, misrepresents the College, or violates any College policy including the Academic Honor Code and the College's behavioral policies; is considered harmful or harassing to a person or that would violate human dignity as described in the Human Dignity Statement; interferes with the ability of others to make effective use of these facilities, including: disruption of computer operations or communications, destruction or unauthorized modification of equipment. Members may not view, copy, alter or destroy data, software, documentation or data communications belonging to the College or allow another individual to use their account without permission or use a computer account belonging to another individual or share their passwords with another individual for the purpose of permitting that individual to use their accounts.

St. Norbert College provides computing and networking facilities to support its educational mission. These facilities include central computer systems, personal computer laboratories, communication networks, and associated software, files and data. The computing and networking facilities are a College community is a privilege.

Sanctions for Inappropriate Use

Sanctions for inappropriate use of computing and networking facilities and resources may include, but are not limited to, one or more of the following: temporary or permanent revocation of access to some or all computing and networking resources and facilities; disciplinary action according to applicable College policies; legal action according to applicable laws and contractual agreements.

Individuals concerned about any violation of this policy are encouraged to contact the Director of Computer Services or the Vice President for Student Affairs and Dean of Students.

Respect for Intellectual Property

It is important that members of the St. Norbert College community be aware of the intellectual rights involved in the unauthorized use and copying of computer software.

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to the work of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and the right to determine the form, manner and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity,

including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violation, may be grounds for sanctions against members of the academic community. (EDUCOM, 1987).

Disclaimer of Liability

St. Norbert College disclaims liability for any injuries to or property damages suffered by a student regardless of cause. This liability disclaimer applies to, but is not limited to, the following:

- A. Any injury or damage sustained on property owned by or under the control of the College to include classrooms, residential units, structures, buildings, public areas and grounds, vehicles, etc.
- B. Any injury or damage incurred while attending a classroom or related activity, whether for credit or non-credit, and regardless of cause.
- C. Any injury or damage resulting from fire, theft, the elements, or by other cause.
- D. Any injury or damage as a result of any act or omission by any College personnel (faculty, staff, employee, officer, trustee), student, or contractor.

Any student enrolled in or attending classes at St. Norbert College is bound to follow all of the College's rules and regulations, and is subject to the jurisdiction of the College with regard to violations of such rules and regulations. St. Norbert College students who fail to read *The Citizen* are not excused from compliance with the policies and requirements herein.

Drug Policy

The use of marijuana and other dangerous drugs is in violation of the law. St. Norbert College is bound by existing state and federal narcotics laws and therefore cannot and does not condone the illegal use of drugs.

There are reasons other than legal implications that warrant the College's concern about drugs. The availability of drugs in any large group situation subjects members to potentially serious security risks. The potential for drug use has and continues to attract to the residence halls people who are not members of the College community and who are interested in drugs for the reasons of personal profit.

Student involvement in such matters is of concern to the College, whether it occurs on or off campus and irrespective of any action of civil authorities. Whenever such student involvement comes to the attention of the College, the circumstances may render the student subject to conduct action.

St. Norbert College reserves the right to confiscate illegal drugs or drug paraphernalia that are on open display in student rooms or public areas of the residence hall.

Drug Free Work Place

Policies and Procedures Regarding Alcohol and Controlled Substances

As a corporate member of society, St. Norbert College follows all applicable state and federal statutes regarding the use of alcohol and controlled substances. Equally important, the College is an educational institution whose primary mission is teaching/learning. Therefore, the principles of conformity to the law and the importance of education form the basis of College policies in this area.

The abuse of alcohol or controlled substances in the workplace impairs performance and may put the abusing person and/or colleagues at risk of injury. Although a subjective effect of alcohol and many

controlled substances may be to provide the user with the illusion of increased capacity, scientific research neither physical skills are enhanced by the use of such substances. Therefore, their use in the workplace cannot be condoned. Although the distinctions are not entirely precise, it is convenient to divide members of the St. Norbert College community into four groups: students, faculty, staff and administration. All members of the St. Norbert College community are expected to conform their behavior to state and federal statutes regarding the use of alcohol and controlled substances.

However, the types of interventions used when the statutes are violated vary somewhat, taking into account not only the seriousness of an offense, but also such factors as age, maturity level, frequency of violation, and similar factors.

St. Norbert has established policies consistent with the Drug Free Workplace Act enacted by Congress in 1988. The College does not accept or condone the inappropriate use of controlled substances. It specifically prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances on all College properties and worksites. Acceptance of these restrictions is a condition of employment. An employee or student who engages in any of these activities on College property or worksites or during work time may be referred to counseling or treatment and may be subject to disciplinary action up to and including termination.

An employee convicted of a criminal drug statute violation occurring in the workplace must notify the College within five days of this conviction. Notification can be made to the immediate supervisor, the Vice President for the division, the Director of Human Resources or the Associate Director of Financial Aid.

Employees who have problems with controlled substances or alcohol are encouraged to seek help. Assistance in finding appropriate treatment may be provided by the Director of the Health Center, Director of the Counseling Center, or the Director of Human Resources. Employees are reminded that health insurance coverage for those eligible assists with the costs of treatment and that spiritual advice is available if desired. Treatment interventions may range from relatively simple educational and informational experience to more lengthy therapy. There are numerous resources in the Green Bay area to provide such treatment. Referrals to community resources can be made through one of the Directors mentioned above.

Just as with employees of the College, students who abuse alcohol or use controlled substances may be subject to disciplinary sanctions as detailed in *The Citizen* and/or become involved in mandatory treatment programs of an education or therapeutic nature.

The use of controlled substances by any member of the College community is illegal. Such is not the case with alcohol. Although virtually all faculty and regular full-time employees may consume alcohol legally, many students may not. This difference results in more elaborate student policies regarding alcohol consumption. These policies are detailed in several places, but primarily in annual editions of *The Citizen*.

General Student Complaint Policy

A formal complaint is a written and signed complaint; initiated by a student or an immediate family member on behalf of a student (and confirmed by the student), that is a non-trivial, non-routine, either academic or non-academic, the resolution of which rises to the level of the Vice President for Student

Affairs and Dean of Students or the Academic Vice President and Dean of the College, or other President's Cabinet member in situations where the matter of concern is outside the academic or student life realms. Petitions for waiver of College regulations, College judicial actions and grade appeals are not formal student complaints. Formal student complaints are logged in the office of the Vice President for Student Affairs for student life matters and the office of the Vice President for Academic Affairs and Dean of the College for academic matters.

Student Employment Grievance Policy

Consistent with the College policies of fair and equal treatment of all employees, the following procedures have been established. This Grievance Policy is defined as follows:

- STEP 1: Student employees with a work related grievance should meet with their immediate supervisor. The supervisor shall discuss with the student the nature of the student's grievance and, if appropriate, put into writing reasons for the supervisor's course of action.
- STEP 2: If the student's grievance remains unsolved, both the student and the supervisor are required to put their points into writing and forward them to the next level of supervision, not to extend to the Vice Presidential level. At this step, the next level supervisor then reviews the written materials and conducts a meeting with the student and the immediate supervisor with a recommendation within three working days.
- STEP 3: If the issue is still unresolved, the aggrieved party meets with the Vice President for Student Affairs and Dean of Students. The Vice President collects all written documentation and arranges a meeting of the Student Employee Grievance Board to review the student's grievance. The Board consists of a student, a faculty member, and an administrative staff member from the College Community Relations Board. The Board reviews the grievance and gives a written recommendation to the Vice President for Student Affairs and Dean of Students. The Vice President then presents the student and the immediate supervisor with his decision. The Vice President's decision is final.

Final Examination Policy

The system of scheduling final examinations during a special period set aside for this purpose has been developed for the benefit of the student. Departures from the schedule, namely giving of a final examinations, whether cumulative or non-cumulative, prior to the assigned period creates problems for students and interferes with the work of other faculty members. Under pressure to prepare for such examinations, students cut classes in other courses at precisely the time in the evolution of the course work when instructors are synthesizing the various ideas and techniques developed throughout the semester. This practice also deprives students of time for the review and reflection that should precede final examinations.

Whether or not a final examination is given in any particular course is a matter for the instructor to decide. When final examinations are given, however, the rule is clear: they must be given at the time assigned for them in the schedule. When take-home examinations are used, they should be scheduled for return to the instructor during the scheduled examination time.

The last examination in a course may not be given during the last week of class. A unit examination may be given during the last week of classes only if it is followed by a final examination given at the scheduled time.

Violations of this policy should be reported to the appropriate divisional chairperson. Any change in examination times must be approved by the Registrar or the Dean of the College.

Greek Associating Policy

Association is a program designed to develop a special bond between the associates and their fraternity or sorority. Although each Greek organization has its own associate program, the essential ideas behind any program must be to:

- ◆ Provide impetus for high academic achievement through assistance programs.
- ◆ Provide an opportunity for personal development through leadership positions, self-awareness programs, and proper social functions.
- ◆ Provide a method for giving service to others through community service projects.
- ◆ Promote St. Norbert College through active participation in all-campus events and positive relationships with other organizations.
- ◆ Develop knowledge of the organization through studying the history and obtaining a clear definition of its goals and ideals.

The most important aspect of any associate program, however, is not to test how well the associate conforms to the group, but to help the associate grow as an individual.

St. Norbert College guidelines for associating are as follows:

Each Greek organization shall have a sound associate program of preparation for active membership in accordance with the goals of the organization and within the framework of an academic community with a Judeo-Christian tradition. Therefore:

- Students are not permitted to join social organizations (Greek or Independents) until the second semester of their freshman year
- All associates must have achieved specific grade and behavioral standards to be eligible to associate. Students must have attained a 2.25 cumulative grade point average in order to be eligible to associate. Students sanctioned with Probation or more severe sanctions are ineligible to associate.
- All associate programs are limited to five weeks.
- Associating hours are from 6:30 a.m. to 11:00 p.m. In the event of an overnight, written permission must be obtained from the respective Panhellenic or Interfraternity Council advisor.
- Any and all types of associating are prohibited in the Library at all times.
- All Greek organizations must plan associating activities to reflect and respect the values inherent in the Judeo-Christian heritage. This includes an evident respect for the person and dignity of each individual.
- Though each Greek organization may set its own criteria for admission to active membership, none is free to discriminate on the basis of race, creed, physical handicap, or national origin
- Each semester, all new associates and all members of the fraternity or sorority are to review and sign both the group and individual Associate Education Contracts outlining their responsibility for implementing the Hazing policy and for periodically reviewing their activities with respect to compliance with it.

- All Greek organizations will be required to complete a Rush and Associate Program evaluation.

Alleged violations of these guidelines should be brought to the attention of the Director of Leadership Development, Service and Engagement and the Campus Center in LSE. For individual or organization violations of College policy, the institutional conduct process prevails.

Hazing Policy

St. Norbert College interprets hazing in a manner consistent with the Fraternity Executive Association in their statement of Hazing and Pre-Initiation Activities (copies available on request). In essence, hazing is defined as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate him or her or which may in any fashion compromise his or her inherent dignity as a person.

This definition, while derived from the fraternity structure, applies uniformly to all College organizations and athletic teams. All organizations are governed by the same hazing policy.

Any alleged incident of hazing should be reported to the Vice President of Student Affairs and Dean of Students or the Director of Leadership Development, Service and Engagement. The individual's identity can be kept confidential. Complaints may be made by any student, faculty, administrator or outside individual who recognizes a hazing problem.

Health or Emergencies Involving Students or Student Families

When a student or member of a student's family is injured, hospitalized or dies; the student, a friend, or staff member who may be aware of the situation should notify the Vice President for Student Affairs and Dean of Students, and the Campus Ministry office immediately so assistance can be provided. It is very important for College personnel to be aware of the student's problem or concern so assistance can be provided where necessary.

HIV Policy

The response of St. Norbert College to the problem of Acquired Immune Deficiency Syndrome (AIDS) is based on a Christian concern for the physical, spiritual, and psychological well-being of every member of the College community. In view of this commitment, the College strives to achieve the following basic objectives with regard to the disease:

1. Protection of the privilege of individuals who have contracted HIV to continue with their educational or employment endeavors as long as they are able to perform their activities, and their illness presents no threat to themselves, or other employees or the College community.
2. In order to alleviate unnecessary fears of contracting HIV, all individuals shall be educated about HIV, its means of transmission, and any other pertinent information.
3. Maintenance of a healthy and safe environment for all members of the College community.

To achieve these objectives the College:

1. Offers confidential medical, spiritual, and
2. psychological assistance to any College member who contracts the disease;
3. Provides information about the disease to any College member requesting it and, periodically, disseminates such information to the College community;

4. Accommodates within the College's prevailing resource constraints special needs of a student or employee with AIDS.

The Director of the Health and Wellness Services serves as the primary coordinator of procedures needed to implement this policy. Specifically, the Director is charged with the following responsibilities:

1. Remain cognizant of the latest medical, legal, and ethical information regarding HIV and when appropriate disseminates such information to the College community.
2. Coordinate the medical, psychological and spiritual services available to an individual who has contracted HIV or provide appropriate referral.
3. Serve as the College's liaison with the outside community on matters regarding the disease.
4. Inform the Vice President for Student Affairs and Dean of Students of any situation that might cause the spread of the disease or jeopardize the health or safety of any member of the College community, consistent with maintaining the confidentiality of the individual.
5. Inform the Vice President for Student Affairs and Dean of Students of any new development in the HIV research that may require a change to the College's procedures in dealing with the disease.

Inclement Weather Policy

College policy is to conduct all classes in accordance with the published schedule of classes, except in rare case of severe weather. If classes are officially cancelled, students are so notified via WSNC radio 94.7 FM Stereo, Channel 23 TV, and posted in residential units and academic buildings. The announcement of classes being cancelled by the President or his/her designee, shall be made in the early a.m. If there is bad weather, yet classes haven't been cancelled, students are urged to exercise their best judgment on the conditions.

Insurance Policy - Students

St. Norbert College has a mandatory student insurance policy that requires all students to have health insurance coverage while attending college. Students who have adequate insurance covering them in the Green Bay/De Pere area **must** sign a **waiver** indicating they do not wish to enroll in the endorsed health insurance plan. Failure to submit the waiver will result in automatic enrollment into the Student Insurance Health Plan. Information about the SNC Insurance Policy can be found at www.snc.edu/health/fees.

Additionally, students playing intercollegiate sports must provide proof of insurance covering the student in the sports they participate in. The SNC health insurance plan does have a sports rider, and is available only when the basic plan is purchased. More information can be obtained at the above address.

Mail Center Distribution Policy

Distribution of non-U.S. Mail materials is a privilege granted to College members. Mail Center staff can assist an organization or an individual with the most appropriate form of distribution.

Materials to be distributed must clearly identify the responsible person or organization sending them. All bulk materials without postage which are unsealed or not individually addressed may be distributed after being examined by the manager of the Mail Center. If bulk materials are sealed, the responsible person must supply the Mail Center supervisor with a copy prior to distribution. Should the Mail Center supervisor have any questions regarding distribution, he/she shall refer the materials to the appropriate

Vice President, who after consulting with the responsible persons, makes the final decision relating to distribution.

Materials from non-college establishments, i.e., businesses from De Pere, probably will not be distributed through College Mail Center unless properly metered through the U.S. Postal system. All mail arriving from the U.S. Post Office shall be processed immediately. Distribution of approved bulk materials and non-metered items shall take place as time permits. Materials related to political campaigns, local, state, or national, shall be distributed after equal opportunity is provided for all participants and/or issues.

Off Campus Event Code

Student organizations participating in off-campus events represent St. Norbert College. This representation of the College may reflect both positively and negatively on the image of the College and the organization. An off-campus event is any event that takes place in a facility not owned by the College.

While individual students enjoy freedom off-campus, they, or their organization, must realize that when functioning under the College name, they are seen by others as our representatives. There must also be an understanding that the individual represents the organization and the organization needs to be responsible for the individuals. This extends to alumni participation at organization events.

The following regulations pertain to participation by student organizations in events, activities, and programs away from the College campus.

1. The organization is responsible for abiding by current state statutes regarding alcohol.
2. The organization and its officers are directly responsible for the behavior and general welfare of both the group and its individuals. Advisors must be aware of the event in advance and should attend the event, if possible.
3. Legal precedence has determined that where negligence involving alcohol abuse has occurred and has been proven, both the organization officers and advisor have the potential for liability. Therefore, they must be extra careful to ensure social events are properly planned and orchestrated. Several points to remember are as follows:
 - a. If the organization arranges for alcohol, it should take adequate steps to prevent underage students or guests from drinking.
 - b. Even if the organization does not arrange for alcohol to be served, the organization is still responsible for preventing underage drinking.
 - c. The organization must stop the consumption of alcohol by a visibly intoxicated person.
4. The steps stated in 3a above must be included on the event form, which is required.
5. A copy of the properly completed contract with the off-campus establishment **must** be filed with LSE 72 hours prior to the event. LSE staff members are available to assist with the contract preparations.
6. Financial obligations of the organization must be met in accordance with the contract.
7. Buses should be used for group transportation.
8. Behavior of the organization, individuals, and guests is governed by the policies in *The Citizen* (see Student Conduct Hearing for Registered Student Organizations). Inappropriate behavior, even though occurring off campus, falls within jurisdiction of the College and results in conduct action.
9. Organizations and their individual members need to understand that if problems arise, both civil and College conduct action may occur (see *The Citizen* Norms For Distinguishing Between Civil and College Jurisdiction Over Student Misconduct).

10. Prohibition on profiting from liquor sales.

The College recognizes the importance of off-campus events. While organizations are encouraged to participate in off-campus events, they must understand their responsibilities as student leaders.

Parking

Students, employees and visitors are responsible to follow all lot signs and the College Motor Vehicle Information brochure. The latter containing all relevant information regarding vehicle usage on St. Norbert College property. Vehicle operators are responsible to know and adhere to parking policy. The aforementioned brochure may be obtained from the Finance Office located in Todd Wehr Hall or the Campus Safety Office in the Pennings Activity Office.

Pepper Spray

When used in emergency/safety related situations, the spray could be an effective disability agent. Due to its “obnoxious” ingredients, the spray is not a “play” item. Use only in threatening situations. Inappropriate use of pepper spray will result in conduct action. Safety precautions should take precedence over reliance on pepper mace.

Posting Policy

As a college community rooted in the Norbertine ideal of *communio*, we promote and allow public means of sharing information which reflect mutual esteem and sincerity while honoring open dialogue. We hold the dignity of the human person primary in determining whether or not a particular communication is acceptable.

Purpose:

The purpose of the posting policy is to provide equal access to the space designated for the promotion of campus news, information, policies, programs and events, while protecting the dignity of individuals and campus property.

Scope:

The policy applies to all St. Norbert College students, faculty, staff, and the general public.

Guidelines:

The following guidelines apply to all forms of information sharing through posting – printed advertisements, chalking, table tents and outdoor displays on the SNC campus..

1. Publicity may not, by word or design, overtly or implicitly:
 - promote violence, or the use of weapons, alcohol or drugs (educational materials about alcohol and drugs may be approved for posting);
 - contain abusive language that targets individuals or groups;
 - include personalized attacks on individuals;
 - appear threatening;
 - contain information reasonably perceived as offensive or insensitive to members of any religion, race, gender or ethnic group;
 - contain information reasonably perceived as promoting stereotypes, e.g. of persons with disabilities, visible minorities, lesbians, gays, bisexual or transgender persons.

2. Information must contain the name and contact information (phone number, email address and/or postal address) of the sponsoring group or individual.
3. The event, time, place, and cost/price/donation (when applicable), must be stated.
4. Activities which are open to non-members of an organization may be publicized through general advertising media. Notification of a meeting or event that is only open to organization members is not permitted in public spaces.
5. The College reserves the right to remove without notice any form of publicity or information-sharing in violation of this policy or the above-stated guidelines.
6. Approval of any form of communication does not imply endorsement, but indicates compliance with this policy and guidelines.
7. Concerns about this policy or the content of specific information being publicly shared on campus is to be directed to the Assistant Dean for Campus Life.

Procedures – Bulletin Boards

There are three categories of bulletin boards on campus – Official College Bulletin Boards (proposed; don't yet exist), Departmental Bulletin Boards, and General Use Bulletin Boards. Within the General Use Bulletin Boards, certain boards are designated for use for personal notices, e.g. ride boards.

Procedures for Official College Bulletin Boards:

1. All notices to be posted on official College bulletin boards must relate to St. Norbert College-sponsored functions or programs that directly support the College's mission.
2. Approval for items posted on these bulletin boards must be sought from the Office of Communications.

