THE CODE OF STUDENT LIFE

A student guide to the expectations at
St. Norbert College

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 policies, programs, facilities and fees described in this document. Changes in personnel may be made subsequent to publication. The SNC community will be notified via email of any updates made to this document.
# Table of Contents

- Message from Student Affairs .................................................. 4
- St. Norbert at a Glance ............................................................. 5
- Our Traditions and Values ....................................................... 7
- Civility Statement ...................................................................... 8
- Classroom Civility ..................................................................... 8
- Division of Student Affairs ....................................................... 9
- Academic Policy, Resources and Support .................................. 10
- Student Support and Services .................................................. 17
- Residential Education and Housing Information ....................... 21
- Housing Policies ....................................................................... 22
- Student Engagement and Co-curricular Activities ..................... 25
- College Policies and Procedures .............................................. 31
- Sex and Gender Harassment/Discrimination ............................ 44
- Student Standards of Conduct ................................................ 45
- Student Conduct Process ....................................................... 55
- College Sanctions .................................................................... 61
- Quick Links ............................................................................... 71
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ...................................................... 72
- Closing Remarks ....................................................................... 76
Message from Student Affairs

We enter into the 2020-2021 academic year in a context that will call on each of us to commit ourselves to the responsibility and effort required for a robust sense of *communio* to thrive. As we respond to the ever-changing realities brought on by the COVID-19 pandemic, and as we continue to move forward in our commitment to anti-racism on our campus and in our world, we recognize much is asked of us. As the interim vice president of student affairs, I want to personally thank you for reading *The Citizen*. This document exists to help students both understand our institution and the supports available to them, and to clearly convey the responsibilities, policies and procedures that help make our community safe, productive and welcoming to all. *The Citizen* provides all of this information to you, our St. Norbert students.

St. Norbert College’s core traditions – Catholic, Norbertine and liberal arts – shape a campus environment in which policies reflect our values:

- We affirm the sacred dignity of each member of our community and stand against any violations of another person’s dignity.
- We seek peace and reconciliation, and strive to implement policies and practices that build up the lived experience of community.
- We value lifelong learning and approach violations of campus expectations through the lens of learning and community.

We take the experiences and concerns of our students very seriously. Over the years, our institution, and the policies and practices reflected in *The Citizen*, have been positively informed by the suggestions, questions and concerns brought forward by students. You are always welcome to contact me or our director of student judicial affairs to share your thoughts.

I hope *The Citizen* will assist you in making informed decisions that are rooted in the moral and ethical standards of our college, and which support our deepest values.

Here’s to a great year together!

Julie Massey
Interim Vice President for Student Affairs
**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 only – student.

Since then, 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.

Moreover, St. Norbert College is dedicated to maintaining the type of environment in which this development can take place – a community of learners in tune with the traditions of the Norbertine Order. St. Norbert is a private, Catholic school Enriched by administration, faculty and student body represent all faiths. A deep concern for moral and social values is evident here.

**St. Norbert of Xanten**

St. Norbert College is named after Norbert of Xanten, an archbishop who hailed from Xanten in the duchy of Cleves, Germany. His father was the Count of Gennep and his mother was a cousin of Emperor Henry IV. Norbert initially lived a rather pleasurable life, serving in the courts of the emperor and assisting the archbishop of Cologne. But around 1112 he was caught in a storm while riding on horseback; a lightning bolt nearly killed him. This conversion experience caused him to forsake court life for the life of a priest living in poverty and simplicity.

In 1119, Pope Calixtus II tapped him to found a new religious institute in the Valley of Prémontré near Laon in France: the Premonstratensians, or Norbertines. The order was dedicated to preaching, pastoral work and education.

Norbert was called away in 1126 to become archbishop of Magdeburg. The Norbertine Order continued to flourish throughout its first centuries of existence, only to be devastated by the Reformation and the French Revolution. Eventually, in the 19th century, the Norbertines began a slow, but definite, revival.

The first permanent Norbertine foundation in North America was established after Green Bay Bishop Sebastian Messmer asked Holland’s Berne Abbey to send some of its
Norbertines to help him combat a schismatic group in northeastern Wisconsin. The first contingent came in 1893, led by Bernard Henry Pennings, founder of St. Norbert College.

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.
Our Traditions and Values

St. Norbert College provides an education that is rooted in communio, shaped by the Catholic, Norbertine and liberal arts traditions, and committed to the development of the whole person. These roots, traditions and commitments call us to a radical hospitality that welcomes all.

Communio

Communio is the ideal of a community united as one, grounded in the Christian understanding of God as Trinity. The prime example of this ideal is found in the common life, prayer and service of the early Christians (Acts 2:44-47). Communio challenges us to follow the example of Jesus by loving one another. We live out communio through mutual esteem, trust, sincerity, faith and responsibility.

Our Three Traditions

Integral to a St. Norbert College education is the experience of our three core traditions.

