



### What is a Share a Concern?

Share a Concern is a way for students, faculty, staff and visitors to let campus officials know about a situation or incident which requires attention and follow-up. Listed below are the primary categories covered within Share a Concern:

- The health, welfare or academic performance of a student.
- Gender-based misconduct or sexual harassment.
- An incidence of discrimination based on identity.
- Behavioral misconduct.
- Suspicious activity.

Our goal is to provide students, faculty, staff and visitors a safe environment in which to live, study and work. In alignment with the college's Catholic and Norbertine values, we approach each report with great respect for the dignity of the individual. Any information you provide in this referral will be maintained with the strictest privacy. However, the information may be shared with appropriate College staff who can best respond to the concern and under the restrictions set forth by FERPA.

## STUDENT JUDICIAL AFFAIRS

### Main Hall, Lower Level - Room 2

Call: 920-403-3054

Email: [judicialaffairs@snc.edu](mailto:judicialaffairs@snc.edu)

Website: [snc.edu/judicialaffairs](http://snc.edu/judicialaffairs)

### OFFICE HOURS

Monday - Friday 8:30am - 4:30pm (during the Academic year)

**\*\*We welcome visitors, we advise calling ahead to schedule a phone or in-person appointment to ensure our staff will be available for you.**

## STUDENT JUDICIAL AFFAIRS

### Welcome to Student Judicial Affairs at St. Norbert College!

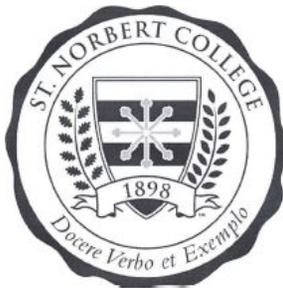
*Our office serves the campus by enforcing student conduct standards, upholding student rights and responding to student grievances. We are responsible for upholding the college's motto - **docere verbo et exemplo** - to **teach by word and example** - through fair and consistent application of policies and procedures regarding student behavior. The office strives to cultivate a community which promotes responsibility, personal accountability, growth, reflection, integrity and ethical development.*

#### Services Provided:

- Oversee all student behavior and community standards efforts.
- Provide Title IX training and outreach.
- Recruit and train student conduct Process Advisors
- Oversee recruitment and training of judicial and hearing boards
- Monitor the Share a Concern reporting system
- Facilitate the appeals process
- Administer the Good Samaritan Policy
- Conduct disciplinary background checks

#### The Citizen: Student Handbook

This document outlines the college's values and expectations for students so they can make positive, informed decisions during their time with us. Students are responsible for knowing and adhering to all policies listed in this student handbook. It also includes a complete list of sanctions for violations of those policies.



The Code of Student Life for St. Norbert College

## STUDENT JUDICIAL AFFAIRS

### Philosophy

As a Catholic, Norbertine, and liberal arts institution, St. Norbert College places special emphasis on the sacred dignity of all persons and the spirit of communio. In particular, students are expected to honor the following commitments in all their actions:

- Make positive lifestyle choices grounded in the values of integrity, honesty and respect.
- Treat others in a respectful manner, regardless of differences.
- Exercise mutual care and responsibility in all relationships.
- Active concern for the well-being of each individual and a respect for individual, shared and college property.

### The Family Educational Right and Privacy Act for Colleges and Universities

According to the U.S. Department of Education, "the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records (2007)." Student disciplinary files are not exempt from this law. The Student Judicial Affairs Office has a responsibility to protect and maintain confidential student information, including disciplinary records.

In order for the Student Judicial Affairs Office to be able to release any information pertaining to a student's disciplinary record to another individual, the student must provide our office with written and signed documentation that indicates consent to the release by completing the FERPA Release Authorization Form. The form is available in our office or can be downloaded from our website. Students may also get a copy from their Area Coordinator.