Procedures for Departmental Bulletin Boards:

1. General postings on these bulletin boards is only acceptable with the express consent of the department or division responsible for the bulletin board

Procedures for General Use Bulletin Boards:

1. Approval for items posted on these bulletin boards must be sought from the Department of Leadership Education, Service and Engagement. To obtain this approval, submit materials to the Campus Center information desk no later than three (3) working days prior to the proposed date of posting.
2. Posters must not be larger than 11"x17".
3. Posters will be removed at the completion of the event.
4. Posting is prohibited on surfaces other than official bulletin boards and kiosks. Posters will be removed from surfaces such as walls, windows or doors, on parked vehicles, etc.
5. There may be only one poster or flyer publicizing a given activity on a bulletin board.
6. Posters for local, state, and federal elections must conform to the stated posting requirements, including the student organization's sponsorship.
7. Any posting in residence halls must be approved through the Leadership Development, Service and Engagement Office and someone from LSE will take the 50 approved copies to the Residential Education and Housing Office.
8. Residential Education and Housing permits flyers to be posted on hall /wing bulletin boards. Posters must be approved in the Residential Education and Housing Office.

Procedures for General Use Bulletin Boards – Personal Notices:

1. Notices advertising items for sale, tutoring, car pools, etc. are permitted only on these bulletin boards and do not need to be authorized or stamped by the Leadership Education, Service and Engagement Office.
2. Though not subject to the approval process, these postings are fully bound by the policy and relevant guidelines.
3. Only one posting per bulletin board is permitted.

Procedures – Windows:

1. Unless specifically approved by a member of the President’s Cabinet, postings on glass doors and exterior windows will be removed nightly.
2. With permission from building managers, the following buildings may allow exterior window postings:
 - Campus Center
 - Library
 - Residence Halls
3. These window postings are fully bound by the posting policy guidelines.

Procedures – Banners in Campus Center:

1. Banner space and all banners must be approved by the Associate Director of the Campus Center.
2. Banners may be displayed for a maximum of three weeks.
3. Banners may only be displayed inside the Campus Center on the second floor balcony, or outside the Union on the Roemer Mall side of the building.
4. Banners inside the Campus Center cannot hang below the bottom of the balcony concrete facade.

Note: Banners for display on the exterior of College buildings or structures must be approved by the President’s Cabinet.

Procedures – Chalkings:

1. Only recognized student organizations and College departments are permitted to chalk messages on sidewalks.
2. The chalking must clearly indicate the sponsoring organization or department/office at each location.
3. Chalking is only permitted on sidewalks exposed to the rain.

Procedures – Table Tents:

1. Table tents must be approved and stamped in the Campus Center for placement on tables in the Campus Center and at Phil’s.
2. Check with the Campus Center to see how many table tents are needed for display in the cafeteria.
3. Requests for approval must be received 7 days in advance of the event.

Procedures – Outdoor Displays:

1. Student organizations or College departments/offices must have an 81/2 x 11 renditions of their proposed display approved by the Director of Leadership Education, Service and Engagement.

The rendition of the display must be in full color and a complete written description must be attached.

2. A meeting with the Director of LSE needs to be scheduled at least one week prior to setting up the display.
3. The display must clearly indicate the sponsoring organization/department's name and must include the dates the outdoor display will be viewed.
4. The organization/department will work with the Facilities Department to determine the appropriate outdoor space for the display.
5. Displays:
 - May not interfere with the freedom of safe pedestrian or vehicle traffic in the area of the display.
 - Must not disrupt the academic activities or other normal operations of the College.
 - Must be removed by the sponsoring organization immediately following the end of the approved date.

Consequences of Non-Compliance

Failure to comply with this policy, the guidelines and procedures, can result in:

1. Individuals or organizations being charged for costs associated with the removal and/or damage caused to College property;
2. Receipt of formal notice to cease and desist in posting in unauthorized locations;
3. Suspension of posting privileges;
4. Further action as directed by the Assistant Dean for Campus Life.
5. Reinstatement of posting privileges or appeal of suspension is at the discretion of the Assistant Dean for Campus Life.

Security of Buildings and Offices

While St. Norbert College has had a limited problem with theft, thefts still do occur. Students should take measures to protect themselves by making sure their doors are locked when they leave. Valuables should be kept out of sight. When entering/exiting a locked place, students should use the assigned doors. Door latches should not be tampered with and doors should not be propped open. All thefts should be immediately reported to the Department of Campus Safety or the Residential Education and Housing Office.

1. Solicitors are not permitted to operate on St. Norbert College property. Strangers selling items, collecting funds, or buying items should be referred to the Assistant Dean for Campus Life or the Campus Safety staff.
2. To encourage the efficient use of campus facilities for the convenience of all members of the College community, the following procedures have been established:
 - a. Any student organization, faculty member, or administrator wishing private or special use of the physical facilities of St. Norbert College must receive permission to do so by registering, in contract form, the time and place of such use in the Conference and Event Services Office at x4000.
 - b. Conference and Event Services staff can help any student or organization with the planning of a meeting or program in reference to room reservations.
 - c. St. Norbert College has established a master calendar for all events scheduled on campus. The master calendar is maintained by the Conference and Event Services Office located in the Union.

- 1) All facilities, with the exception of the Mulva Library, Abbot Pennings Hall of Fine Arts, Boyle 122, Schuldes Sport Center, and the residence halls, are scheduled through the Conference and Event Services Office.
 - 2) The Campus Center is scheduled through Leadership Development, Service and Engagement at x4023.
 - 3) The Abbot Pennings Hall of Fine Arts is scheduled through the Director of Theatre facilities.
 - 4) The Mulva Library is scheduled through the Director, x3264.
 - 5) The Schuldes Sport Center is scheduled through the Director of Physical Education, Athletics, & Lifetime Sports, x3030.
 - 6) Halls are scheduled through the Residence Hall Directors. The Carriage House community room is scheduled through the Office of Residential Education and Housing, x3360.
 - 7) Boyle 122 can be reserved through Media Services, x3244.
 - 8) Individuals and organizations must schedule meetings and activities (on and off campus) through the Conference and Events Services Office in the Union.
3. To assure the safety of all concerned and to maintain the aesthetic quality of the campus, guidelines for the use of campus grounds for outdoor recreation are established as follows:
- a. The area west of the Campus Center, the field on Third Street, and the area on the riverside of Burke Hall may be used for recreation. Tackle football games are discouraged.
 - b. It is recommended that the area immediately between Main Hall and Sensenbrenner Hall be retained as a park and hence not to be used for athletic or recreational events.
 - c. For health reasons, the city of De Pere and the College strongly discourage swimming and other water activities in the Fox River in summer and skating or walking on the Fox River in winter.

Sexual Assault Statement

Sexual assault consists of actual or threatened sexual contact which is not mutually agreeable to both parties. Sexual contact is not limited to intercourse but includes any touch that may reasonably be construed as invasive and inappropriate. This includes any such action toward a person which damages his or her physical or psychological well-being. Such conduct (by other students or any other member of the College community or visitors to the campus) is expressly prohibited by the College and is considered a serious violation of human rights. Date and acquaintance rape are included in the definition of assault.

There are both formal and informal means for handling concerns or complaints of such a nature. Persons who feel they are being or have been sexually abused should seek the advice and counsel of a member of the Wellness and Health Services.

A student has the right to request that the sexual abuse complaint of such a nature. Persons who feel they are being or have been sexually abused should seek the advice and counsel of a member of Wellness and Health Services.

Individuals found guilty of an assault receive quick and severe sanctions which may include permanent dismissal from the College. This type of conduct is considered a serious violation of human rights and is not tolerated by the College.

Sexual Harassment Statement

The mission of St. Norbert College is to create a community where intellectual, personal, and moral development are supported and sustained.. Essential to this mission is a climate of mutual concern, respect and caring. St. Norbert College is dedicated to fostering such a climate. To this end, the College affirms the right of every person to work free of sexual harassment in the College community.

Harassment on the basis of sex is illegal. Specifics are defined in Title VII, Sec. 703 of the Civil Rights Act of 1964 and Title IX of the 1972 Educational amendments. The 1980 guidelines of the Equal Opportunity Employment Commission creates a standard for problematic behavior. Moreover, sexual harassment is antithetical to the goals and objectives of St. Norbert College.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, advancement, or academic success.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.
4. To prohibit retaliation.

Sexual harassment often involves a power differential, and in such cases the appearance of mutual consent does not necessarily constitute a defense against the allegation of sexual harassment. Conduct toward a peer, including student to student behavior which creates a hostile environment, may also be grounds for a sexual harassment complaint, even if a power differential does not exist.

Sexual harassment involves a wide range of behavior, from certain kinds of emotional and verbal abuse to physical assault. While sexual harassment is usually perceived to be by men toward women, victims and offenders may be both men and women.

If sexual harassment does occur, individuals aware of the problem must address the situation to protect those involved. Prompt, professional action serves the individuals and the institution by fostering the knowledge that St. Norbert College safeguards individuals' rights.

- A. Any member of the College community who believes he/she has been sexually harassed, knows of someone who may have been harassed, or wishes information, should consult with a member of the Counseling Center.
- B. Should there be a formal complaint, standard conduct procedures are followed depending on whether the involved person is a student, faculty member or administrator. The appropriate contact person to institute procedures would be the Dean of the College or the Vice President for Student Affairs and Dean of the College.

Individuals who are found responsible for violating this policy are subject to quick and severe sanctions. This type of conduct is considered a serious violation of human rights and is not tolerated by St. Norbert College.

Skateboarding and In-Line Skating

While skate boarding and in-line skating are recognized as a popular means of transportation, persons are prohibited from using skateboards or in-line skates on campus sidewalks or on other paved surfaces. Skateboards or in-line skating on sidewalks or other paved surfaces pose a threat to the safety of passersby walking in and through those areas.

Smoking/Tobacco Use

Smoking and chewing of tobacco products is prohibited in all campus buildings. In addition, smoking is not permitted within 25 feet of any building entrance. Tobacco products are not to be sold on campus.

Student Disabilities Policy

Definition of Disability

St. Norbert College subscribes to the definition of disability stated in the AMERICANS WITH DISABILITIES ACT (ADA) and SECTION 504 of the REHABILITATION ACT OF 1973:

A person is disabled if he or she has a physical or mental impairment, which substantially limits one or more major life activities; if he or she has a history of a disability.

The College does not provide diagnostic services to determine the presence or type of disability. The College does provide support to students who present documentation of disability.

Students with documented disabilities are entitled to reasonable accommodations. Reasonable accommodations are modifications or adjustments to either the College environment or to academic processes which make it possible for students with disabilities to perform the functions necessary for fulfillment of College degree requirements. Reasonable accommodations include neither those which require significant difficulty or expense for the College nor personal items, such as eyeglasses.

The Disabled Student's Responsibility to the College

The student is responsible for providing appropriate documentation, sufficient to identify the nature and extent of his/her disability, to the Coordinator of Service to Students with Disabilities. The student is responsible for informing appropriate College personnel of his/her accommodation needs. Such "appropriate personnel" may include, but not be limited to, instructors, residence life administrator, academic advisors, campus security personnel, Counseling staff members, Health Service personnel. The student is responsible for providing information regarding needs for accommodation at least six weeks in advance of the beginning of an academic term so that the College can respond appropriately.

Support Services for Students with Disabilities

The Coordinator of Services with Disabilities is charged with responsibility for implementing policies and procedures that support students with disabilities and for insuring that appropriate services are delivered to them.

Students with Disabilities and General Education Requirements

For students with learning disabilities, or, in some cases, students with a physical disability, the General Education and Honors Committee shall make decisions about General Education Requirements in accord with the following policy:

1. The student shall have a medical and/or psychological assessment prepared by a licensed and/or certified professional. This assessment must diagnose the problem and suggest appropriate academic accommodations. The assessment shall be on file in the Office of the Coordinator for Students with Disabilities;
2. With consultation between the Coordinator for Students with Disabilities and the faculty members who teach the student, the College shall provide the reasonable and appropriate accommodations identified in the assessment to meet the specific learning needs of the student so that he/she is able to meet the General Education Program requirements;
3. Substitution of a course in order to meet distribution area requirements shall be considered by the General Education and Honors Committee only if the College is unable to provide any other appropriate accommodation or if testing demonstrates clearly that the student is incapable of meeting a distribution area requirement through selection of one of the approved courses;
4. The allowable substitution shall be determined by the General Education and Honors Committee in consultation with the Coordinator for Students with Disabilities and the faculty in the discipline(s) from which a substitution is being considered;
5. Appeals regarding requests for appropriate and reasonable academic accommodations are made to the Academic Accommodations Review Panel in Accord with the "Appeals Process for Disputes Regarding Academic Accommodations".

World Wide Web Policy

The St. Norbert College World Wide Web Pages are the College's link with the world. The World Wide Web is an extremely important and valuable way to portray the College to a wide variety of potential students, their parents, and potential employees. Not just statistical information, but basic information about the College's structure, course offerings, services, and philosophy, as well as providing an emotional feel for the campus. Surveys show that most of the "hits" on college web pages are from external audiences, so Web Pages are often the first impression others receive of St. Norbert College.

All Web Pages must adhere to the mission and educational purpose of the College, the philosophy of the rights of the individual person as affirmed in the Human Dignity Statement, the St. Norbert College Web Development Guidelines, and all institutional policies including the Computing and Networking Appropriate Use Policy, copyright laws, the Academic Honor Code, and employee conduct and student behavioral policies. The College logo must be used in its entirety and reproduced from authorized original illustrations. It may not be redrawn, re-proportioned, modified, or used without authorization in any way. Refer to the College Web Guidelines for complete information.

A person or position in each department or division will be designated as responsible for the contents of the department's, division's or discipline's pages. Pages must contain accurate, up-to-date information, must be proofread by several persons and spell checked. Clarify what is copyrighted on your web pages. Web pages cannot be used for personal profit or commercial purposes other than official St. Norbert College business. Disciplinary action, by the College, which could include legal action can be brought against any person with web responsibility whose sites contain harassing, obscene, or threatening materials or which infringe upon copyright laws if the sites are in violation of College policies, and/or local, state, national or international laws.

Residential Education & Housing Policies

Residency Requirement

Since, by its nature, St. Norbert is a four-year residential college, all students must live on campus. All students, including married students and those living with parents or legal guardians, should follow proper procedures for release from the Residency Requirement. Students who do not comply with the Residency Requirement will be charged for housing for the academic years for which they attend the College.

Community Expectations

Living in a residence hall is a community living experience where all members have certain rights and responsibilities. The following policies and procedures are designed to maximize the positive aspects of residence hall life by specifically stating behavioral expectations that the College has of all residents. Students living in College housing are held responsible for information contained in *The Citizen*, the Residential Perspective, Residential Life Newsletters, and any other Residential Education and Housing/Student Affairs publications. The College will attempt to give prior notice regarding such changes in either fees or rules and regulations, but is not required to do so. Conduct incompatible with College community shall be subject to conduct action. All infractions of College policies, federal, state and local laws are referred to the Residence Hall Director who, in conjunction with the Student Affairs Office, determines appropriate action. All actions under the conduct code must follow the guidelines according to all Student Conduct processes as contained in *The Citizen*.

Roommate Bill of Rights & Responsibilities

Sharing a room with someone is similar to other relationships - to be successful it requires openness, flexibility, respect, and compromise. Right from the beginning, it is very important to communicate openly with your roommate. Learning to live with another person, to acknowledge and respect each other's differences, and to allow one another the space to grow is one of the most valuable parts of the residence experience. Basic responsibilities include the following:

ALL ROOMMATES HAVE THE RIGHT:

- To privacy
- To respect
- To open communication
- To mutually clean living quarters
- To personal safety and security of possessions
- To comfortable sleep and study conditions
- To be asked before their possessions are used
- To stay true to their own values
- To agree and disagree
- To ask residence life staff for assistance when needed
- To be treated civilly

- To comfortable living space
- To get their messages in a timely manner
- To a room free of policy violations

ALL ROOMMATES HAVE THE RESPONSIBILITY:

- To respect one another's privacy
- To respect themselves and others
- To communicate openly with their roommate and discuss potential conflicts
- To keep their living space neat and clean
- To lock doors and maintain personal/possession safety
- To maintain a comfortable environment for sleep and study purposes
- To treat one another's possessions with care and ask before borrowing personal items
- To respect differences
- To compromise
- To enlist the help of residence life staff when a difficult roommate issue arises
- To be kind and civil with no intent to harm
- To check with one another before having overnight guests
- To pass on messages to their roommate in a timely manner
- To abide by all College behavioral polices.

Housing Contract

Terms and Conditions: 2010-2011 Academic Year

This document and those referred to within it constitute the St. Norbert College contract for student housing. The housing services described are being offered under the terms and conditions stated herein. Nothing in this contract constitutes a landlord tenant relationship as described in Chapter 704, Wisconsin Statutes.

1. **ELIGIBILITY**—You must be an enrolled student at St. Norbert College or be enrolled in the E.S.L. Institute. The Department of Residential Education and Housing reserves the right to terminate your contract if you are registered for, or your credit load is reduced to four credits or less unless continued residency is determined warranted by the Assistant Dean for Campus Life.
2. **CONTRACT TERM**— This contract is for the academic year and cannot be terminated except under the conditions stated under Item 9, **TERMINATION OF CONTRACT**, and Item 15, **VACATING**. Occupancy periods for residence halls will be limited from August 27, 2010, to building closing time on December 18, 2010, and from January 21, 2011, to building closing time on May 14, 2011; winter break housing from December 19, 2010 – January 20, 2011 is optional for an additional fee. For new residents, the spring semester begins Friday, January 21, 2011. New students may move into their hall August 26, 2010. Occupancy period for the townhouses, apartments and College houses is from August 27, 2010 through Tuesday, May 17, 2011. If entered into after August 28, 2010, this contract applies only to the balance of Academic Year 2010–11. If the dates of the academic year are revised by the College, the revised dates will apply and will not change the financial obligations of this contract.
3. **COLLEGE AGREES**—The Department of Residential Education and Housing agrees to furnish housing in the residential units under the terms and conditions stated herein and in the 2010-11 student handbook, “The Citizen, A Student Guide to the St. Norbert College Community” which is by reference made a part of this contract.
4. **RESIDENT AGREES**—You agree to make payment of all housing fees established by St. Norbert College according to the 2010–11 payment schedule; to observe all rules and regulations of the Department of

Residential Education and Housing and the College, which are by reference made a part of this contract; and to honor the terms and conditions stated in this contract.

5. RATES—The rates for the 2010-2011 academic year are posted on the Finance Office web site at: <http://www.snc.edu/financedepartment/students/costs.html>

6. PAYMENT—Payment will be made in accordance with the Finance Department payment policy.

7. ASSIGNMENT POLICY—The Department of Residential Education and Housing will not discriminate in assignment to College Housing on the basis of race, color, sex, sexual orientation, religion, disability, national origin, or ancestry. New students who submit housing applications will be assigned housing based on the date the enrollment deposit of \$350.00 was received by the College. The deposit is not refundable. \$100.00 is held as a security deposit until graduation or separation from the College. Most students are assigned to double rooms and share same-gender bathroom facilities located on each residence hall floor. Failure to honor assignment preferences will not void the contract. If you receive a temporary housing room assignment, you may not later request termination of your contract for that reason and you must accept a permanent assignment when offered.

The Department of Residential Education and Housing reserves the right to change room or hall assignments, to assign roommates, or to consolidate vacancies by requiring you to move from single occupancy of a double room to double occupancy of a double room in the same hall.

To reside in College Housing, Wisconsin law [SS36.25(46)] requires students assigned to housing units to affirm whether they have received vaccination against meningococcal disease and hepatitis B, and to provide the dates of vaccination if any.

To reside in College Housing, you must be able to perform your own independent tasks or have an attendant to assist you.

Smoking is not permitted anywhere in College Housing including student rooms and public areas such as lounges, hallways, and bathrooms. Smoking is also prohibited outside within 25 feet of any College building, including College Housing.

Although all residents are prohibited from using illegal drugs, and residents under 21 years of age are prohibited from using alcohol, if you request or are assigned to a substance-free housing unit, you or your guests have made a commitment to refrain from using tobacco products (cigarettes, cigars, pipes, and chewing tobacco), illegal drugs and/or alcohol in the housing unit and from being under the influence of alcohol and illegal substances while on the floor.

The Department of Residential Education and Housing reserves the right to temporarily assign additional residents above the design capacity of designated rooms until permanent space becomes available.

8. ROOM CHANGES—You may change rooms only with prior written authorization from the Hall Director responsible for your Residence Hall or upper-class housing unit. Unauthorized room changes or failure to move out of a room at a designated time may result in being required to move back to your authorized assignment, a service charge of \$50, and/or disciplinary action.

9. TERMINATION OF CONTRACT

A. Mandatory Termination—Termination of this contract is mandatory if you lose eligibility as defined in this contract under Item 1, ELIGIBILITY.

B. You may apply to the Department of Residential Education and Housing for a release from your contractual obligation, however, REH retains the right to grant or deny any release. A request for a contract release must be in writing to the REH. See Item 10, RELEASE AND FORFEITURE POLICIES.

10. RELEASE AND FORFEITURE POLICIES- This contract is binding for the entire academic year. Releases will not be granted at semester. Participation in the study abroad program is the only exception.

11. CONTRACT ASSIGNMENT—This contract cannot be assigned by you to another person. You may not sublet any part of the premises.

12. LIABILITY—St. Norbert College has no legal obligation, nor any ability to provide reimbursement for your personal property resulting from loss, theft, water damage, vandalism, or any other perils. You are encouraged to carry personal property insurance.

13. DAMAGES AND COSTS—You agree to pay for any damages to the building, including fire damage, and for damaged or missing furniture, lost property, or service costs caused by you because of your negligent actions or intentions. Where two or more residents occupy the same room and responsibility for damage or loss in the room cannot be reasonably ascertained by Residential Education and Housing, the cost of damage or loss will be divided and assessed equally between or among the residents of the room. A room condition report must be completed by each resident of the housing unit before the second day of occupancy and turned into a Residential Education and Housing staff member. If a room condition report is not turned in or signed, the resident does not have the option of questioning a charge for damages, since it shall be assumed that the condition of the room was satisfactory upon arrival. Residential Education and Housing reserves the right to assess common area damage between residents of the hall, apartment, townhouse or College house.

14. VACATION PERIODS— Students may not occupy their residence hall rooms later than 24 hours after their last final each semester. All residence halls will be closed beginning at noon on December 18, 2010 through January 21, 2011, and all services normally provided will be discontinued. Residents who opt for winter break housing and pay an additional fee in advance may reside in their residence hall from December 18, 2010 until the hall opens again for the spring semester. All halls remain open during long-weekend, Thanksgiving and spring breaks.

15. VACATING—You will vacate the premises within 24 hours after termination of this contract, discontinuance as a student, or your last final each semester. If you are graduating from the College, you may remain in your room until Commencement Day. Under no circumstances may you remain in your room later than building closing time on the last day of the contract term.

16. CHECK-IN AND CHECK-OUT—Upon moving into your assigned room, you should complete a Room Condition Report, which will be an accurate and complete record of the contents and condition of your room. When vacating the room, you must check out with a REH staff member, by returning your room key. The Check-Out Record, Room Condition Report Record, plus a room inspection by your REH staff member, will serve as the basis for check-out charges.

You agree to follow the proper check-out procedures when vacating the premises, which include returning your keys to an REH staff member, removing personally owned or rented furniture and equipment, waste and debris, and leaving the room in an acceptable, clean condition. Should extra cleaning by College personnel be required because of poor housekeeping by you and/or abandoned property require storage until disposal, a service charge will be made. You agree to return all furniture to its original layout before you move out.

17. ROOM ENTRY—Authorized personnel may enter your room for serious life- or health-threatening emergencies at any time including over break periods. Authorized personnel may enter your room to perform requested, preventive, prescheduled, or emergency maintenance, or, in the absence of occupants of the room, to silence a disruptive noise. When possible, advance notice of room entry will be given. REH or other College staff members are required to report any violations of the terms of this contract they may observe when in your room.

Room inspections will be limited to times when you have given your permission or when staff have reasonable evidence to believe a search is necessary to resolve a serious life- or health-threatening situation.

Property can be seized and removed from your room when it constitutes an imminent danger, when it is College owned property, or when staff has evidence that an unauthorized pet is in the room.

18. RULES AND REGULATIONS

A. The following are requirements of state law or are College or Department of Residential Education and Housing regulations designed to maintain an appropriate physical and community environment for the mutual benefit of all residents. Violation of these rules and regulations will likely result in disciplinary action. All residents must comply with disciplinary sanctions issued through disciplinary hearings and meetings. Rules and regulations are explained in more depth in the "Citizen: A Student Guide to the St. Norbert College Community".

(1) Safety and Security

- (a) You are required to comply with safety and security procedures in residential units. Specifically, you may not tamper with security cameras, locked doors, admit unauthorized people into the residence halls, allow guests to be unescorted, lend or give your room key to anyone else, or have a duplicate key made, interfere with fire fighters and/or equipment designed to prevent, detect, and fight fires. Residents may not tamper with student room smoke detectors. Doors meant to be locked and/or closed must not be propped open.
- (b) Student ID cards may not be altered or used as false identification to impersonate another student. Residents must be able to produce appropriate identification when asked by a staff member.
- (c) Parking of bicycles or motor vehicles except where authorized is prohibited. Bicycles and motor vehicles found in unauthorized areas may be removed. All bicycles must be removed for the winter months. Residence Hall rooms are considered unauthorized areas for motor vehicles. Bicycle storage is allowed in student rooms if the roommate agrees. Parking or driving on grass is prohibited.
- (d) Fireworks, firearms, weapons, chemicals such as but not limited to nitrous oxide, liquid nitrogen, turpentine, dry cleaning fluid, lighter fluid, gasoline, and other flammable chemicals that might create a hazard are prohibited.
- (e) Candles and incense are prohibited.
- (f) Individuals cannot be present in bathrooms intended for the opposite sex.
- (g) Building evacuation is required when the fire alarm is sounding.
- (h) Tampering with electrical wires or outlets is prohibited. Rewiring any electrical source is prohibited.
- (i) No ceiling fans may be installed in student rooms.
- (j) The use of roller blades, roller skates, or skateboards is not allowed in, around, or adjacent to any College building, including residence Halls.
- (k) Residents are required to use assigned sleeping spaces and/or bedrooms. College House basements and Townhouse storage rooms cannot be used as bedrooms and/or sleeping spaces.
- (l) Grilling needs to be done at least ten feet from the building. Using grills on balconies and porches is prohibited.
- (m) College house residents are required to keep personal items away from the furnace, water meters, electrical panels and washers/dryers.

(2) Room Decoration and Care

- (a) You are responsible for removing waste materials in accordance with recycling procedures, cleaning your room, and maintaining sanitation and safety conditions acceptable to the Division. Room arrangements and decorations which violate State Fire Code and/or pose a potential danger to yourself and others will not be permitted. Furniture attached to the floor or to walls may not be moved and furnishings in common areas may not be removed. Residents may not drill holes in or disassemble any furniture.
- (b) Food preparation in an extensive and/or ongoing manner is not permitted in resident rooms. Microwaves (no more than one per room; 600–700 watts recommended), popcorn poppers, electric coffeepots, and other appliances without an exposed heating element are permitted if used safely.
- (c) Appliances with open coils or exposed heating elements are prohibited. These include but are not limited to: convection ovens, toasters, toaster ovens, hot plates, electric frying pans, George Foreman grills, cup type immersion heating coils, space heaters, pizza ovens and other appliances with open coils or exposed heating elements, gas/propane powered appliances and charcoal cooking appliances. Stand-alone freezers, full-sized refrigerators and resident-provided air conditioners are also prohibited. Rooms have limited space.
- (d) The only pets permitted are fish in a 20 gallon or small tank.
- (e) Windows and window screens may not be removed. Hanging items such as bird feeders outside your window is prohibited. Climbing out of a window onto the roof or window ledge is prohibited. Exiting your room via the window is prohibited except in a life threatening situation.
- (f) You may not bring or build your own loft.
- (g) College provided room furnishings may not be removed from the room and stored elsewhere
- (h) The loft should not impede egress from the room.
- (i) Furniture must be placed in a manner that allows the room door to open without obstruction.
- (j) Radio and/or TV antennas may not be attached outside of windows.
- (k) Weight lifting equipment other than hand weights used for jogging or aerobics is prohibited.
- (l) Changes may not be made to the walls, ceiling, or floor. The level of the floor may not be raised. Partial or full walls cannot be built or doors installed. Wall coverings such as paneling or wallpaper may not be added. Items may not be affixed to or hung from the ceiling, including but not limited to: fishnet, flags, posters, clothesline, and ceiling fans. Decorating on the exterior of the building is prohibited.
- (m) Waterbeds are prohibited.
- (n) College House residents are expected to keep their yards free from garbage. Stuffed furniture cannot be placed on porches or the lawn.
- (o) Live wreaths and trees are not permitted.
- (p) Only poster putty and hanging strips can be used for decorating.
- (q) Residents may not paint resident rooms.
- (r) Room doors must be able to open freely and without obstruction. Personal property on the outside of the room door must be attached to the door only, and not expand to the door frame or walls. No electrical lights may be hung on doors or door frames. Harassing or demeaning materials on the outside of your room door are prohibited.
- (s) Signs and/or posters for common areas can only be placed on bulletin boards, unless approved by REH staff.

(3) Guests

- (a) You are responsible for, and will be held accountable for, the behavior of your guests and visitors. A guest is defined as: any person who does not live in the hall whom you bring or let

into the hall; any person who comes to visit you once you become aware of his/her presence; or any person who is in your room who does not live in your hall.

(b) Guests may not stay more than 3 consecutive nights in any hall.

(c) Guests are permitted only with the roommate's consent. No more than 3 people (residents or guests) in a double room and 2 people (residents or guests) in a single room may be sleeping at any given time. If you have a different room type, check with your Hall Director for the maximum number of people who may sleep in your room.

(d) Overnight guests are not allowed during final exam periods.

(e) One overnight guest per night is generally allowed during break periods except during the optional winter break housing period from December 20 – January 21, 2010.

(f) Guests and visitors may not be in possession of resident room keys, or I.D Cards. Guests and visitors must be escorted whenever they are outside of a host's room and must use bathroom facilities designated for use by their own sex. Guests are permitted regardless of the time of day, provided they are properly escorted and other policies relating to guests are followed.

(g) Guests are not permitted if they are under the influence of alcohol or other drugs.

(h) Due to the increased number of guests during certain time periods, halls may require guests of residents to be registered with Housing staff.

(4) Substance Use

(a) All state laws and the published College Housing and College policies pertaining to alcohol use will apply. All residents in possession of alcohol should have age-bearing and picture identification at all times.

1. Student rooms where both residents are under the legal drinking age of 21 must be alcohol free at all times. Guests who are of legal drinking age may not consume alcohol in these rooms.
2. Empty alcoholic beverage containers are not allowed in your room if you are under the age of 21.
3. No person under the age of 21 may store, possess, or consume alcoholic beverages in the College Residential Units or host a party where alcohol is present.
4. Alcoholic beverages may only be consumed by residents who are at least 21 years of age in their room or by their guests who must also be at least 21 years of age.
5. If you are 21 or older, but your roommate is underage, alcohol may not be possessed or consumed in your room and empty alcoholic beverage containers are not permitted in your room.
6. No person may provide alcohol to anyone under 21 years of age.
7. Any person in possession of alcohol can be expected to be asked for identification.
8. Alcoholic beverages or empty alcoholic beverage containers are not allowed in common areas.
9. Common sources of alcohol are not permitted and can result in dismissal from College Residence Halls on the first offense. Common sources of alcohol are all containers (kegs, barrels, mixes in large containers, bowls, etc) where the alcohol is intended to be served to multiple people.
10. In addition to the above policies, student rooms in the designated substance-free housing must be alcohol free at all times.
11. Alcoholic beverages may not be brewed or distilled in residence hall facilities.
12. Residents under the influence of alcohol or other drugs, regardless of age, will not be allowed to participate in College Housing sponsored programs.
13. Alcoholic beverages may not be consumed by residents and their guests at College Housing sponsored events.

14. If your guests are under the influence of alcohol or other drugs, they will be asked to leave the premises.

15. Alcohol may not be consumed on grounds adjacent to the College Residence Halls.

16. Students who are transported to the hospital or detox can expect to have their parents/guardian contacted.

17. If 75% of residents of a Townhouse, College House or apartment unit are of legal drinking age, the unit may host a party upon approval of Residential Education and Housing.

(b) The possession, use, or intent to deliver narcotics, dangerous drugs, or marijuana is prohibited. The possession, use or intent to deliver narcotics or drugs at a College Housing function or on grounds adjacent to the residence halls is prohibited. The possession of paraphernalia that is specific and unique to illegal drug use is prohibited. The misuse of prescription medication, including but not limited to sales and distribution is prohibited. The misuse of over-the-counter medication is also prohibited.

(c) Smoking is not permitted anywhere in Residential areas including student rooms and public areas such as dens, hallways, and bathrooms. Smoking is also prohibited outside within 25 feet of any College Residence Hall and/or dining facility.

(5) Use of Information Technology. You are required to comply with College policies for appropriate and fair use computing and information technology resources of the Computing and Networking Appropriate Use Policy.

(6) Sales and Solicitation. All College individuals representing campus recognized groups, clubs or causes wishing to conduct sales or solicitation in residence halls, apartment buildings, townhouses or the Carriage House or College houses must be approved at least 24 hours in advance, by the appropriate Hall Director or Intern in each area. These permits are necessary for any and all sales, including food, merchandise, or solicited funds. Sales held in residence hall lobbies, or upper class areas must be approved by the Hall Director or Intern. Door to door sales are not permitted. Sales permits and specific guidelines are available from the Hall Director of each hall.

(7) Community Atmosphere. Disruptive, dangerous, excessively noisy behavior, or behavior which intimidates, or hazes other people, or interferes with the quiet enjoyment of the premises by residents is prohibited. You may be required to remove stereos or musical instruments from your room. Playing musical instruments such as but not limited to amplified musical instruments (including electric guitars and keyboards), drums, and brass instruments, is not allowed in resident rooms. During established quiet hours, it is expected that noise from you and/or your room should not be enough to disrupt residents of the community, including rooms on floors above and below. Yelling and/or playing music out of windows is prohibited.

(a) Sleeping is not permitted in common area space.

(b) Residents are required to abide by community decisions regarding use of common area space.

(c) Hallways, lobbies, and lounges must not be used for storage of belongings for any length of time, even on a temporary basis.

(d) Housing-provided furniture in study lounges, recreation rooms and lounges must not be removed.

(e) Playing sports in common areas inside and/or using any type of bat, ball, stick, or other object is not allowed.

(8) Video/cell phones and other electronic devices. Residents may not take images of a person without his/her permission within the residence halls. Transmission of such images electronically also requires permission from the person.

(9) Gambling. State laws regarding gambling will be enforced. The exchange of money in gambling ventures is prohibited, including but not limited to penny poker, games of chance, betting on sports, and online gambling from the residence halls.

(10) Vandalism. You may not damage, deface, and/or destroy College property or property belonging to another resident or guest either deliberately or through negligence.

B. Residents who engage in the behaviors listed below will be subjected to serious disciplinary action on a first offense, could include suspension or expulsion from the College.

(1) Throwing or dropping objects out of windows. Violations of this rule include, but are not limited to, throwing objects such as water balloons, cans, or firecrackers out of windows.

(2) Possessing and/or hosting a party in which a keg, barrel, or common source of alcohol is present.

(3) Possessing, using or intending to deliver narcotics or dangerous drugs including the delivery of marijuana. The use or possession of controlled substances as defined in Chapter 961 Wis. Stats. is prohibited on all College property.

(4) Tampering with fire equipment (such as but not limited to alarms, sprinkler systems, extinguishers, common area smoke detectors, and pull station covers) and exit signs. Violations of this rule include, but are not limited to, removing the fire extinguisher from its prescribed location, fully or partially discharging a fire extinguisher for any purpose other than putting out a fire, setting off false fire alarms, breaking the glass covering pull stations, tampering with common area smoke/heat detectors and room sprinkler systems, and tampering with exit signs. Nothing may be hung from the room sprinkler system.

(5) Setting fires. Violations of this rule include setting fire to items on a room door or bulletin board or any other flammable material in the halls, and fires caused by a lit candle or cigarette.

(6) Assault/battery against another individual. Violations of this rule include, but are not limited to, threatening another person with physical harm verbally or physically, or touching another person, with or without a weapon, in a manner that is aggressive and threatening.

(7) Interfering with a staff member engaged in the performance of his/her duties; interference includes, but is not limited to: verbal abuse, physical intimidation or use of physical force, and the display of demeaning or humiliating visual materials.

(8) Interfering with the security system, tampering with locks in student rooms and other areas, tampering with elevators, altering, loaning, or duplicating College keys, and tampering with security cameras. Violations of this rule include, but are not limited to, jamming a door shut or tying doors shut; taping open locks on doors; duplicating your room key to give a copy to a friend or any other person; tampering with control panels on an elevator or dumping water in the elevator; forcing doors open or preventing them from opening.

(9) Shooting off firecrackers and/or fireworks. Violations of this rule include, but are not limited to, discharging or in any way attempting to discharge types of manufactured or homemade fireworks including cannons or bottle rockets in, out of, or adjacent to a residential unit. The size of the firecracker is irrelevant.

(10) Possessing and/or using firearms (guns — including pellet guns, BB guns, airsoft BB guns), bows and arrows, ninja stars, or any other dangerous weapons. Individuals may not display or portray as real any object that resembles a weapon.

(11) Inappropriate use of pepper spray/mace.

(12) Hacking or attempting to disrupt computer networks at the College.

(13) Theft from roommate or community property. Tampering with washing machines, and/or vending machines in order to avoid paying is prohibited. The removal of personal property belonging to your roommate or another community member without consent is prohibited and will be treated as theft.

(14) Harassment is prohibited. Harassment is defined as verbal threats, intimidation, or conduct which tends to cause or incite a breach of the peace; or are severe or pervasive enough to substantially interfere with a reasonable student's educational performance, opportunities or benefits, or mental, emotional or physical well-being and which actually do so interfere. The presentation of any idea, regardless of the idea's nature or perceived value, may not be considered harassment unless it is accompanied with verbal threats, intimidation, or conduct as previously defined.

(15) Vomiting, urinating, or defecating in public areas outside of the bathrooms is a health hazard and is prohibited.

C. Changes in the rules and regulations may be made by REH during the term of this contract by placing notices on hall bulletin boards one week before the changes become effective. If the health or safety of persons using the facilities may be adversely affected by the delay, implementation may be immediate.

19. DISCIPLINARY ACTION—If you are involved in disciplinary action for a violation of the rules and regulations that could cause a room change or dismissal from the College, you will be accorded the following:

- A. A written notice of the allegations against you.
- B. Sufficient time to prepare a response to the allegations.
- C. A hearing.
- D. An opportunity to appeal to higher administrative authority.

20. PERSONAL PROPERTY—Residents are responsible for removing all personal property from College Housing when they move out. The College has the right, without liability, to dispose of all personal property left or abandoned on the premises 30 days after the expiration or termination of the current contract. During such 30-day period, the College, the Department of Residential Education and Housing and its staff members, will not be responsible for loss, damage, or theft of the property.

21. CONTRACT CHANGES—Changes may not be made in the terms and conditions of this contract without the agreement and written permission of the Assistant Dean for Campus Life or designee.

22. FACILITY REPAIRS/IMPROVEMENTS—The College reserves the right to make repairs or improvements to the facilities and residents' rooms during occupancy periods.

23. MEAL PLAN - Residents living in Bergstrom, Burke, Madelaine/Lorraine, MMM, Michels, Sensenbrenner and VMC are required to obtain a meal plan as designated by their class standing.

Drugs

St. Norbert College does not condone the use of marijuana, narcotics or other illegal drugs. Therefore, the possession, consumption, sharing or sale of marijuana, narcotics or other illegal drugs are prohibited. Drug paraphernalia (i.e. pipes), is not permitted on the St. Norbert College campus. Illegal drugs or drug paraphernalia that are on open display in student rooms or public areas of a residence will be confiscated.

Electronics/Electrical Appliances

Television sets and radios with self contained antennas, microwaves, refrigerators, computers, CD players, electric razors, clocks, hair dryers, curling irons, lamps, popcorn poppers, hot pots, heating pads, electric blanket and fans are permitted in rooms providing their use does not disturb other occupants of the hall and their state of repair is not a fire hazard. Refrigerators are permitted if the following criteria are met: the refrigerator cannot exceed 3.5 cubic feet in size, 3 amps in energy rate, or 300 watts in power; it must be Underwriters Laboratory (UL) approved and should be in good physical condition. Hot plates, grills (including George Forman type), skilletts, toasters or any cooking devices are not permitted

in residence halls. In addition, sun lamps, halogen lamps, air conditioners (unless approved), and gas appliances are not allowed.

It is impossible to list all electrical appliances which are hazardous for use in the residence halls although a general guideline would be that any appliance is prohibited if it is rated over six amps (700watts), if it has an exposed heating element, or if it is not UL listed.

Fire Safety

Firefighting equipment, fire alarm systems, smoke detectors and fire evacuation procedures are provided for the protection of life and property of residents. Students should familiarize themselves with the type and location of equipment, exits, windows and the proper evacuation procedure from their floor/wing and residence hall.

To provide for the safety of residents in case of a fire, periodic fire drills are scheduled early in each semester. These fire drills are designed to be learning experiences for the residents and the hall staff in properly evacuating the building. Students are required to vacate the building during fire alarms and drills. False alarms are a serious disruption to community living as well as a threat to the safety of all residents. Students who tamper with or misuse fire safety equipment will subject themselves to the full extent of the campus conduct system.

Open flame devices are not permitted in residence hall rooms. Candles, oil lamps, incense or similar open flame devices left unattended could start a fire. Also improper use of extension cords is another major source of residence hall fires. Using "octopuses" could result in overloading of circuits or a fire. Halogen lights are not permitted because they present a fire hazard.

St. Norbert College provides smoke alarms for the resident's safety and because they are required by law. Residents should test smoke detectors regularly. If a smoke detector needs new batteries, students should contact the R.A.

Personal belongings or any other items must be kept clear from hallways, stairways, exits, and all common areas. All stairwell and fire doors need to remain closed.

Weapons, Firearms, Fireworks, Explosives

The safety and security of members of the College community are a priority. Therefore, St. Norbert College prohibits the possession, use, or sale of any kind of weapon or firearm, fireworks, explosives, or chemical on college property for any reason at any time, including substances, devices, or weapons designed to or that may incapacitate, injure or kill. Prohibited items include, but are not limited to:

- Firearms of any kind, including firearm look-alikes or realistic facsimiles, paint guns, weapons that discharge a projectile of any kind by air, CO2 or other gas, or via a spring-loaded mechanism, including pellet or BB guns, or other long-barreled weapons
- Ammunition of any kind
- Devices, including, but not limited to stun or laser guns, from which an electrical current or impulse, wave or beam may be directed
- Sport, game, martial arts, or theatrical equipment, including but not limited to swords, throwing stars or knives, clubs, darts, blowguns

- Bow and arrows, or crossbows
- Knives, except pocketknives or culinary knives, with blades longer than 3"
- Explosives or incendiary devices of any kind
- Fireworks or firecrackers
- Dangerous or toxic chemicals, chemical irritants, or chemicals stored or used for anything other than in a supervised experiment in a College laboratory. Chemicals may not be stored in any of the Colleges residence halls or houses.

Such items are subject to immediate confiscation. Persons charged under this policy are subject to immediate interim separation from the College. Possession, use, or sale of such items on campus may lead to suspension or expulsion.

Guests in College Housing Facilities

Students living College owned housing units should complete a Guest Contract with a Residential Education and Housing staff member before having guests visit over night. All guests must be registered and cannot stay any longer than 3 days at a time. St. Norbert College students are responsible for the behavior of their guests. Guests must be of the same gender for anyone over the age of 13 to stay in College-owned housing units.

Loft/Bunk Policy

Waterbeds are not permitted in any Residential Life area. A copy of the complete loft policy is available in the Residential Education and Housing Office and in individual Hall Director offices. Information on rental lofts through Campus Lofts, Inc. is also available in the Office of Residential Education and Housing.

Motorized Vehicles

Motor bikes, motorcycles or any other devices requiring the use of combustible fuels create fire hazards and are not allowed to be ridden or stored in a housing unit at any time. They shall be removed and stored at the owner's expense. These vehicles cannot be parked or stored in close proximity to a housing unit and must be at least 50 feet from hall.

Propping or Door Tampering

Propping or tampering with exterior or interior doors is not permitted. Students need to use designated exterior entrance doors as determined by Residential Life and are not permitted to allow unknown person(s) into the residence hall. Offenders are liable for any resulting security issues which will include conduct action.

Quiet/Courtesy Hours in Residential Life Areas

Courtesy hours are observed 24 hours a day, seven days a week in all residential living units. Courtesy hours require that residents are considerate of others living in their community and will maintain a reasonable level of quiet.

Quiet hours require that residents or visitors must ensure that their noise level does not disturb any other resident. Specific quiet hours are observed during these time slots:

9:00 p.m. - 9:00 a.m. Sunday through Thursday
12:00 a.m. - 9:00 a.m. Friday and Saturday

These hours may be changed at the discretion of the Director of Residential Education and Housing

Each resident has the right and responsibility to request other residents to be quiet. During finals, intensive study hours are observed. Additional information regarding quiet/courtesy hours may be obtained from Residential Life staff members.

Room Entry and Room Search

The College's right to enter or search a room is exercised with discretion. Authorized College personnel, before entering a room, should knock, announce themselves, receive permission to enter, and then enter. In cases where the staff member suspects that a College regulation is being violated, the staff member may enter after knocking and announcing him or herself.

Room Entry: A reasonable effort shall be made to have a resident present if it is necessary and appropriate. The following staff members may enter a student room.

- A. Maintenance staff person or a housekeeper for routine maintenance or housekeeping functions;
- B. Residential Education and Housing staff members and Campus Safety staff members to resolve emergency situations (including but not limited to fire, accidents, sickness or danger to health and welfare of residents);
- C. Residential Education and Housing staff members or Campus Safety staff when there is evidence or reasonable information that a College regulation is being violated;
- D. Residential Education and Housing staff and Campus Safety staff for hall opening and closing inspections and other published break periods.

Evidence of violations of College regulations or civil law that is in plain sight during room entry is not considered part of a room search and can be dealt with as a policy violation.

Whenever a room is entered without a resident being present, the staff member(s) shall leave a note stating that the room has been entered, the name(s) of the person(s) who entered, and the purpose of the entry. When it is necessary for College staff members to enter a resident's room for inspections (hall closing at vacation times), the residents are given advance notice.

Room Search: Except under emergency circumstances premises occupied by students are not searched unless appropriate authority has been obtained. These guidelines shall be followed:

- A. There must be reasonable suspicion that residents of a specific room have in their possession articles, or are in the process of committing acts, that are in violation of state or federal laws or College rules and regulations.
- B. Authorization for a room search must be obtained from the Vice President for Student Affairs and Dean of the Students, the Director of Residential Education and Judicial Affairs, the Director of Campus Safety or their designees.
- C. Unless not feasible, the College staff members should make every effort to have one or all residents present during the search and to inform the residents as to the reasons for that search.

- D. Articles that represent illegal possession or violation of civil law or College regulations could be confiscated and not returned until necessary conduct action and/or safety measures have been completed.
- E. The De Pere Police Department may be called to assist, if necessary.

Screens

For safety reasons and to avoid damage to screens, residents may not remove or tamper in any way with window screens. Objects may not be dropped from windows because of the serious safety hazard. In the event that a window screen has been removed or tampered with, the resident(s) of the room will face disciplinary action.

Selling and Solicitation

All College individuals representing campus recognized groups, clubs or causes wishing to conduct sales or solicitation in residence halls, apartment buildings, townhouses or the Carriage House or College houses must be approved at least 24 hours in advance, by the appropriate Hall Director or Intern in each area. These permits are necessary for any and all sales, including food, merchandise, or solicited funds. Sales held in residence hall lobbies, or upper class areas must be approved by the Hall Director or Intern. Door to door sales are not permitted.

Sales permits and specific guidelines are available from the Hall Director of each hall.

Sports Activities

Riding skateboards, bicycles or in-line skates and throwing frisbees or other projectiles in residence halls is not considerate of the safety of others and is not allowed. Also, sports such as golf, basketball, baseball, soccer, and racquetball, etc. are not allowed in the residence hall.

Visitation Hours in Housing Areas

Like most opportunities at the College, visitation is not a right, but rather a privilege that may be suspended for violation of the provisions. The hours for visitation are established to provide for the privacy of residents within each floor/wing community. The responsibility for the effectiveness of this program lies in the hands of each resident, the Hall Council in each hall and R.H.A. with the support of the Residential Education and Housing staff members. The success of visitation is dependent upon the responsible behavior of residents. Residents should escort their guests in and out of the hall at all times. Violation of the Visitation Policy will result in conduct action.

Specific visitation hours during which men and women may visit each other are established by the residence halls in conjunction with the Student Affairs Office. However, no residence hall may extend its visitation hours beyond the following:

For residence halls:

Sunday - Thursday.....9:00a.m. - Midnight

Friday - Saturday.....9:00a.m. - 2:00a.m.

For apartments, townhouse/carriage house, Gries Hall and College houses:

Sunday - Sunday.....9:00a.m. - 2:00a.m.

Townhouse Village Living Guidelines

All students living in the Townhouses, Carriage House, College Houses, Riverside and Vander Zanden are expected to live according to all of the procedures and policies listed in the Living Guidelines, Housing Contract and Community Living Expectations as stated in the Citizen (student handbook) and subsequent Residential Education and Housing publications (including but not limited to newsletters). This document is an outline of where to locate all of these policies, procedures, and services.

The Citizen – This is an online publication that details all of the College and Residential Education and Housing policies. The web address is www.snc.edu/studentlife/citizen.pdf.

Housing Contract – Each student signs this document and must comply with the contract. Copies of the contract are located on the Residential Education and Housing website online at www.snc.edu/housing.

Living Guidelines – This document is a short outline of information, policies and procedures for upper-class students. All students will sign the guidelines acknowledging that they have read the information.

CONTACT INFORMATION AND ASSISTANCE

A complete information sheet will be provided upon check-in on how to contact campus resources for emergencies, facility repairs, and other information.

FACILITY RELATED ASSISTANCE

Students are expected to report all facility related issues to the Building Manger or the online work order system at www.snc.edu/service. If the situation is an emergency, first try to contact the Building Manager. If the Building Manager is not available, residents can contact the Department of Residential Education and Housing (REH) at x3360 during office hours or the Campus Safety Office at x3299.

GENERAL INFORMATION

- **Alcohol**-Residents need to follow state law and party contract policies. Open alcohol containers are not allowed outside the Carriage House apartments or Townhouses.
- **Animals**-Animals are not permitted in the Townhouses or Carriage House at any time, with the exception of fish in a tank no bigger than 20 gallons.
- **Bikes**-Bikes are permitted outside and can only be chained to the bike racks, not the light poles.
- **Building Rooms**
- Rooms cannot be built or structurally altered in any way.
- **Cable Television**-Each Townhouse and Carriage House apartment is furnished with the basic cable television service provided by St. Norbert College. For questions or problems about cable service, contact Technology Support Services at x3245.
- **Candles**-Candles and open flame devices are not permitted.
- **Check-In/Check Out**-All residents are required to check-in and check out of their living space in accordance with procedures.
- **Cleaning and Stains**-Residents are responsible for keeping their living area clean. Carpet stains should be reported immediately. A vacuum cleaner, broom, dustpan, wastebaskets, and toilet paper are provided in each Townhouse and Carriage House Apartment.

- **Controlled Substances**-The possession, sale or consumption of controlled substances or being under the influence of controlled substances (i.e. illegal drugs, drug paraphernalia, other people's prescriptions, etc.) is strictly prohibited.
- **Damages**-Residents will be charged for the cost to repair or replace any damaged or missing items. Damages to personal rooms will be individually charged to the residents. Damages to common areas will be split among all residents of the building.
- **Decorations**-Decorations (including lighting) are not permitted on the exterior of buildings. Decorations that damage the walls i.e. nail holes or paint damage will result in students being charged for the cost of repairs.
- **Electrical Appliances**-Items with open heating elements such as George Forman Grills®, pizza ovens, and halogen lamps are not permitted.
- **Firearms and Combustible Materials**-Firearms and combustible materials (i.e. gasoline, lighter fluid, fireworks, etc.) are not permitted in any campus owned housing. Any device requiring the use of combustible materials cannot be stored in college housing.
- **Furniture**-All St. Norbert College furniture and appliances that are provided must remain in the apartments. Residents can choose either to utilize the bunks that are provided in each bedroom or rent a loft from College Products.
- **Garbage-Recycling**-Garbage and Recycling needs to be taken to the proper area, between the Carriage House and Schuldes Sports Center.
- **Grilling**-Grilling must be done at least five (5) feet from the building. Grilling is prohibited on porches or balconies.
- **Guests**-Guests cannot stay for more than three (3) days.
- **Heating and Air Conditioning**-Space heaters are prohibited. Residents may not install their own air conditioners. This includes window AC units and portables units. Each Townhouse and Carriage House Apartment has an individual system that is controlled by a thermostat.
- **Health and Safety Inspections**-Residential Education and Housing will conduct a health and safety inspection once per month.
- **Housing During Break Periods**-Upper-class housing areas are open during all academic vacation periods.
- **Internet**-Townhouse/Carriage House residents have access to the SNC network in their living areas through data jacks in the living room and bedrooms. Wireless service is also provided throughout the buildings.
- **Keys and Locks**-Residents need to use college keys and locks. Keys cannot be duplicated. Lost keys will result in the re-coring of the locks. Residents who lose their keys will be charged the replacement cost to replace any necessary keys and cores. Guests cannot lend, sell, or transfer any housing area key to any person for the purpose of allowing that person to enter the building or room unescorted.
- **Mechanical Systems**-Residents should not interfere with any part of the heating, electrical systems, or refrigeration units. Not outside radio, television aerial or Air Conditioning Units may be installed. Waterbeds, hot tubs, or similar items are prohibited in the Townhouses and Carriage House.
- **Noise**-Campus quiet hours are in effect for upper-class areas. Residents are asked not to make or allow any improper and/or disturbing noises at any time or play any musical instruments, televisions, or stereos in ways or at times which may be objectionable to other residents or neighbors.
- **Parking**-Townhouse and Carriage House residents can purchase an upper-class parking permit from the Parking Office that will allow them to park in any overnight upper-class campus lots.

Townhouse and Carriage House residents may not park in the Marsh St. cul-de-sac or the Carriage House Driveway.

- **Parties**-All parties in the Townhouses and Carriage House must be approved by REH. Kegs are prohibited. Party contracts can be obtained in Residential Education and Housing or from the Building Manager.
- **Property Loss**-Residents are responsible for their own personal property insurance.
- **Room Changes**-All room changes must be done through the Department of Residential Education and Housing. A \$50.00 charge will be assessed for all unauthorized room changes.
- **Room Condition Report (RCR)**-Each resident must fill out and sign an RCR when checking in or out. Failure to do so will waive the right to appeal any room damages.
- **Signage**-Signs, advertisements, or notices, including but not limited to flags and alcohol banners, cannot be placed inside or outside in such a manner that they can be viewed from outside of the apartments.
- **Smoking**-Smoking is prohibited in all buildings on campus. Smoking is not allowed within 25 feet of any building entrance.
- **Telephones** -Residents have access to a land-line phone jack.
- **Visitation**-The Visitation policy applies to all upper-class housing areas.
- **Weapons** -All types of weapons are prohibited on College property. These items include, but are not limited to ammunition, guns (including paint ball, BB/pellet), swords, knives, bows and arrows.

SAFETY-RELATED POLICIES AND PROCEDURES

General Policy Information-Residents cannot bring or store anything in the apartment which will in any way increase the risk of fire, or which is against the fire laws or regulations of the fire department or any insurance policy for the apartments.

- **Open Flame and Open Coil Devices**-All types of open flame and open coil devices are not permitted (i.e. George Foreman grills, pizza ovens, candles, toaster ovens, oil lamps, incense or similar open flame devices which left unattended could start a fire). Toasters are permitted in kitchen areas only. Due to safety reasons, charcoal and gas grills must be kept at least five feet from the apartments. The storage of gasoline and other combustible materials is not allowed in the buildings.
- **Decorations and Lighting**-Decorations are not permitted anywhere on the exterior of the apartments. Window decorations that are potential safety hazards are not permitted which include flags, Christmas lights, or electrical neon signs. Items cannot be located near any draperies or other combustible materials. Extension cords and halogen lamps are not permitted.
- **Entrances and Walkways**-The sidewalks, entrances, and stairways cannot be blocked or used by residents for any purpose other than going into or leaving the apartments.
- **Health and Safety Inspections** -The Residential Education and Housing and/or Facilities Departments will be conducting monthly health and safety inspections. All attempts will be made to provide a day's notice prior to the inspection.
- **Locking and Propping Doors**-Since the carriage house entrances are locked 24 hours per day for safety and security reasons, the exterior doors to the Carriage House cannot be propped open at any time. All residents should keep their doors locked at all times to protect themselves and their personal belongings.
- **Fire Safety Equipment** -Each apartment is provided with a fire extinguisher and smoke detectors. Please read the Fire Safety section in [The Citizen](#) for additional information about fire

safety. Firefighting equipment, fire alarm systems, smoke detectors and fire evacuation posted procedures cannot be tampered with.

- **Personal Safety**-Campus Safety or Residential Education and Housing should be notified of any suspicious individuals or behaviors.

Gries Hall Living Guidelines

All students living in Gries Hall are expected to live according to all of the procedures and policies listed in the Living Guidelines, Housing Contract and Community Living Expectations as stated in the Citizen (student handbook) and subsequent Residential Education and Housing publications (including but not limited to newsletters). This document is an outline of where to locate all of these policies, procedures, and services.

The Citizen – This is an online publication that details all of the College and Residential Education and Housing policies. The web address is www.snc.edu/studentlife/citizen.pdf.

Housing Contract – Each student signs the 11 and ½ month contract. Copies of the contract are located on the Residential Education and Housing website online at www.snc.edu/housing.

Living Guidelines – This document is a short outline of information, policies and procedures for upper-class students. All students will sign the guidelines acknowledging that they have read the information.

CONTACT INFORMATION AND ASSISTANCE

A complete information sheet will be provided upon check-in on how to contact campus resources for emergencies, facility repairs, and other information.

FACILITY RELATED ASSISTANCE

Students are expected to report all facility related issues to the Intern or the online work order system at www.snc.edu/service. If the situation is an emergency, first try to contact the Building Manager. If the Building Manager is not available, residents can contact the Department of Residential Education and Housing (REH) at x3360 during office hours or the Campus Safety Office at x3299.

GENERAL INFORMATION

Alcohol

- Residents need to follow state law and party contract policies.
- Open alcohol containers are not allowed in the common areas of Gries Hall.

Animals

- Animals are not permitted in Gries Hall at any time, with the exception of fish in a tank no bigger than 20 gallons.

Bikes

- Bikes are permitted outside and can only be chained to the bike racks, not the light poles.

Building Rooms

- Rooms cannot be built or structurally altered in any way.

Cable Television

- Each Gries Hall apartment is furnished with the basic cable television service provided by St. Norbert College.

- For questions or problems about cable service, contact Technology Support Services at x 3245.

Candles

- Candles and open flame devices are not permitted.

Check-In/Check Out

- All residents are required to check-in and check out of their living space in accordance with procedures.

Cleaning and Stains

- Residents are responsible for keeping their living area clean. Carpet stains should be reported immediately.

Controlled Substances

- The possession, sale or consumption of controlled substances or being under the influence of controlled substances (i.e. illegal drugs, drug paraphernalia, other people's prescriptions, etc.) is strictly prohibited.

Damages

- Residents will be charged for the cost to repair or replace any damaged or missing items.
 - Damages to personal rooms will be individually charged to the residents.
 - Damages to common areas will be split among all residents of the building.

Decorations

- Decorations (including lighting) are not permitted on the exterior of buildings.
- Decorations that damage the walls i.e. nail holes or paint damage will result in students being charged for the cost of repairs. Residents are permitted to use MMM tabs. Tape and other adhesives should not be used on woodwork or doors.

Electrical Appliances

- Items with open heating elements such as George Forman Grills®, pizza ovens, and halogen lamps are not permitted.

Firearms and Combustible Materials

- Firearms and combustible materials (i.e. gasoline, lighter fluid, fireworks, etc.) are not permitted in any campus owned housing.
- Any device requiring the use of combustible materials cannot be stored in college housing.

Furniture

- All St. Norbert College furniture and appliances that are provided must remain in the apartments. Additional larger pieces of furniture are not allowed to be brought into the apartment (i.e. couches).

Garbage-Recycling

- Garbage and Recycling needs to be taken to the proper area, behind the Carriage House.

Grilling

- Grilling must be done at least five (5) feet from the building.

Guests

- Guests cannot stay for more than three (3) days.

Heating and Air Conditioning

- Space heaters are prohibited.
- Residents may not install their own air conditioners. This includes window AC units and portables units.

Housing During Break Periods

- Upper-class housing areas are open during all academic vacation periods.

Internet

- Gries Hall residents have access to the SNC network in their living areas through data jacks in the living room and bedrooms. Wireless service is also provided throughout the building.

Keys and Locks

- Residents need to use college keys and locks. Keys cannot be duplicated. Lost keys will result in the re-coring of the locks. Residents who lose their keys will be charged the replacement cost to replace any necessary keys and cores.
- Guests cannot lend, sell, or transfer any housing area key to any person for the purpose of allowing that person to enter the building or room unescorted.

Mechanical Systems

- Residents should not interfere with any part of the heating, electrical systems, or refrigeration units. Not outside radio, television aerial or Air Conditioning Units may be installed.
- Waterbeds, hot tubs, or similar items are prohibited in Gries Hall.

Noise

- Quiet hours are in effect for upper-class areas.
- Residents are asked not to make or allow any improper and/or disturbing noises at any time or play any musical instruments, televisions, or stereos in ways or at times which may be objectionable to other residents or neighbors.

Parking

- Gries Hall residents can purchase an upper-class parking permit from Campus Safety that will allow them to park in any overnight upper-class campus lots.

Parties

- All parties in Gries Hall must be approved by REH. Kegs are prohibited. Party contracts can be obtained in Residential Education and Housing or from the Building Manager.

Property Loss

- Residents are responsible for their own personal property insurance.

Room Changes

- All room changes must be done through the Department of Residential Education and Housing.
- A \$50.00 charge will be assessed for all unauthorized room changes.

Room Condition Report (RCR)

- Each resident must fill out and sign an RCR when checking in or out. Failure to do so will waive the right to appeal any room damages.

Signage

- Signs, advertisements, or notices, including but not limited to flags and alcohol banners, cannot be placed inside or outside in such a manner that they can be viewed from outside of the apartments.

Smoking

- Smoking is prohibited in all buildings on campus.
- Smoking is not allowed within 25 feet of any building entrance.

Telephones

- Each apartment is provided with a phone jack in the common living area.

Visitation

- The Visitation policy applies to all upper-class housing areas.

Weapons

- All types of weapons are prohibited on College property. These items include, but are not limited to ammunition, guns (including paint ball, BB/pellet), swords, knives, bows and arrows.

GRIES HALL FITNESS CENTER

The Gries Hall Fitness Center is intended to promote a healthy lifestyle by providing facilities to improve the fitness of the community.

Fitness Center Policies

- No food or beverages, other than plastic water in plastic containers, will be allowed in the fitness center.
- Gries Hall fitness center will be only accessible to Gries Hall residents.
- Only tennis shoes are allowed in the Gries Hall fitness center and on equipment
- A courtesy policy will be enforced during busy times.
- Antibacterial wash will be provided for all users to clean equipment following use.
- All users of the Gries Hall fitness center should treat fitness room equipment with respect.

GRIES HALL REFLECTION AREA

Reflection Area Policies

- This area is only to be used for reflection, quiet conversation and study.
- Special gatherings are said to be limited to those regarding service, faith, intimate readings, etc.
- Gatherings not allowed are those nonconductive to the reflective nature of the room (i.e. social group meetings)
- The furniture will not be removed from the room at any time.

SAFETY-RELATED POLICIES AND PROCEDURES

General Policy Information

- Residents cannot bring or store anything in the apartment which will in any way increase the risk of fire, or which is against the fire laws or regulations of the fire department or any insurance policy for the apartments.

Open Flame and Open Coil Devices

- All types of open flame and open coil devices are not permitted (i.e. George Foreman grills, pizza ovens, candles, toaster ovens, oil lamps, incense or similar open flame devices which left unattended could start a fire). Toasters are permitted in kitchen areas only. Due to safety reasons, charcoal and gas grills must be kept at least five feet from the apartments. The storage of gasoline and other combustible materials is not allowed in the buildings.

Decorations and Lighting

- Decorations are not permitted anywhere on the exterior of the apartments. Window decorations that are potential safety hazards are not permitted which include flags, Christmas lights, or electrical neon signs. Items cannot be located near any draperies or other combustible materials. Extension cords and halogen lamps are not permitted.

Entrances and Walkways

- The sidewalks, entrances, and stairways cannot be blocked or used by residents for any purpose other than going into or leaving the apartments.

Health and Safety Inspections

- The Residential Education and Housing and/or Facilities Departments will be conducting monthly health and safety inspections. All attempts will be made to provide a day's notice prior to the inspection.

Locking and Propping Doors

- Since the apartment entrances are locked 24 hours per day for safety and security reasons, the exterior should not be propped open. All residents should keep their doors locked at all times to protect themselves and their personal belongings.

Fire Safety Equipment

- Each apartment is provided with a fire extinguisher and smoke detectors. Please read the Fire Safety section in The Citizen for additional information about fire safety.
- Firefighting equipment, fire alarm systems, smoke detectors and fire evacuation posted procedures cannot be tampered with.

Personal Safety

- Campus Safety or Residential Education and Housing should be notified of any suspicious individuals or behaviors.

Riverside & Vander Zanden Guidelines

All students living in the Riverside/Vander Zanden complex are expected to live according to all of the procedures and policies listed in the Living Guidelines, Housing Agreement terms, and Community Living Expectations as stated in *The Citizen* (student handbook) and subsequent Residential Education and Housing publications (including newsletters).

St. Norbert College shall have the right to make other reasonable rules and regulations as necessary for the safety and care of the premises. It is the responsibility of the resident to provide insurance coverage for his/her personal property. The College is not liable for personal property.

The Residential Education and Housing/or Facilities Departments will be conducting monthly health and safety inspections. Thus, it will be necessary for them to enter the house. All attempts will be made to provide a days notice prior to the inspection.

General Information

Animals: Residents are not permitted to have any type of animal in the apartments at any time except for fish. If an animal is found in an apartment, disciplinary action will be taken which could include a fine and/or new housing assignment.

Bikes: Bikes are only permitted on the bike racks and not allowed to be chained to other items.

Cable Television: Each house is furnished with the basic cable television service provided by St. Norbert College. If you discover problems with this service, contact the Intern.

Computer Network: Computer data jacks are provided in the living room as well as in each of the bedrooms of the apartment. The data jacks provide student access to the computer network.

Check-in/Check-out Process: Residents are expected to check-in/check-out with their Intern and complete the necessary paper work which includes the Room Condition Report. All keys need to be turned in when a resident checks out.

Noise/Quiet Hours: Residents are asked not to make or allow any improper and /or disturbing noises at any time or play any musical instruments, televisions, or stereos in ways or at times which may be

objectionable to other residents or neighbors. Residents must also adhere to the De Pere City ordinance regarding noise. For further information about the Quiet Hour Policy, see *The Citizen*.

Parking: All residents living in the apartments can purchase a parking permit from the Finance Office that will allow them to park in any overnight campus lots. Residents cannot park in the JMS parking lot. Residents need to go to the Campus Safety Office in PAC to obtain the special permits for the lot in front of Riverside and Vander Zanden.

Parties: All parties that are held in the apartments must be approved by the Office of Residential Education and Housing and follow Party Contract Guidelines. Donations, contributions, or charging at the door for a party to help pay for expenses is not permitted. Party Contracts can be obtained from the Intern or the Office of Residential Education and Housing and must be handed into the office 72 hours before the event.

Programming: Residents who have any ideas for programs that would involve all of the Riverside/Vander Zanden residents are encouraged to contact the Intern.

Signs: Signs, advertisements, or notices are not allowed to be placed either inside or outside of the apartments without the written consent of the Intern.

Telephone: The telephone service in the apartments is a part of the St. Norbert College system.

Facility-Related Policies and Procedures

Furnishings: All St. Norbert College furniture and appliances that are provided must remain in the apartments. Residents need to utilize the bunks that are provided in each bedroom and cannot build their own lofts. Removal of draperies or closet doors is not permitted at any time. Stained or damaged draperies or furniture will be repaired/replaced at the expense of the residents.

Heating: Each apartment has an individual system that is controlled by a thermostat. The residents of the apartments are responsible for the payment of the electricity.

Housekeeping: The residents are responsible for maintaining their living areas. A vacuum cleaner, waste baskets, toilet paper, and garbage bags are also provided to each apartment. Spills/stains on carpeting and furniture need to be reported immediately. Stained or damaged carpeting or furniture that cannot be repaired will be replaced at the expense of the residents.

Keys and Locks: Residents are not permitted to install padlocks or any other type of locking device on any door in the house. If a door key is lost, contact the Intern immediately to process a core change.

Mechanical Systems: Residents should not interfere with any part of the heating, electrical systems, or refrigeration units. No outside radio, television aerial or air-conditioning units may be installed. Residents are responsible for the cost of all plumbing repairs resulting from the improper use of plumbing facilities. Waterbeds, hot tubs or similar items are not allowed in the apartments. If there is any question about an item being permitted in the apartments, contact the intern.

Recycling/Garbage: Do not allow garbage, newspapers, or refuse to remain in the apartment or to litter the inside or outside of the apartments. All recyclable items must be taken out to the designated enclosure located outside and placed in the appropriate containers.

Repairs/Damages: Repair work and any alterations to the apartments is the responsibility of the College and are not privileges extended to the residents. Students are expected to report all repairs to the Intern as soon as possible. If the situation is an emergency, first try to contact the Intern. If the Intern cannot be reached then, and only then, residents can contact the Office of Residential Education and Housing or the Campus Safety Office. If residents try to contact these offices first, in a non-emergency situation, the residents will be referred back to the Intern.

Any stains on the carpeting or furniture should also be reported to the Intern so a skilled person can remove the stain before it becomes permanent. To maintain the quality of the apartments, damages are critically inspected and students are charged or assessed accordingly. Also, any damage to the apartments that was not included on the Room Condition Report at the beginning of the year will be repaired/replaced at the expense of the student. All items that are damaged are replaced, not repaired, and are the financial responsibility of the residents.

Room/Area Decorating Policy: The Residential Education and Housing Department strongly recommends that residents not hang anything on the walls. Damage to the walls can be caused by most any hanging methods. If the residents choose to hang personal items, Residential Education and Housing recommends using 20 pound floor at hangers and nails. However, even these can damage the walls and the residents of the unit will be held financially responsible for any excessive damage (i.e. hole in the wall, removal of paint) to the walls, ceiling, and/or woodwork. Attempting to repair the damage yourself may increase the damage charges assessed to the residents. The anticipated charge for patching and painting a wall for the 2010-2011 academic year is \$50.00 per wall. Residents should also avoid the use of glow-in-the-dark stars and similar materials as these also damage the walls and ceilings as well as cause excessive cleaning for the housekeepers at the time of check-out.

Nailing or tacking anything to doors or any woodwork is not permitted (i.e. dartboards). Varnishing, painting, wallpapering any walls, floors, or woodwork also is not permitted.

Safety Related Policies and Procedures

Residents cannot bring or store anything in the apartments which will in any way increase the risk of fire, or which is against the fire laws or regulations of the fire department or any insurance policy for Riverside or Vander Zanden. Each apartment is provided with a fire extinguisher and smoke detectors. Please read the Fire Safety section in *The Citizen* for additional information about fire safety. Your Intern will be doing a safety inspection of your apartment once a month to ensure that smoke detectors and fire extinguishers are functioning properly.

Any type of an open flame device is not permitted (i.e. candles, oil, lamps, incense or similar open flame devices left unattended could start a fire). Due to safety reasons, charcoal and gas grills must be kept at least five feet from the apartments. Decorations are not permitted anywhere on the exterior of the building. Window decorations that are potential safety hazards are not permitted which include flags, Christmas lights, or electrical neon signs. Items cannot be located near any draperies or other combustible materials. Extension cords are not permitted.

Residents can only use the designated areas for bedrooms because of fire safety regulations. The sidewalks, entrances, stairways, and laundry room cannot be blocked or used by residents for any purposes other than going into or leaving the building.

Since Riverside and Vander Zanden are locked 24 hours per day for safety and security reasons, courtesy phones are located in the front for guests to call residents to let them into the building. All residents should keep their doors locked at all times to protect their personal belongings and themselves.

College Houses Guidelines

All students living in the College Houses are expected to live according to all of the procedures and policies listed in the Living Guidelines, Housing Agreement terms, and Community Living Expectations as stated in *The Citizen* (student handbook) and subsequent Residential Education and Housing publications (including newsletters).

St. Norbert College shall have the right to make other reasonable rules and regulations as necessary for the safety and care of the premises. It is the responsibility of the resident to provide insurance coverage for his/her personal property. The College is not liable for personal property.

General Information

Animals: Residents are not permitted to have any type of animal in the houses at any time except for fish. If an animal is found in a house, disciplinary action will be taken which could include a fine.

Cable Television: Each house is furnished with the basic cable television service provided by St. Norbert College. Cable boxes may be picked up from Media Services. If you discover problems with this service, contact the Intern.

Check-in/Check-out Process: Residents are expected to check-in/check-out with their Intern and complete the necessary paperwork which includes the Room Condition Report. All keys need to be turned in when a resident checks out.

Noise: Residents are asked not to make or allow any improper and /or disturbing noises at any time or play any musical instruments, televisions, or stereos in ways or at times which may be objectionable to the neighbors. Residents must also adhere to the De Pere City ordinance regarding noise.

Parking: All residents living in the College Houses can purchase a parking permit from the Business Office that will allow them to park in any overnight campus lots. This permit will also allow residents to park in the driveway of their house. College House residents are also expected to understand and abide by the attached parking policy. * A total of 500 parking sticker for upper-class lots will be issued. This includes parking in your driveway.

Parties: All parties that are held in the College Houses or on the grounds must be approved by the Department of Residential Education and Housing and follow Party Contract Guidelines. Donations, contributions, or charging at the door for a party to help pay for expenses is not permitted. Party Contracts can be obtained from the Intern or the Department of Residential Education and Housing and must be handed into the office 72 hours before the event.

Programming: Residents who have any ideas for programs that would involve all of the College House residents are encouraged to contact the Intern.

Signs: Signs, advertisements, or notices are not allowed to be placed either inside or outside of the house without the written consent of the Intern.

Telephone: Service is provided by U.S. Exchange. Long distance charges will be billed monthly and placed on individual student's accounts in the Finance Office. This year you will be receiving a monthly bill for the line and service charges, extended community calls and taxes.

Facility-Related Policies and Procedures

Furnishings: All St. Norbert College furniture and appliances that are provided must remain in the house. Residents need to utilize the bunks that are provided in each bedroom and cannot build their own lofts. Removal of draperies or closet doors is not permitted at any time. Stained or damaged draperies will be repaired/replaced at the expense of the residents.

Heating and Air-Conditioning: Each College House has an individual system that is controlled by an on/off switch and thermostat. The residents of the houses are responsible for the payment of utilities, including electricity and gas charges (heating). None of the houses have air conditioning units and they cannot be installed by the residents.

Housekeeping: The residents are responsible for maintaining their living areas. A vacuum cleaner, broom, dust pan, waste baskets, toilet paper, and garbage bags are also provided to each College House. Spills/stains on carpeting need to be reported immediately. Stained or damaged carpeting that cannot be repaired will be replaced at the expense of the residents.

Keys and Locks: Residents are not permitted to install padlocks or any other type of locking device on any door in the house. If a door key is lost, contact the Intern immediately to process a core change.

Mechanical Systems: Residents should not interfere with any part of the heating, electrical systems, or refrigeration units. No outside radio, television aerial or air-conditioning units may be installed. Residents are responsible for the cost of all plumbing repairs resulting from the improper use of plumbing facilities. Waterbeds, hot tubs or similar items are not allowed in the College Houses. If there is any question about an item being permitted in the house, contact the intern.

Outside Areas of the House: The yard around the house must be without litter or other cluttering materials, because it could become an issue with the community members when not adhered to. Only "lawn furniture" is allowed on the decks, porches, and/or lawn of the house. Stuffed furniture is not allowed and may be disposed of if it becomes a problem for the community. No guests, visitors, or residents may park in a way that is damaging to the property (i.e. lawn).

Recycling/Garbage Removal: Do not allow garbage, newspapers, or refuse to remain in the house or to litter the inside or outside of the house. All refuse must be brought out to the curb on Mondays 9:00 a.m. for pick-up by 2:00 p.m. All recyclable items must be taken out to the curb on Mondays by 9:00 a.m. for pick-up by 2:00 p.m. Items must be packaged according to the guidelines distributed by the Housekeeping Department. Empty garbage and recycling containers need to be removed from the curb as soon as possible.

Repairs/Damages: Repair work and any alterations to the house are the responsibility of the College and are not privileges extended to the residents. Students are expected to report all repairs to the Intern as soon as possible. If the situation is an emergency, first try to contact the Intern. If the Intern cannot be reached then, and only then, residents can contact the Department of Residential Education and Housing or the Campus Safety Office. If residents try to contact these offices first, in a non-emergency situation, the residents will be referred back to the Intern.

Any stains on the carpeting or furniture should also be reported to the Intern so a skilled person can remove the stain before it becomes permanent. To maintain the quality of the houses, damages are critically inspected and students are charged or assessed accordingly. Also, any damage to the houses that was not included on the House Condition Report at the beginning of the year will be repaired/replaced at the expense of the student.

All items that are damaged are replaced, not repaired, and are the financial responsibility of the residents.

Room/Area Decorating Policy: The Department of Residential Education and Housing strongly recommends that residents not hang anything on the walls. Damage to the walls can be caused by most any hanging methods. If the residents choose to hang personal items, the Department of Residential Education and Housing recommends using 20 pound floret hangers and nails. However, even these can damage the walls and the residents of the unit will be held financially responsible for any excessive damage (i.e. hole in the wall, removal of paint) to the walls, ceiling, and/or woodwork. Attempting to repair the damage yourself may increase the damage charges assessed to the residents. The anticipated charge for patching and painting a wall for the 2010-2011 academic year is \$50.00 per wall. Residents should also avoid the use of glow-in-the-dark stars and similar materials as these also damage the walls and ceilings as well as cause excessive cleaning for the housekeepers at the time of check-out.

Nailing or tacking anything to doors or any woodwork is not permitted (i.e. dartboards). Varnishing, painting, wallpapering any walls, floors, or woodwork also is not permitted.

Safety Related Policies and Procedures

Residents cannot bring or store anything in the house which will in any way increase the risk of fire, or which is against the fire laws or regulations of the fire department or any insurance policy on the College Houses. Each house is provided with a fire extinguisher and smoke detectors. Please read the Fire Safety section in *The Citizen* for additional information about fire safety.

Any type of an open flame device is not permitted (i.e. candles, oil, lamps, incense or similar open flame devices left unattended could start a fire). Due to safety reasons, charcoal and gas grills must be kept at least five feet from the house. Decorations are not permitted anywhere on the exterior of the house. Window decorations that are potential safety hazards are not permitted which includes flags, Christmas lights, or electrical neon signs. Items cannot be located near any draperies or other combustible materials. Extension cords are not permitted.

Keep areas around the furnace, water meters, electrical panels and washer/dryer clear from any items (i.e. boxes, etc...). Residents can only use the designated areas for bedrooms because of fire safety regulations. Basement areas cannot be used as bedrooms or sleeping spaces. The streets, sidewalks,

entrances, stairways, and porches cannot be blocked or used by residents for any purposes other than going into or leaving the house.

All residents should keep their doors locked at all times to protect their personal belongings and themselves.

College House Parking Policies

Students living in College Houses for the academic year will be given the privileges of parking in the driveways associated with their houses. Along with this privilege the following guidelines must be adhered to:

Students will be encouraged to utilize the College Overnight Parking Lots since the driveways were constructed to accommodate a limited number of cars. With seven or eight students living in some houses, it is unrealistic to think that all residents will be able to park in the driveway at the same time.

Students need to pay the parking fee to receive the required SNC parking sticker. The sticker must be displayed in the appropriate location in the back window. Students will be responsible for the SNC parking policies and procedures. Any cars in the driveway without a permit or parked on the lawns **WILL BE TICKETED AND/OR TOWED**. Due to continual parking problems (driving/parking on the lawn and parking over the sidewalk) tickets for improper parking at college houses will be \$25.00. This fine will be given to each resident of the house and will be levied at any time there is evidence of abuse, such as noticeable tracks in the lawn/snow. This “each-resident” fine is separate from the individual tickets that maybe issued to a specific vehicle that is parked on the lawn.

Students will be responsible for adhering to the City of De Pere parking ordinances.

The condition of the driveway, lawn, etc. will be inspected at the beginning of the academic year and will be noted on the House Condition Report (HCR). The residents will be charged for damage to the lawn. There will be a minimum charge of \$25.00 for restoration and any repairs that exceed this minimum will incur an additional charge of \$3.75 per square yard of sod. The Manager of Grounds will determine the appropriate charge and the Department of Residential Education and Housing will bill the resident(s).

Any violation of the parking policy and procedures will be documented by the Campus Safety and the Department of Residential Education and Housing or the Intern will take action according to the student conduct procedures. Students who repeatedly violate the policies will lose the privilege of parking in the driveway.

The College will not be responsible for any damage to any resident's vehicle or personal possessions, but students will be encouraged to report any problems to the Campus Safety Office.

Students will not be allowed to park in the garage of their house.

Some of the garages associated with the College houses are used by a variety of campus departments as storage facilities. The department utilizing the garage will be given the names and telephone number(s) of the students residing in the house so each department will be able to contact the student to arrange for access to the garage. Students will be responsible for moving their vehicles. The students will be

informed as to this procedure, so they are not surprised when they get a call about moving their cars so someone can have access to the garage.

The College WILL NOT be responsible for clearing driveways of snow. Students will be provided with two snow shovels per house. The College will clear the walkway, steps, sidewalk, and front porch once the rest of campus has been cleared and sanded. The Department of Residential Education and Housing and the SNC Grounds Crew recommend shoveling these areas yourselves if you need it done sooner. The walks need to be cleared 24 hours after snow ends.

Residents must report all broken and/or lost shovels to the Intern. Broken shovels will be assessed by the Department of Facilities to determine whether the damage was from wear and tear or improper usage of the shovels. Shovels will have identification on them so that in the case that one is lost, it can be returned. Do not use the shovels to chisel ice away. This can break the shovel and residents will be charged for the replacement of the shovel at least \$20.00 per shovel .

Over winter vacation, if nobody is living in the house, the driveway can be chained off and the Grounds Crew will clear the driveway a day or two before campus reopens for the Spring Semester. However, this is the only time they will be able to provide this service and only if the driveway is not being used. The Intern must be notified if no one will be around for the break. The Intern will have to send a list to the Facilities Department notifying them of the same information. Students using College parking lots will be responsible for reading the snow removal signs on campus and for moving their vehicles when a lot is being cleared. Individual notices will not be sent to houses.

Students can only park or drive on the paved surfaces of the driveway. Vehicles cannot be parked or driven on the lawn. Students cannot park their vehicle in the approach area of the driveway or over the sidewalk. Vehicles cannot block the sidewalk. Driving a vehicle on the lawn to go around another vehicle is not permitted.

Philosophy on Student Life

In its stated goals and objectives, St. Norbert College emphasizes the personal, moral, and intellectual development of the student. These goals are rooted in the Judeo-Christian heritage which teaches responsibility to self and others in the context of community.

St. Norbert College is- first and foremost- an academic institution, dedicated to the intellectual development of its students and the creation of a climate conducive to academic excellence. In addition to its academic programs, the college, through the Student Life office, offers programs and services which provide educational opportunities and experiences that contribute to the development of the whole person and lend support to the academic goals of the institution. These programs are intended to help young adults develop knowledge and competencies in the personal, moral, physical, and intellectual realms.

In the initiation and implementation of services, the Student Affairs Office is guided by two principles. First, the Student Affairs staff should work closely with the Dean of the College and the faculty on matters of mutual concern. Current student life programs and services which support this principle

include: the coordination of academic advisement, mid-term academic evaluations, consultation for readmission with the Dean of the College for academically marginal students, and support of the academic Honors Convocation. Other services consistent with this principle include career development programs, testing and counseling services, residence hall programming, evaluation of student behavior patterns and the establishment of a liaison between individual student and faculty when requested.

The second principle guiding student life programs and services is that they should be both varied and rich in opportunities for learning and development of individual talents and skills. In current programming, an effort is made to provide a balance of social, cultural and recreational activities which benefit entire College community and complement the academic program of the College. College programming board, sororities, Fraternities and independents, student government programs, student involvement in the campus parish, residence hall programs, campus publications, health programs and workshops we designed to provide for the development of individual skills as well as to benefit the entire College community.

In the initiation and implementation of its programs, the Student Affairs Office provides guidelines that are consistent with the institutional goals mentioned in the first paragraph, while remaining open to student-generated ideas and suggestions from other members of the College community. Within this context it is hoped that students will gain a sense of responsibility, experience personal growth, and feel a part of a community that encourages respect for self and others.

As can be seen from the above, student life programs are guided and influenced by several sources. The primary influence is the College's statement of goals and objectives. Other important sources are theories of student development and the research findings associated with them. Within the context of these sources of influence, services are designed to complement the formal academic program of the College, while at the same time offering students opportunities for the development of attitudes and skills useful to mature individuals. Finally, and most importantly, student life programs and services are strongly influenced by ideas and suggestions from the members of the College community for whom they are intended. In the last analysis, it is they who are the ultimate judges of our success or failure.

**Chickering (Education and Identity)* indicates that the young adult is faced with developmental tasks in seven different areas: 1) achieving intellectual and interpersonal *competence*; 2) managing emotions; 3) becoming autonomous; 4) *establishing* personal identity; 5) achieving satisfactory interpersonal *relationships*; 6) clarifying *life goals*; and 7) developing a sense of personal integrity. These "task areas" are refinements of the "personal, moral and *intellectual*" realms mentioned in the College's goal statement.

Student Involvement in Co-Curricular Activities

In their lives, people need opportunities for personal growth - opportunities that provide a climate to test, experience, and share themselves while growing. College students must take advantage of basic opportunities through classroom academic involvement. Individuals should concentrate on academics and then complement them with co-curricular activities.

Keeping in mind that the academic process is the key to collegiate success, co-curricular activities at St. Norbert College have been designed to help students develop personal qualities normally not

tested in the classroom. The key to these activities is the student organization structure. The College organizations/groups provide a climate that tests values, sets goals, examines beliefs, refines communication skills, and extends other personal qualities. These organizations and co-curricular activities satisfy the needs each person has:

- To reach beyond themselves and get involved with others;
- To test skills (strengths and weaknesses), giving individuals feedback and opportunities for growth;
- To be included or identified in a group with similar interests so students feel they belong and know they we needed;
- To interact with others for social purposes-students need a group to have fun with;
- To know what is happening within the College setting - members of organizations possess information; thus, speed the communication process.

Students can have fun as a participant or a leader - or, as happens many times, both in different situations. The first step is deciding to get involved. Students can assess their needs, examine what the collegiate environment offers, and then choose how to participate. It is very important that you select what to participate in. That way, the student, not events or circumstances, govern the direction of the college experience and, therefore, the degree of personal growth.

Student Groups

Co-curricular activities are divided into six general groups at St. Norbert College, each with a different structure. Each varies in the degree of commitment that is expected from the student. With the increase in formal structure goes the increase in the anticipated commitment of time and energy by the participants.

Special Interest Organizations bring people together who share a common interest or expertise. Some of these groups in this category are: Amnesty International, Debate Club, SNC Outdoor Club, Crew, Cheerleaders, College Republicans, and SNC Democrats. Special interest groups can be formed by following the organization recognition procedure.

1. Academic Clubs and Honoraries have developed when students in a specific major become interested in formalizing their activities beyond the classroom. The club elects officers based on a constitution, conducts meetings for the purpose of furthering their academic involvements and provides its members with educational programs and a social outlet. Frequently the club interacts with the faculty in that discipline, its members serving on faculty committees and assisting with projects such as tutoring and faculty evaluations. The number of academic clubs has tripled in the last three years, primarily due to the students focus on future career opportunities and aspirations. St. Norbert has six organizations which honor students for outstanding achievement in academic areas.
2. Service Groups are involved in enriching students' lives within the principles of Christ. Several groups are dedicated to helping their members become better Christians such as the Knights of Columbus and Circle K, exist at St. Norbert College. These groups offer programs for all students. However, most of their endeavors satisfy the needs of their constituents. All are governed by officers, a constitution and an advisor.

3. The Campus Ministry Council has been established to serve the College as a whole. However, elements of Campus Ministry specifically address themselves to student involvement through volunteer and liturgical programming. The Campus Ministry Council functions as a complete service program for the spiritual needs of all members of St. Norbert College.
4. Governance Groups are formal, structured groups which exist for the expressed purpose of assisting in governing their student constituents. The Student Government Association provides governance, leadership opportunities and service for the entire student population. The Residence Hall Association, Interfraternity Council, Pan-Hellenic Council and the Independent Council service their respective constituents. In addition, each residence hall has an individual Hall Council which acts as a governing and programming source. These governance groups facilitate social and educational programming and have officers, constitutions, and advisors.
5. Programming and Media Groups provide activities and programs for students. Included in this category are the College Activities Board, SNC TIMES, Graphos, and the campus radio and TV stations, WSNC. Funds to support their efforts come from the student activity fee. The services include the social, cultural, educational and recreational programs sponsored by the programming board, diverse radio and TV programs, and publication of the newspaper, yearbook, and literary magazine. These groups are accountable to the Student Affairs Committee.
6. Social Organizations - the largest number of students participate in groups that have evolved from specific student needs. Among their activities may be social involvement, service projects, religious endeavors, intramural participation and educational programs. These organizations, all governed by officers, a constitution and an advisor, maintain high visibility on the St. Norbert College campus because they contribute so significantly to the collegial environment. Included in this category are:
 - a. *Greek organizations*, composed of six fraternities and three sororities, function for social/service purposes. One of their goals is to involve their members in activities (social and service) which facilitates the unique growth of their membership. The organizations formally invite students to join the group in an educational associate period before attaining full membership status. These organizations have been very involved in College-sponsored activities and programs for many years.
 - b. *Independent organizations* have evolved from informal groups that remain intact because they developed enough camaraderie or spirit to provide a reason for continued existence. They are organized groups that participate in the intramural program and social events, service projects, fundraisers, and the formal College-sponsored activities such as Homecoming. These organizations have no formal rush program and do not require an association period.

Both the Greek and Independent organizations do much to complement the co-curricular environment-each in their unique fashion.

The Student Affairs Committee, which is a committee, authorized by the President, serves as the overall governing body for student activities and the student organizations that function under the co-curricular umbrella. This committee, composed of students, faculty and staff members is responsible for recognizing, evaluating, congratulating, and sanctioning groups/activities whenever appropriate. The committee has assumed responsibility for developing and implementing an appropriate award

recognition system to honor the groups and individuals for their contributions to St. Norbert College. Keep in mind that all groups, regardless of their status, must conduct themselves in a manner complementary to the goals of St. Norbert College.

Organization Recognition

“The college supports the right of individuals to organize and participate in student organization whose purpose is in line with the mission of St. Norbert College. These organizations will be eligible for recognition.” --Student Affairs Committee.

Criteria

Organizations seeking recognition must have:

- At least five (5) active SNC student members
- A full time SNC Faculty/Staff advisor(s)
- Executive Report
- Membership list
- Purpose statement, including mission and goals
- Constitution
- Any organization with a national affiliation must submit a letter from its national organization stating that the organization has permission to use the national name and attach national constitution if available.
- All Greek letter organizations seeking recognition must be first introduced to SGA Student Organization Affairs Committee by Pan-Hellenic or Interfraternity Council.

Benefits

Organizations with recognition enjoy the following benefits:

- Use of St. Norbert College name and logo
- Access to Student Organization Resource Room supplies, mailbox, etc.
- Reservation of space in the Campus Center for meetings and events
- Application and request of Student Activity Fee funding
- Access to LSE Graphic Artist/web site
- Reservation of SNC vehicle fleet
- Financial resources: purchase orders, tax exemption, bank accounts, consulting assistance
- Registration of off campus events, resulting in support with disputes of off campus vendors
- Liability coverage by St. Norbert College insurance policies
- Involvement fair participation

Process

The process of obtaining recognition is as follows:

- Recognition packet paperwork is obtained from Department of Leadership Development, Service & Engagement—LSE—(Recognition Packet includes: instructions for starting a student organization and recognition process, executive report, sample constitution.
- Paperwork is turned into LSE and reviewed. A meeting is scheduled with the contact person seeking recognition and the appropriate LSE staff member for further information and clarification of the recognition process.

- Once aforementioned meeting takes place, LSI forwards copy of the paperwork to Student Government Association Vice President for review and introduction to Student Organization Affairs committee.
- Organization seeking recognition is contacted by SGA Vice President to schedule hearing with Student Organization Affairs committee (two dates offered each semester to conduct hearings for organizations requesting recognition). Organization advisor(s) must be present during hearing.
- Greek letter organization must be introduced by Pan-Hellenic or Interfraternity Council. Introduction should include the benefits and challenges that proposed Greek letter organization offer to SNC and Greek communities.
- Recommendation of Student Organization Affairs committee (to grant or reject recognition) is forwarded to Student Affairs Committee through the Assistant Dean for Student Development.
- The Assistant Dean for Student Development and Vice President of SGA facilitate discussion with Student Affairs Committee regarding recommendation forwarded by Student Organization Affairs Committee.
- Vice President for Student Affairs and Dean of Students sends letter to inform organization of decision.
- If organization is approved for recognition it will receive a copy of the Campus Center Reservation and Policy Contract to be signed and returned to LSI. At that time an official statement/card/certificate of recognition is given to the organization president and is filed with the Assistant Director of Student Organization Development. In addition, once recognized, the organization and contact information will be placed on the Student Organization web site.

Renewal

Organizations are only required to go through the recognition process once, but are required to renew their recognition each fall. Renewal paperwork (including Executive Report, Membership List, Advisor signature(s), Campus Center Reservation and Policy contract, and updated constitution when applicable) is due to the Leadership Development, Service and Engagement office by October 1 to remain in good standing. Organizations that fail to get their renewal in go through the following:

- October 2- Notice sent to organizations that have not filed for renewal
- October 15- Organizations that further allow their recognition to lapse will be placed on probation. A letter will be sent to organization president, advisor and organization benefit providers (i.e. Campus Center reservations, business office, copy center, mail center, bank) alerting them to their probationary status and the suspension of their benefits
- The Student Organization Affairs committee will set one date per semester (early November/late April) for probation hearings. Organizations that do not resolve their probationary status will be dissolved and unable to request re-recognition for one calendar year.
- Organizations that are dissolved will need to reapply for recognition and start the process from the beginning. The Student Organization Affairs committee will take probation history and dissolution status into account when reviewing requests for re-recognition.
- All Social/Service organizations are required to submit an Annual Report by March 1. All organizations are encouraged to submit an Annual Report form to LSE the week after Spring Break. This form will be reviewed by the Department of Leadership Development, Service & Engagement, placed in organization file and may be submitted to the Student Organization Affairs committee as an application for Organization of the Year.

Additional Requirements

- Executive board members (President, Vice President, Secretary and Treasurer- or like positions) must maintain a 2.25 GPA requirement. Executive Officer GPA checks will take place every fall following the completion of the Executive Report. Executive board members who do not meet the 2.25 requirement will receive a letter from LSE asking them to step down from their position. A copy will be sent to the organization president and advisor.
- Social/Service organizations are required to participate in two service requirements and two educational programs per semester.

College Expectations

When an organization is granted recognition by the College, it is a privilege. Upon recognition and continued renewal, each student organization is obligated to:

- Conduct itself in such a way that is consistent with the St. Norbert College Mission.
- Select qualified officers in good academic standing.
- Have an employed member of St. Norbert College as an advisor.
- Manage financial matters responsibly.
- Complete the renewal packet every year by October 1.
- Fulfill the service requirements as outlined below and register such with LSE:
 - Academic clubs: minimal of one off-campus project/semester
 - Greek and Independent social organizations: minimum of two service projects each semester; one must contribute to the local community.
- File an Annual Report by March 1 with LSE(required for all social organizations).
- Greek and Independent social organizations are also obligated to address current, national, interpersonal and societal issues through organizational participation at a minimum of two educational programs per semester. Your organization must register both educational programs with LSE each semester. The programs may be developed and presented to the College community on your own, or you may utilize a program already created.
- Have at least one officer attend all scheduled Executive Council meetings.
- Participate in appropriate governance groups (i.e. Independent, Pan-Hellenic, Interfraternity, and Executive Councils; Student Government Association; and Residence Hall Association).
- Promote St. Norbert College through active participation in campus events and positive relationships with other organizations and the community.
- Develop a clear definition of its goals and ideals, and educate its members about the group's identity.

Officers

All officers of an organization must have at least a 2.25 accumulated grade point average and may not be on disciplinary or academic probation. Officers of an organization are expected to:

- Take responsibility to know and enforce SNC policies and procedures as well as Wisconsin state laws.
- Be honest with and show respect towards your members and College faculty and staff.
- Set goals and provide direction for your organization's members.
- Delegate responsibilities to members of your organization to create ownership for organization endeavors.
- Take time to recognize the efforts of outstanding member contributions.

Members

Recognized organizations are expected to have at least 5 members. Organizations without a strong and committed membership may have a hard time sustaining interest and, therefore, recognition. Each member of your organization is expected to:

- Abide by all regulations, policies, and sanctions in the St. Norbert College Student Handbook and Wisconsin State Law.
- Be intolerable to the participation or witness of sexually abusive behavior; acquaintance rape; dehumanizing language, action, or physical abuse due to ethnicity, religious beliefs, gender, or sexual orientation; and all forms of hazing as defined in the College Student Handbook and Wisconsin State Statute 948.51.
- Assure to the best of their ability that all activities sponsored or co-sponsored by their organization will be conducted responsibly and in good taste.
- Be responsible for any person whom they invite to a sponsored function or activity.
- Respect the property of St. Norbert College and all students and guests.

Each member of the organization must realize that their actions speak for the organization, and, in turn, the organization speaks for the College. Therefore, each member must accept the responsibility of conducting themselves in a manner conducive to advancing Christian ideals and adult expectations. Students are not permitted to join social organizations (Greeks or Independents) until the second semester of their freshman year.

Using the College Name

As a recognized student organization, you may use “St. Norbert College” in conjunction with your programs, activities, and organization publicity. Using St. Norbert College’s name connects you with the College and the respectable image that must be upheld.

Greek Associating

Association is a program designed to develop a special bond between the associates and their fraternity or sorority. Although each Greek organization has its own associate program, the essential ideas behind any program must be to:

- Provide impetus for high academic achievement through assistance programs.
- Provide an opportunity for personal development through leadership positions, self-awareness programs, and proper social functions.
- Provide a method for giving service to others through community service projects.
- Promote St. Norbert College through active participation in all-campus events and positive relationships with other organizations.
- Develop knowledge of the organization through studying the history and obtaining a clear definition of its goals and ideals.

The most important aspect of any associate program, however, is not to test how well the associate conforms to the group, but to help the associate grow as an individual.

St. Norbert College guidelines for associating are as follows:

Each Greek organization shall have a sound associate program of preparation for active membership in accordance with the goals of the organization and within the framework of an academic community with a Judeo-Christian tradition. Therefore:

- Students are not permitted to join social organizations (Greek or Independents) until the second semester of their freshman year.
- All associates must have achieved specific grade and behavioral standards to be eligible to associate. Students must have attained 2.25 cumulative grade point average in order to be eligible to associate. Students sanctioned with Disciplinary Probation are ineligible to associate.
- All associate programs are limited to five weeks.
- Associating hours are from 6:30 a.m. to 11:00 p.m. In the event of an overnight, written permission must be obtained from the respective Pan-Hellenic or Interfraternity Council advisor.
- Any and all types of associating are prohibited in the Library at all times.
- All Greek organizations must plan associating activities to reflect and respect the values inherent in the Judeo-Christian heritage. This includes an evident respect for the person and dignity of each individual.
- Though each Greek organization may set its own criteria for admission to active membership, none is free to discriminate basis of race, creed, physical handicap, or national origin.
- Each semester, all new associates and all members of the fraternity or sorority are to review and sign both the group and individual Associate Education Contracts outlining their responsibility for implementing the Hazing policy and for periodically reviewing their activities with respect to compliance with it.
- All Greek organizations will be required to complete a Rush and Associate Program evaluation.

Alleged violations of these guidelines should be brought to the attention of the Director of Leadership Development, Service, & Engagement and the Campus Center in LSE. For individual or organization violations of College policy, the institutional judicial process prevails.

Hazing

In essence, hazing is defined as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her or which may in any fashion compromise his or her inherent dignity as a person.

Alleged violations of the hazing policy should be reported to the Director of Leadership Development, Service & Engagement, Assistant Director of Student Organizational Development, or the Vice President for Student Affairs and Dean of Students. The individual's identity is kept confidential. Complaints may be made by any student, faculty, administration or outside individual who recognizes a hazing problem. Any violation of hazing regulation subjects an individual to disciplinary action, including possible suspension or expulsion from the College. In addition, the offender may be subjected to any applicable criminal statutes defined by Wisconsin law (such as reckless endangerment, assault, manslaughter, etc.).

Judicial Process

If the organization violates institutional policy, you may need to go before the College Community Relations Board (CCRB) with the violations. If this happens, the organization could be subject to an administrative warning, social probation, deferred suspension, or even revocation of the recognized status.

Student Organizations

For the most up to date list of current student organizations, please visit the Leadership Education, Service & Engagement web site at www.snc.edu/lse/edu

Student Activity Fee

The activity fee gives the student body the finances to fund programs they feel meet their needs. Money from this fee allows students/student groups to enrich their co-curricular environment. With the central activity fee, students can make direct decisions based on their assessment of student needs, the evaluation of those needs, and then the development of activities to meet these needs. Through the fee, groups have evolved that provide program activities for all students.

Eligibility Criteria: Student organizations formally recognized by the College are eligible to apply for Student Activity Fee funding. The funds must be used for programs that have the potential to benefit the entire SNC student body.

Funding Criteria: Student groups wishing financial support from the activity fee must prepare a budget which gives the need for the funds, the amount required and an evaluation to determine the success of the money spent. The Student Activity Fee Committee has the right to fund the group in any percentage (0-100) of the total request. The committee also has the right to evaluate the organizations books each semester.

For 2009-10 the activity fee policy is as follows:

1. All full-time students are required to pay the \$150.00 student activity fee. This fee is automatically assessed with tuition and other fees at \$75 per semester and collected by the College business office through the registration process;
2. All part-time students carrying two courses are required to pay the \$75.00 student activity fee;
3. All part-time students carrying one course are assessed a student activity fee of \$15.00 per academic year (\$7.50 per semester). Employees of the College are not required to pay this fee.

Behavioral Policies

To assist the College in offering the finest educational and learning environment possible, one must treat the college campus, resources, and community with respect. This entails stewardship of community assets through responsible use, as well as refraining from misusing or damaging college facilities or resources. Conduct incompatible with the College community, therefore, disruptive to the educational environment, shall be subject to conduct action.

Violation of these policies can include but are not limited to:

A. Policies related to persons; include, but are not limited to:

1. Directing psychological or physical threats against a person.

2. Intimidation, abuse, causing injury, or coercion (physically or psychologically) which could or does cause harm.
3. Engaging in behavior, which is disruptive of others, or is perceived as being disorderly.
4. Conducting oneself in a lewd, indecent, or obscene manner.
5. Verbally or physically harassing any member of the College community, students, faculty, staff, or any other individual because of race, gender/sex, religion, national origin, disability, sexual orientation, ethnicity, age, weight, or position within the College.
6. Excluding participation, denying benefits or subjecting a person to discrimination on the grounds of race, gender, religion, national origin, ability or sexual orientation.
7. Theft, attempted theft, unauthorized borrowing, or unauthorized use of any College, public or private property.
8. Unauthorized or fraudulent use of the College's facilities, telephone system, mail system, computer system, student identification cards, or uses of any of the above for any illegal act.
9. Violating policies related to sexual misconduct.
10. Violating the visitation policy as outlined under "Residential Education and Housing Policies."
11. Participating in or the condoning of any act which violates the Human Dignity statement.
12. Showing flagrant or reckless disrespect for the welfare or endangering the welfare of others.

B. Policies related to property:

1. Intentionally misappropriating (removing, using, or taking) property of another person or the College without consent or authority.
2. Knowingly possessing or selling property of another person or the College without consent or authority.
3. Intentionally destroying/damaging property of another person or the College, without authorization.
4. Obtaining the property of another person or the College by fraud or misrepresentation.
5. Entering and remaining in the facility/property of another person or the College without consent or authority.
6. Using College computer system without appropriate authorization.

C. Policies related to the operation of the College; include but are not limited to:

1. Being involved in the following types of academic dishonesty:
 - a. Cheating on an examination, including using cheat sheets or other unauthorized materials, or copying from peers.
 - b. Collaborating with others on work to be presented, contrary to the stated policy of the course.
 - c. Plagiarizing, including the submission of other's ideas or papers as one's own without proper attribution.
 - d. Submission of another's computer related assignments as one's own.
 - e. Stealing examination or course materials or knowingly using such stolen materials.
 - f. Falsifying records, laboratory results, or other data.
 - g. Submitting, if contrary to the rules of the course, work previously presented in another course.
 - h. Knowingly and intentionally assisting another student in any of the above, including any arrangement whereby work is submitted or performed by a person other than the student who is getting the credit.
2. Disrupting authorized College activities and functions, to include classroom disruption and violating the Quiet Hour Policy as defined under "Residential Education and Housing Policies."
3. Falsifying information or records submitted to the College to include documents, applications, identification cards, forms, or procedures.
4. Representing the College, especially through the use of the college facilities or equipment (i.e., computers) in such a manner which brings discredit or liability to the institution.
5. Incurring financial obligations on behalf of a person, organization or the College without consent or authority.
6. Failing to provide identification upon request by an authorized College official.
7. Disregarding the legitimate request of a College official, to include failure to follow directions or obstructing assigned responsibilities of appropriate officials.
8. Forging, altering, possessing, duplicating, or using documents, keys, records, or identifications without consent or authorization.
9. Failing to comply with a conduct sanction, to include violation of specific probationary sanctions.

10. Purporting to or representing another person, an organization or the College without the consent or authority.
11. Abusing or damaging College property by using it in a manner inconsistent with its designated purpose.
12. Lying or providing false information to a College official, including the conduct committees or administrators.
13. Being present during the commission of an act, which one knows is a violation of College policy, or failing to report such an act.
14. Violating terms of the residency requirement.
15. Failing to properly register guests/visitors as stated under "Residential Life Policies."
16. Failing to take an active role in assuring proper behavior of one's guests; not limited to residence halls.
17. Violating College House, Townhouse/ Carriage House, or Riverside/Vander Zanden living guidelines.

D. Policies related to welfare, health, and safety:

1. Possessing, manufacturing or using firearms, explosives, chemicals, dangerous weapons or other articles/substances potentially injurious to persons or property.
2. Possession of unauthorized hazardous items as outlined under "Residential Life Policies," i.e., candles, halogen lamps, incense, flammable materials, etc.
3. Refusing to properly evacuate a College facility or moving from specified College grounds during a fire alarm or emergency situation.
4. Using, possessing, distributing, selling, sharing or being under the influence of narcotics, hallucinogenics, mind or body altering drugs, dangerous drugs or controlled substances except permitted by law.
5. Students who are not of the age of majority are not permitted to have in their presence containers originally used for alcohol. For example, beer cases of "empties" may not be used as furniture nor may empty bottles be used as decorative items.
6. Possessing, consuming, dispensing or being under the influence of alcoholic beverages in violation of Wisconsin State Law or College Policy.
7. Violating the terms of College party permits, i.e. amount of alcohol, time, number of people, etc.
8. Violating the College tobacco use policy.

9. Soliciting/selling for personal or organizational profit without proper consent of College officials.
10. Recklessly and carelessly starting, causing or assisting in an action, which results in a fire.
11. Violating motor vehicle policies of the College.
12. Possessing animals within any College building with the exception of fish.
13. Gambling when the gain of an individual comes at the serious expense of another/others.
14. Violations of appropriate Municipal and State of Wisconsin laws can be considered a violation of College policy.
15. Misuse and abuse of fire and fire emergency equipment, i.e., alarms, extinguisher, hoses, as defined by State law.
16. Inappropriate behavior, as previously stated under Policies A, B, C & D, that occurs off campus can be construed as a violation of College policy.
17. Violating the proper recycling procedures.

Student Conduct Process

While St. Norbert College recognizes that formal conduct action plays a secondary role to sound counseling and guidance, the College also realizes that at times the student conduct process may be necessary to determine personal, communal and institutional rights, as well as to vindicate and apply sanctions for violation of these rights. If at any time, however, the College believes the protection of rights would be better served through some form of alternative dispute resolution.

In its student conduct proceedings St. Norbert College subscribes to the principles of fundamental fairness. The College is not bound to conform its hearing procedures to those of a formal legal proceeding before a court of law. Formal rules of evidence shall not be adhered to. The standard of proof at SNC is whether it is more likely than not that a student violated the code of conduct.

Administrative Structure – Office of Student Affairs

1. The Assistant Dean of Campus Life is the administrative officer who has the overall responsibility and authority to supervise the student conduct process at St. Norbert College as delegated by the Vice President for Student Affairs and Dean of Students. This includes overseeing the continued evaluation of both the process and procedures, as well as the training of the administrators and the College Community Relations Board.
2. The Director of Residential Education and Judicial Affairs and the Residence Hall Directors have the delegated responsibility to counsel, guide and assist in the ethical development of those students who have violated the established rules of St. Norbert College in their respective areas of responsibility. All housing staff members are under immediate jurisdiction of the Director of Residential Education and Judicial Affairs.

3. The Department of Campus Safety complements the Student Affairs staff. Its responsibility on the campus directly relates to the security and safety of persons and property
4. The Vice President for Student Affairs and Dean of Students has the right to decide which hearing body shall preside over a specific complaint. This decision would be made in the best interest of the individuals and the College. Under extraordinary circumstances, which would be defined to the complaint participants, hearing procedures may be revised to protect the psychological or physical needs of the students, or address a significant institutional issue quickly.
5. Members of the College community have responsibility to themselves and the institution to report violations of College policy.

Administrative Structure – Student Conduct Process

Based on the facility structure and student concentration, the student conduct process has been developed on two levels. These levels relate directly to the College policies. They are:

Level I – relates directly to housing facilities. Misconduct, as defined under Behavior Policies, shall be the jurisdiction of the respective Residence Hall Director if the violation occurred in the residence hall. All violations are handled by the Residence Hall Directors, regardless of the residential status of the students. Violations which occur in areas of the campus apart from the housing facilities are heard by the Assistant Dean for Campus Life. Students wishing to appeal the decision/sanction may do so before a Student Affairs administrator.

Level II – relates directly to serious violations of College policies and repeated violations of Level I infractions. Jurisdiction for this level lies with the College Community Relations Board or an administrator within the Student Affairs Office. If the violation occurs in a housing unit, the Director of Residential Education and Judicial Affairs, in consultation with the Hall Director, can make the decision to hear the case as defined in Level I or can refer it to Level II.

Appeals of Level II decisions are heard by the College Board of Appeals or the Vice President for Student Affairs and Dean of Students. If the decision is responsible, resulting in expulsion or dismissal as the sanction, the student's case is automatically appealed to the College Board of Appeals. If a lesser sanction is applied, the appeal, should the student decide to appeal, is to the Vice President for Student Affairs and Dean of Students or a designated Student Affairs administrator.

Administrative Systems – Definition of the Process

Within Level I, jurisdiction lies with the respective Residence Hall Directors. These professionals are assigned direct responsibility for a residential unit and report to the Director of Residential Education and Judicial Affairs.

In Level II there is dual jurisdiction between the College Community Review Board and an administrator in the Student Affairs. The Assistant Dean of Campus Life may determine the appropriate board or administrator for reasons of protecting the accused, the accuser or institution. The College Community Review Board is:

1. Composed of the following members:
 - a. Three students appointed by the Student Government Association.
 - b. Three faculty members appointed by the faculty in accordance with the faculty constitution.

- c. Three administrative appointments by the President of the College after consultation with the Vice President for Student Affairs and Dean of Students.
2. Chaired by one of its faculty members who is elected by the board in cases of the full board or panels. All nine members have equal voting power.
3. Governed by a majority of members present, with representation from each constituency when a full board hearing has been requested.
4. Divisible into panels of three members each due to the workload and convenience of original jurisdiction cases from Level II. In situations where the misconduct is of such a serious nature that expulsion or dismissal may occur, the full College Community Relations Board should hear the complaint, if possible.
5. Governed by a majority in cases of responsible finding.

The Student Affairs Staff cited in Level II is composed of the professional staff members within this division. Appeal jurisdiction of Level II violations lies with the Vice President for Student Affairs and Dean of Students.

The Board of Appeals automatically reviews those sanctions of expulsion suspension which are determined by the College Community Relations Board. The board is composed of:

1. A Vice President of the College and one alternate to be appointed by the President;
2. The chairperson of the faculty;
3. A student representative and one alternate selected by the President of the Student Government Association.

All Board of Appeals members serve for an academic year. A quorum for this board is three.

No member of a board who has previously participated in a particular complaint, or who would appear as a participant before the board itself, will participate during that particular proceeding. If a board member or members withdraw from the board while it is hearing a complaint, the action shall not jeopardize the board's right to hear a complaint; neither shall the action jeopardize the board's right to conduct the proceedings. However, no board may begin a complaint with less than two-thirds majority of its total membership.

Allegations of Misconduct

Alleged violations of College policy are to be reported to the appropriate member of the Student Life staff. For example, if the alleged misconduct occurs in a residential unit, one would report it to the Residence Hall Director. The Assistant Dean for Campus Life can receive information if the person is in doubt as to the appropriate authority to contact. All members of the College community may report alleged violations. A member of the Student Affairs staff shall issue the complaints and coordinate the student conduct process.

The Assistant Dean for Campus Life determines the type of student conduct process if violations of College policy occur before the academic year commences and during the final examination period, College breaks, or at other times when the College is not in academic session. The Assistant Dean for Campus Life has the authority to determine appropriate sanctions for violations of College policy during this period. At the end of the academic year the Assistant Dean for Campus Life also has the authority to review a student's cumulative behavioral file and make a recommendation to the Vice President for Student Affairs and Dean of Students as to whether it is in the best interest of St. Norbert College for

that specific student to return in the fall. The focus in this review is to be the degree of negative contributions and the number of behavioral problems caused by the student. Sometimes it is best for a student to be separated from St. Norbert College for a specific period.

Honesty

Each participant in the student conduct process, either as a member of the prosecution or defense, must present the facts with total honesty. The student conduct process depends on each participant being totally truthful. Individuals who are dishonest are subject to their own student conduct action, the probable sanction being dismissal.

Student Rights: A Hearing

The student shall be advised in writing of the specific complaint brought against him/her. These complaints are given to the student not less than two class days in advance of the hearing so the student has time to prepare his/her response against the complaint. The sequence may be adjusted based on the academic calendar. A student may have an adult from the SNC Committee, excluding administrators, of their choice at the time he/she is to be present as the respondent. In addition, one or both parents may accompany a student into the hearing. Members of the legal profession are not permitted to attend the hearing or to be included in the process. In most instances, the student is given the name of his/her accuser(s) and may hear the testimony of both accuser(s) and witness(es) and question them. Protection of the rights of an accuser or witness, where it is warranted, is provided by the particular board. Materials relevant to the hearing may not be shared with persons not involved in the hearing.

The student may present any evidence upon his/her own behalf after hearing the testimony and other evidence against him/her. He/she may also call any witness(es) on his/her behalf. The administrator or board hearing the complaint needs to be notified in writing in advance of any witnesses the student is bringing to the hearing.

The student may ask questions during his/her appearance before the board. The accused may hear a taped transcript of the hearing. Access to a tape of the initial hearing process is for the student to prepare the appeal. The College retains the tape and all materials after the judicial process is completed. Under normal circumstances materials are destroyed and the tape(s) erased after the appeal process.

If the student receives the complaint two days in advance of the hearing and does not appear at the hearing, the complaint shall be heard without the student being present. The hearing shall take place as outlined under the "Student Conduct Hearing Procedures." If the student is unable to attend the hearing at the scheduled time, it is the student's responsibility to notify the administrator hearing the case of the Assistant Dean for Campus Life and the hearing shall be rescheduled.

Administrative Action Hearing

In some cases, the administrator may offer the student(s) involved in an incident the opportunity to select an Administrative Action Hearing for an Administrative Hearing. The Administrative Action Hearing can only take place if the violation is a level I violation, the student accepts responsibility for his or actions, and if the student elects the option of an Administrative Action Hearing and waives the right to an Administrative hearing.

An Administrative Action Hearing involves the following: takes the place of an administrative hearing; does not require two class days written notice; is not tape recorded; usually does not involve in-person witness testimony; and is usually considered an option only for students who have not been found responsible for prior violations of the Behavioral Policies. Following the Administrative Action Hearing, the administrator will determine the appropriate sanction and communicate the sanction to the student in writing within five class days of the Hearing

Student Conduct Hearing Procedures

All hearings are conducted with the same procedures as outlined in this section. The uniformity of stated procedures provides for consistency within the student conduct process.

The conduct proceedings begin with a reading of the complaint by the chair. The chair then informs the student that he or she may deny responsibility, admit responsibility or admit responsibility in part, or remain silent to the charges and then explains the pleas process.

If there is complete admission to the allegation, the student or administrator shall have the opportunity to present any evidence or character witness(es), scholarship, or previous record of good conduct bearing only upon the extent of the sanction to be determined. The College Community Board or administrator has the right to talk with witnesses about alleged violations even if the student(s) accept responsibility.

If there is a denial of responsibility or partial denial of the allegation by the student, the facilitator bringing the charge shall present the evidence and witness(es) he/she has supporting the complaint. After the information has been presented, the student, College Community Relations Board members, administrator, or the facilitator shall have the opportunity to question the information provided.

The student may produce witnesses and/or other support evidence in his/her own behalf. The members of the Board may decide to ask questions of these witnesses.

Members of the College Community Relations Board or administrator may participate formally in the hearing by asking questions of any person(s) testifying at the hearing.

The parents or advisors of the accused student may present information and ask questions at the discretion of the chair. The accused student has the right to make a closing statement.

A taped record of the hearing is maintained.

After the hearing has been completed, the board or administrator retires to closed session and determines a student conduct decision. The chairperson of the board/administrator must prepare in writing the decision of the board no later than three class days after the final session.

All matters upon which the decision may be based must have been introduced into evidence at the hearing. The decision shall be based solely upon such evidence.

All participants of a judicial hearing *must* maintain confidentiality. Participants are not permitted to discuss the hearing outside of the student conduct process.

Whether or not a hearing is open is left to the decision of the board itself in conjunction with the accused. However, deliberations must be private and remain confidential.

The Student Affairs Office must maintain a record of all complaints. These records must be filed with the Assistant Dean for Campus Life and shall contain the following:

1. A statement of the complaints including names(s) of the accuser(s) and accused(s);
2. A brief statement of evidence submitted by accuser(s) and accused(s);
3. The decision of the College Community Relations Board or administrator including the penalty, if any
4. A note as to whether the complaint was appealed.

The chair of the College Community Relations Board or the administrator is responsible for the general conduct of the hearing. He/she shall, at his/her discretion, take whatever action is necessary to insure a fair and adequate hearing, as long as the procedures outlined are not violated.

Further, the chair/administrator is empowered to formulate additional hearing procedures and policies for their own operation, provided these do not contravene any procedure or policy outlined within this code and provided they are approved by the Assistant Dean for Campus Life.

Sturgers' Standard Code of Parliamentary Procedure, Second Edition, shall be consulted when procedural matters are in doubt. The decisions of the College Community Relations Board and College Board of Appeals shall be submitted to the Assistant Dean for Campus Life and the Assistant Dean shall then notify the student in writing within three days of the decision as well as inform him/her of his/her right to appeal. The administrator shall present his/her decision in writing to the student directly and send a copy to the Assistant Dean for Student Life.

All decisions shall state the following:

1. Statement of alleged misconduct.
2. Decision of the board/administrator, including the sanction if appropriate.

Statement of Sanctions

After a determination of responsibility has been established, the hearing body sets a sanction(s) appropriate for the violation. The purpose of any sanction is to facilitate a change in the student's behavior so he/she can function positively within the College community. Besides attempting to redirect, a sanction also protects the institution and its members from further problems, determines restitution/redress to the appropriate party and clearly states to the student that such behavior is not tolerated by St. Norbert College. Prior to the establishment of a Sanction the board/administrators review the student's behavioral file. Previous problems (other sanctions) probably will influence the type sanction. In addition, failure to comply with any student conduct sanctions will result in additional student conduct action.

1. **Expulsion:** The sanction is one of immediate involuntary separation of the student from the College. The separation is permanent.
2. **Suspension:** This sanction is one of involuntary separation of the student from the College for a definite period of time after which the student is eligible to return. The disciplinary authority may establish additional requirements in individual cases which must be fulfilled prior to reinstatement.
3. **Disciplinary Probation:** This sanction may prohibit the individual from representing the College in any official capacity. Probation shall be for at least three months, or could continue

throughout the student's enrollment at St. Norbert College. The student's parents receive written notification of the probation status and circumstances thereof. Further violations of College policies, including violation of probation terms, will probably result in removal from the institution. This being an extremely serious probation, the board/administrator may impose other appropriate sanctions depending on the situation.

4. **Residential Probation:** Residential Probation is a formal notice to the student that the behavior in question is unacceptable, and that if continued or even if other inappropriate behavior follows, more severe action may be taken, including the possibility of housing relocation or restrictions on the student's housing assignment for the next semester or academic year.
5. **Conduct Probation:** Since the growth of the student is the focal point, the terms of the sanction direct the rehabilitation process. While the specific terms are defined by the hearing body, this sanction may be set for one month to one calendar year. The student may be subject to much more serious sanctions if the probation is violated and/or further violations occur. With either of the above sanctions (3-4) the hearing body may appoint an administrator to develop a behavioral contract with the student. This is defined as follows:
 6. **Behavioral Contract:** A contract is written by an administrator and student(s) for the purpose of improving behavior/ attitude. The behavioral contract includes specific obligations or behaviors which the student(s) must meet within a specified time period. The contract serves as the working agreement between the student(s) and the administrator.
 7. **Restitution:** Restitution is compensation required of students who engage in theft, misuse, damage, or destruction of institutional, group or private property. The amount of restitution is dependent upon the extent of damage as well as what is determined to be the most appropriate way for a student to make amends for the damage caused. The amount, form and method of payment of restitution is determined by the hearing administrator or the board.
 8. **Fines:** For some violations, fines may be imposed. At the discretion of the hearing administrator or board, fines and/or work assignments may be imposed.
 9. **Formal Warning:** A Formal Warning is an advisory that the behavior is inappropriate and violates the basic expectations of students established by St. Norbert College. A Formal Warning is placed in the student's conduct file and may be taken into consideration if the student is found responsible for further violations of College policy.
 10. **Positive Sanctions:** Positive Sanctions are intended to engage the student in a positive learning experience related to the student's inappropriate behavior. Positive Sanctions are intended to allow the students to think about the inappropriate behavior, learn new information about the inappropriate behavior and why it is inappropriate or unacceptable. Sanctions may include sanctioned community service, presenting a program related to the violation, interviewing someone, designing a bulletin board, personal assessment or counseling.
 11. **Interim Suspension:** Under situations determined by the President or the Vice President for Student Affairs and Dean of Students to be potentially dangerous, a student may be immediately suspended from St. Norbert College. If it is perceived by the Vice President for Student Affairs and Dean of Students that a student could potentially harm him/herself, interim suspension may also be employed. This action can be taken when evidence indicates that the student's

continued presence is a threat to the health and safety of self, others, property or the orderly functioning of St. Norbert College. When the student is suspended for an interim period, the period and conditions of the suspension shall be provided to the student and parents, along with a clear statement of what conditions must be met for the suspension to be lifted. Within five class days the Vice President for Student Affairs and Dean of Students shall meet with the student and/or parents to discuss re-entry into the College.

The student conduct process at St. Norbert College is developmental in nature. Students are expected to practice effective community-living behavior consistent with our core values, to abide by Wisconsin state law and SNC policy, and to respect themselves, others, property, and it, using Student Affairs's published set of behavioral competencies as our guide.

There are behaviors that are so egregious, and so counter to community life, that it is necessary to identify the circumstances under which the student could be separated from the institution temporarily or permanently in order to assist the student in changing their behavior, to protect the community, or both.

St. Norbert College Alcohol Sanctions

Violations of the St. Norbert College alcohol policy are of two types: Status Offenses and Non-Status Offenses. Status offenses apply to underage (under age 21) students who have consumed or are in possession of alcohol but are not otherwise causing a disturbance and do not appear to be intoxicated. Non-status offenses refer to individuals of any age who consume alcohol and behave in ways that are harmful to self or disruptive to their community. Such behaviors can include, but are not limited to, vomiting, slurred speech, difficulty balancing, unconsciousness, aggressive behavior and damage to property. Differentiating between status and non-status offenses is based upon the behavior of the individual and the judgment of the adjudicator.

Reports of alleged policy violation are documented by Residential Education and Housing staff members and/or Campus Safety. The College receives notification of students cited off-campus for violations of Wisconsin State Law via written reports from the De Pere Police Department or officials in the greater Brown County community.

Students found responsible for violating the College alcohol policy will be sanctioned according to the following guidelines for status and non-status offenses: 1) Students found responsible of a combination of status and non-status offenses over time can be sanctioned at a higher level at the discretion of the adjudicator; 2) Sanctions are cumulative—recorded from year to year.

A file is maintained in the Office for the Vice President for Student Affairs and Dean of Students for each student who receives an alcohol or drug violation. In accordance with FERPA guidelines, a student may examine his or her file upon request

Status Offense Sanctions

Sanctions for First Status Offenses

- Report placed in student's conduct file in the Residential Education and Housing Office and in the Student Affairs Office
- Hall Director will educate regarding the effects of alcohol violation on the student and his/her living environment and impact on academic achievement

- Fine of \$50 (deposited in alcohol education fund)
- Completion of the AlcoholEdu web based class with an 80% grade. If the student does not complete the class with a passing grade of 80% within three weeks of receiving the sanction, the student will be fined \$150.00. Students may take the class as many times as they wish to within the three week period, but the student will be charged \$20.00 per class after the initial charge of \$50.00.
- Additional sanctions as determined by the Hall Director or the administrator handling the case.

Sanctions for Second Status Offenses

- Report placed in the student’s conduct file in the Residential Education and Housing Office and Student Affairs Office.
- Fine of \$100 (deposited in the alcohol education fund).
- Conduct Probation for the duration of the current semester and the following semester
- Completion of an alcohol assessment with the Lead Psychologist or designee of the Counseling and Testing division of Health and Wellness Services. The student sanctioned to complete an alcohol assessment must contact the appointment desk at 403-3266 within two business days after notification to schedule an appointment. Students who don’t keep the scheduled appointment will be charged \$50.00. The student must complete any and all recommendations resulting from the assessment within the time period designated by the assessor.
- Restriction of housing options for the following academic year.
- Educational sanctions as determined by the administrator, that may include repeating the AlcoholEdu web based class
- Notification of parents/guardian (via letter) by the Hall Director or appropriate college administrator.

Sanctions for Third Status Offense

- Report placed in student’s conduct file in the Residential Education and Housing Office and in the Student Affairs Office.
- Fine of \$200 (deposited in the alcohol education account).
- Possible alcohol reassessment with the Counseling and Testing Lead Psychologist or designee.
- Additional educational sanctions as determined by the Hall Director of the administrator handling the case.
- Disciplinary Probation which may prohibit the student from representing the College in any official capacity (i.e., athletics, officer position, etc.) for the duration of the semester and the following semester.
- Notification of parents/guardian (via phone call) by the Assistant Dean for Campus Life or the Director of Residential Education and Judicial Affairs.

Sanctions for Fourth Status Offenses

- Automatic, immediate dismissal from SNC for a minimum of one full semester in addition to the current semester.
- Reinstatement contingent upon satisfactory completion of an evaluation at a recognized AODA treatment facility and completion of any recommendations from that assessment. Written document from the treatment facility must be forwarded to the Lead Psychologist for review after which the Lead Psychologist will forward a recommendation regarding reinstatement to the Assistant Dean for Campus Life. This must be supported by written documentation and on-campus interview with a Student Affairs administrator.

Non-Status Offense Sanctions

Sanctions for First Non-Status Offenses

- Report placed in student's conduct file in the Residential Education and Housing Office and in the Student Affairs Office
- Hall Director will educate regarding the effects of alcohol violation on the student and his/her living environment and impact on academic achievement
- Completion of an alcohol assessment with the Lead Psychologist or designee of the Counseling and Testing division of Health and Wellness Services. The student sanctioned to complete an alcohol assessment must contact the appointment desk at 403-3266 within two business days after notification to schedule an appointment. Students who don't keep the scheduled appointment will be charged \$50.00. The student must complete any and all recommendations resulting from the assessment within the time period designated by the assessor.
- Minimum fine of \$100 (deposited in alcohol education fund)
- Completion of the AlcoholEdu web based class with an 80% grade. If the student does not complete the class with a passing grade of 80% within two weeks of receiving the sanction, the student will be fined \$150.00. Students may take the class as many times as they wish to within the two week period, but the student will be charged \$20.00 per class after the initial charge of \$50.00.
- Additional sanctions as determined by the Hall Director or the administrator handling the case.
- Notification of parents/guardian (via phone call) by the Assistant Dean for Campus Life or the Director of Residential Education and Judicial Affairs.

Sanctions for Second Non-Status Offenses

- Report placed in the student's conduct file in the Residential Education and Housing Office and Student Affairs Office.
- Minimum fine of \$200 (deposited in the alcohol education account).
- Possible alcohol reassessment with the Counseling and Testing Lead Psychologist or designee.
- Disciplinary Probation which may prohibit the student from representing the College in any official capacity (i.e., athletics, officer position, etc.) for the duration of the semester and the following semester.
- Additional educational sanctions as determined by the administrator handling the case.
- Administrator will discuss with the student potential sanctions should there be any subsequent alcohol violations.
- Restriction of housing options for the academic year.
- Notification of parents/guardians (via letter) by the Hall Director or appropriate college administrator.

Sanctions for Third Non-Status Offense

- Report placed in student's conduct file in the Residential Education and Housing Office and in the Student Affairs Office.
- Probable dismissal from the College for a minimum of one full semester in addition to the current semester, depending on the seriousness of the alcohol/behavioral problem (i.e., potential risk to safety of health or others) as determined by the Assistant Dean for Campus Life. Or Disciplinary Probation which may prohibit the student from representing the College in any official capacity (i.e., athletics, officer position, etc.) for the duration of the semester and the following semester.
- Educational sanctions as determined by the administrator handling the case.
- Notification of and meeting with parents/guardians as coordinated by the Assistant Dean for Campus Life.

Sanctions for Fourth Status Offenses

- Automatic, immediate dismissal from SNC for a minimum of one full semester in addition to the current semester.
- Reinstatement contingent upon satisfactory completion of an evaluation at a recognized AODA treatment facility and completion of any recommendations from that assessment. Written document from the treatment facility must be forwarded to the Lead Psychologist for review after which the Lead Psychologist will forward a recommendation regarding reinstatement to the Assistant Dean for Campus Life. This must be supported by written documentation and on-campus interview with a Student Affairs administrator.

Illegal Substances Sanctions

St. Norbert College does not condone the use of marijuana, narcotics, or other illegal substances/drugs.

Sanctions for a First Offense

- Report placed in student's conduct file in the Residential Education and Housing Office and in the Student Affairs Office.
- Disciplinary Probation which may prohibit the student from representing the College in any official capacity (i.e., athletics, officer position, etc.) for the duration of the semester and the following semester.
- Completion of an alcohol assessment with the Lead Psychologist or designee of the Counseling and Testing division of Health and Wellness Services. The student sanctioned to complete an alcohol assessment must contact the appointment desk at 403-3266 within two business days after notification to schedule an appointment. Students who don't keep the scheduled appointment will be charged \$50.00. The student must complete any and all recommendations resulting from the assessment within the time period designated by the assessor.
- Minimum fine of \$200.
- Notification of parents/guardian (via phone call) by the Assistant Dean for Campus Life or the Director of Residential Education and Judicial Affairs.

Sanctions for a Second Offense

- Report placed in student's conduct file in the Residential Education and Housing Office and in the Student Affairs Office.
- Probable dismissal from the College for a minimum of one full semester in addition to the current semester, depending on the seriousness of the alcohol/behavioral problem (i.e., potential risk to safety of health or others) as determined by the Assistant Dean for Campus Life. Or Disciplinary Probation which may prohibit the student from representing the College in any official capacity (i.e., athletics, officer position, etc.) for the duration of the semester and the following semester.
- Notification of and meeting with parents/guardians as coordinated by the Assistant Dean for Campus Life.

Sanctions for a Third Offense

- Automatic, immediate dismissal from SNC for a minimum of one full semester in addition to the current semester.
- Reinstatement contingent upon satisfactory completion of an evaluation at a recognized AODA treatment facility and completion of any recommendations from that assessment. Written document from the treatment facility must be forwarded to the Lead Psychologist for review after which the Lead Psychologist will forward a recommendation regarding reinstatement to the

Assistant Dean for Campus Life. This must be supported by written documentation and on-campus interview with a Student Affairs administrator.

Victim Notification

In student conduct complaints in which a person associated with St. Norbert College has been the violently victimized, the Vice President for Student Life will share the results of the student conduct hearing with the victim. The Vice President can decide to provide a copy of the decision and/or talk about the decision.

Appeal of a Student Conduct Decision

Relating directly to the level system described in Section B, the following is the appeal process.

- after receiving his/her written decision, the student must decide if he/she wishes to appeal the decision and/or the sanction – if so, the appropriate level is governed by this appeal system.
- original complaint heard on Level I - student decides if he/she wishes to have appeal heard by College Community Relations Board or Student Affairs Administrator.
- original complaint heard on Level II - student decides if he/she wishes to appeal to the Vice President for Student Affairs and Dean of Students; the student has an automatic appeal to the College Board of Appeals if expelled or dismissed.
- the appeal must contain a written statement which includes his/her reason for the appeal. This statement must be received in the Student Affairs Office, Main Hall, no later than three class days after the student has been notified of the student conduct action.

Students shall receive written notice of results of their appeal to the College Community Relations Board, administrator, the College Board of Appeals, the Vice President for Student Affairs and Dean of Students or Assistant Dean for Campus Life, no later than seven days after the filing of such appeal. In each appeal of a decision by an accused or plaintiff, the board/administrator hearing the appeal is free to affirm, remand, or dismiss the decision and to reduce or affirm the penalty of the board.

In each appeal, the decision shall be based on the statement provided by the accuser and the accused as well as the transcript or record of the previous hearing. An appeal is not a re-trial; however, the student has the right to appear before the hearing body. The appellate body may also talk with the facilitator or with appropriate College officials. The board shall listen to the hearing tape and read an account of why the College Community Relations Board or administrator decided such a decision/sanction.

Expulsion or Dismissal

In appeal cases involving expulsion or dismissal, the Board of Appeals is free to dismiss, remand, require a re-hearing, or reaffirm the decision of the lower board/administrator based on the propriety of the lower board procedure and the sufficiency of evidence presented.

The student is granted only one appeal. The appeal is the final step in the St. Norbert College student conduct process.

Conduct Process for Student Organizations

Procedural Fairness for Student Organizations

Student organizations have the same rights and obligations in the student conduct process at St. Norbert College as an individual student. Thus, all proceedings against College-approved organizations shall follow the same system as outlined in this chapter.

Student conduct process against a student organization shall not preclude further specific conduct action against individual members of that organization for personal violation of St. Norbert regulations.

The College is particularly interested in student organizations continuing the development of a positive St. Norbert College image in the greater Green Bay area. Organizations need to be cognizant of their particular responsibilities when conducting events off campus as a recognized organization at St. Norbert College.

Student Organization Conduct Hearing

Recognized student organizations, including fraternal organizations, may be charged with violations of the Institutional Policies.

A conduct hearing for a recognized student organization shall be conducted in a manner similar to the procedures outlined in this document. Hearings shall be conducted with two spokespersons representing the organization, (usually the organization's president or vice-president). This individual may have the organization's advisor present.

Greek organizations have the opportunity to address, through a specially developed Greek student conduct system, the behavior of individual Greeks and/or organizations as relates to the pledging process. The purpose of this system is to assign Greeks the regulation of their members so that the priorities of Greek life can be properly facilitated.

The sanctions below may be imposed upon a registered student organization for an infraction of the Institutional Policies. This list is not exhaustive, but is in order of severity.

- Administrative Warning-An official written notice to the organization of disapproval in that the organization's conduct is in violation of College policies.
- Social Probation-A more severe sanction than a warning, to include a period of review and observation during which the organization must demonstrate the ability comply with the College policies, regulations, and other requirements stipulated for the probation period.
- Deferred Suspension-A definite period of observation and review. If the organization is again found responsible for violating a College policy or an order of a judicial body or Administrative Hearing Officer, suspension of privileges or registration/charter status shall take effect immediately.

- Suspension of Registration/Charter Privileges. Any or all of the following registration/charter privileges may be suspended:
 - Recruiting of members on campus (including rushing and associating within fraternities and sororities)
 - Scheduling the use of College buildings, grounds, and equipment when they are available.
 - Reserving College facilities for a variety of programs such as meetings, social functions, membership recruitment and campus programs.
 - Services and resource information available.
 - Publicizing their activities through the publications of the College newspaper.
 - Using designated bulletin boards to publicize activities.
 - Participating in student activities, to include Homecoming and activities which provide organizations and departments an opportunity to recruit new members and let others on campus know about the organizations and programs.
 - Participating in workshops on such topics as publicity, films, financial management, group leadership, organizational development sponsored by the Office of Leadership Development, Service & Engagement
 - Requesting funds from the Student Activity Committee Allocations Committee
 - Soliciting funds (including the charging of admission to programs) on campus for the support of organizational activities which must be used for campus programming.
- Revocation of Registration/Charter Status
- The revocation of the organization's privilege to exist as a student organization. This revocation maybe for a definite or indefinite period of time.
- Refer to the off-campus code under College Policies and Procedures.

Norms for Distinguishing Between Civil and College Jurisdiction over Misconduct

A student is a member of the St. Norbert College community and also of the community at large. Therefore, St. Norbert recognizes him/her as both a student and citizen. Refer to the off-campus code under Institution Policies and Procedures.

It is the intention here to define the spheres of College and civil jurisdiction. The following distinctions become relevant:

Exclusive College jurisdiction: There are certain kinds of conduct (e.g., cheating, violation of quiet hours in the residence hall) which interfere with the educational objectives of the College, but which violate no civil laws. The College has sole and final jurisdiction in these matters.

Exclusive external jurisdiction: There are other kinds of conduct which may violate a wide variety of civil laws (e.g., traffic violations, petty theft or drunkenness occurring off campus), but which provides no basis for College action. The student is not, therefore, subject to a second sanction by the College.

Concurrent jurisdiction: There are yet other instances when a student' conduct may violate both civil law or criminal law, or county and municipal ordinances, and the regulations of St. Norbert College (e.g., theft or drunkenness on campus). It is with respect to these matters that the following principles shall apply:

- In general, the College does not attempt to duplicate the function of civil laws and hence, "only where the institution's interests as an educational community are distinctly and clearly involved is the right of the institution asserted" (V, Part B, American Association of University Professors Statement on Student Rights). A copy is available in the Vice President for Academic Affairs Office. In judging what actions of students warrant College conduct action, the major criteria are:
- Whether the individual can continue to benefit from or contribute to the educational process of the College.
- Whether the individual student, by his/her actions, has endangered the welfare of other members of the College or local community.
- When the student's conduct threatens the image and reputation of the College in the community.

In matters which may involve concurrent jurisdiction, the following specific principles are maintained:

- When the behavioral circumstances warrant, the College may proceed according to College its procedures, even though the civil process has yet to begin.
- The College cannot regard an arrest or indictment as a finding of responsibility. Even where a student has been found guilty by civil authorities, the College is required to reach its own conclusion, as to whether the student has violated a College regulation.
- A civil trial is a matter separate from the College. When the student is involved in a civil trial, the College, if subpoenaed, shall participate. However, said participation shall be only at the formal request of the civil judicial process.

Index

- Academic Court, 18
- Academic Dishonesty, 18
- Academic Dismissal and Appeals, 10
- Academic Honor Code, 17
- Academic Life, 5
- Academic Warning, 10
- Administrative Action Hearing, 90
- Administrative Structure, 87, 88
- Administrative Systems, 88
- Administrative Withdrawal, 16
- Advertising - Guidelines, 25
- Alcohol Beverage Policy - Guidelines, 26
- Alcohol on College Funded Trips, 28
- Alcoholic Beverage Policy (Grounds), 27
- Alcoholic Beverage Policy (Food Service), 27
- Alcoholic Beverage Policy (Housing), 28
- Allegations of Misconduct (Student Conduct), 89
- Appeal of a Student Conduct Decision, 98
- Appeals (Academic Honor Court), 21
- Audits, 15
- Bachelor's Degree Requirements, 5
- Behavioral Policies, 83
- Change in Eligibility Status, 12
- Change Model Core Competencies, 4
- Class Attendance, 7
- Class Schedules, 6
- Classroom Behavior, 7
- Co-Curricular Activities During Finals, 8, 29
- College Houses, 70
- College Policies & Procedures, 25
- Communication with Students, 5
- Community Expectations, 46
- Community Standards, 21
- Computing Appropriate Use Policy, 29
- Conduct Process for Student Organizations, 99
- Course Load, 6
- Course System, 6
- Credit Probation, 10
- Cross-listed or Double Counted Requirements, 6
- Dean's List, 8
- Degree Application, 8
- Disclaimer of Liability, 31
- Disputes Regarding Accommodations, 28
- Division of Student Affairs, 4
- Double Majoring, 6
- Drug Free Work Place, 31
- Drug Policy, 31
- Drugs, 55
- Electronics/Electrical Appliances, 55
- Expulsion or Dismissal, 98
- Final Examination Policy, 33
- Fire Safety, 56
- Four-Year Guarantee, 8
- Freedom of Expression, 23
- General Student Complaint Policy, 32
- Good Academic Standing, 9
- Grade Appeal Process, 13
- Grading System, 12
- Graduation With Honors, 8
- Greek Associating, 81
- Greek Associating Policy, 34
- Gries Hall Living Guidelines, 63
- Guests in College Housing Facilities, 57
- Hazing, 82
- Hazing Policy, 35
- Emergencies Involving Students or Families, 35
- HIV Policy, 35
- Honesty, 90
- Housing Contract, 47
- Inclement Weather Policy, 36
- Incomplete Grades, 14
- Independent Study & Arranged Courses, 14
- Individualized Major, 14
- Insurance Policy - Students, 36
- Internships, 6
- Judicial Process, 82
- Loft/Bunk Policy, 57
- Mail Center Distribution Policy, 36
- Maximum Time Frame, 11
- Medical Withdrawal, 17
- Mid-term Performance Evaluation, 13
- Minors, 5
- Miscellaneous (Academic), 11
- Mission Statement, 3
- Motorized Vehicles, 57
- Norms for Civil and College Jurisdiction , 100
- Off Campus Event Code, 37
- Organization Recognition, 78
- Outside Examinations, 11
- Parking, 38
- Participation in College-Sponsored Activities, 8
- Pepper Spray, 38
- Philosophy on Student Life, 74
- Posting Policy, 38
- Probation and Continued Probation, 10
- Procedural Fairness for Student Orgs, 99
- Propping or Door Tampering, 57
- Quiet/Courtesy Hours, 57

Readmission, 17
Registration, 7
Removal of Grade - Not In Course, 14
Repeated Courses, 9
Residency Requirement, 46
Residency Requirements & Transfer Students, 5
Residential Education & Housing Policies, 46
Respect for Intellectual Property, 30
Rights and Responsibilities, 21
Riverside/Vander Zanden, 70
Room Entry and Room Search, 58
Roommate Bill of Rights & Responsibilities, 46
Saint Norbert of Xanten, 2
Satisfactory Academic Progress, 9
Screens, 59
Security of Buildings and Offices, 41
Selling and Solicitation, 59
Sexual Assault Statement, 42
Sexual Harassment Statement, 43
Skateboarding and In-Line Skating, 44
Smoking/Tobacco Use, 44
Sports Activities, 59
St. Norbert at a Glance, 2
St. Norbert College Alcohol Sanctions, 94
St. Norbert College Traditions, 3
Statement of Rights, 23
Statement of Sanctions, 92
Statement of Student Rights, 22
Status Offense Sanctions, 94, 96
Student Activity Fee, 83
Student Classification, 9
Student Conduct Hearing Procedures, 91
Student Conduct Process, 87
Student Disabilities Policy, 44
Student Employment Grievance Policy, 33
Student Groups, 76
Student Involvement in Activities, 75
Student Organization Conduct Hearing, 99
Student Organizations, 83
Student Records, 24
Student Rights A Hearing, 90
Students Activated for Military Service, 15
Summer School Enrollment, 12
Townhouse Village Living Guidelines, 60
Transfer Credit from Other Institutions, 12
Unsatisfactory Grade Point Average, 9
Using the College Name, 81
Victim Notification , 98
Visitation Hours in Housing Areas, 59
Weapons, Firearms, Fireworks, Explosives, 56
Withdrawing from a Course, 15
Withdrawing from the College, 16
World Wide Web Policy, 45