The Catholic tradition calls us to:
- Uphold the sacred dignity of all persons
- Seek truth through an ongoing dialogue among faith, reason and culture
- Utilize knowledge to promote a Gospel vision of justice

The Norbertine tradition calls us to:
- Pray and reflect communally and individually, welcoming all to participate
- Seek peace and reconciliation in the spirit of St. Norbert
- Respond to the needs of our global and local communities

The liberal arts tradition calls us to:
- Dialogue with diverse cultures, perspectives and beliefs
- Cultivate a love of lifelong learning, inspired by excellent teaching
- Think critically as responsible members of society

Whole-person Development

The college fosters intellectual, spiritual and personal development both inside and outside the classroom. We promote the development of the whole person by cultivating practices of study, reflection, prayer, wellness, play and action.

As the world’s only Norbertine institution of higher learning, our roots, traditions and commitments create a unique educational experience that prepares us to honor God, serve humanity and care for all.
Civility Statement

The Citizen provides you with St. Norbert College’s values and expectations so you can make positive, informed decisions during your time with us. Part of those values and expectations include the college’s civility statement:

Choosing to be part of the St. Norbert College community, I promise to:

- Respect the sacred dignity of all persons, including myself
- Live with integrity, acting consistently with my values and beliefs
- Communicate truthfully, with openness to diverse perspectives and experiences
- Practice radical hospitality, demonstrating concern for others and actively opposing intolerance
- Serve the world, understanding the needs around me and sharing myself in response

In making this choice, I gladly honor the spirit of communio in word and action, pursuing my individual development and the common good.

Classroom Civility

St. Norbert College is committed to supporting a learning and working environment that protects the sacred dignity of the human person and fosters the mutual respect necessary for communio to flourish.

Membership in our college community places an obligation on all to preserve an atmosphere conducive to the freedom to teach and learn. That obligation includes the responsibility for individuals to maintain appropriate conduct that promotes a positive learning environment in the classroom. Patterns of disruptive or disrespectful behavior are not acceptable in a collegiate setting and will not be tolerated. Examples include making rude or disparaging remarks, interrupting classroom activities through the inappropriate use of electronics, verbally or physically disrupting class, and insulting or demeaning the contributions of professors or students. Every individual is expected to exemplify and promote civility as a member of the St. Norbert College community.
Division of Student Affairs

Mission Statement
The division of student affairs promotes the personal development of SNC students by fostering *communio* for the entire college community and by providing a vibrant campus experience that integrates the college’s three traditions (Catholic, Norbertine and liberal arts) with its curricular and co-curricular lives. Our goal is to empower students to discover and develop their own gifts and vocations as they prepare for the rest of their lives in service of the common good.

Learning Goals
Realizing that the full scope of student learning in higher education includes experiences both inside and outside the classroom, the division of student affairs actively supports the following college-wide learning outcomes:

- Thinking critically
- Communicating effectively
- Problem-solving creatively
- Behaving ethically
- Interacting respectfully
- Responsibly serving
- Living purposefully
Academic Policy, Resources and Support

Academic Honor Code
Academic misconduct is broadly defined as the attempt to unfairly advance one’s academic performance. It’s the granting to oneself of any kind of advantage not offered or available to one’s peers and colleagues. Academic misconduct can take many forms, such as:

- Submitting for academic credit any work without properly acknowledging and citing sources.
- Submitting another person’s ideas or written work as one’s own. This includes papers purchased online, copied electronic spreadsheets and any work that is created by anyone other than the student presenting the work for credit, regardless of how the work is procured.
- Cheating on an examination, including using “cheat sheets,” accessing formulas or notes that have been stored on a phone or other technology, or copying from peers.
- Collaborating with others when it is contrary to the stated policy of the course.
- Stealing examination or course materials, or knowingly using such stolen materials. This includes stealing library or other college resources, and unauthorized access to electronic materials.
- Obtaining information about a test or quiz from someone who has previously taken the examination. (This does not include tests returned from previous semesters, which may be considered part of the public domain.)
- Communicating with someone else via text messaging or other technology during a test in order to obtain answers.
- Falsifying or fabricating records, laboratory reports or other data.
- Submitting work previously submitted in another course.
- Knowingly and intentionally assisting another student in any of the above, including assisting in any arrangement whereby work is submitted or performed by a person other than the student who is getting credit.

Academic honor board
Each year, nine students (three sophomores, three juniors and three seniors) and four faculty members are selected to serve on the academic honor board for the entire academic year. The student government association’s executive board determines the procedure for the selection or election of student members to the academic honor board each spring. The faculty elects faculty members to the academic honor board for two-year terms. Hearings of the academic honor board are chaired by the college’s trained honor code facilitator, who has no vote. Each semester, the vice president for academic affairs’ office or designee informs the campus community about cases involving confirmed academic misconduct through the campus newspaper, a campus-wide memorandum or other appropriate means. These periodic reports describe the general nature of the misconduct and any sanctions imposed. To ensure confidentiality, the reports do not include the names of the individuals involved or any details that might identify them.
Sanctions
If there is a finding of academic misconduct after an honor code conference or honor board hearing, one or more of the following sanctions may be applied to the offending student:

- Required completion of a remedial tutorial on academic integrity
- No credit given for academic exercise in question
- Final course grade reduced by two half-grades (e.g., from AB to BC)
- Maximum allowable final course grade of C
- Course failure, with no opportunity to withdraw from course
- Suspension from college for one or more semesters, effective at end of term in which misconduct occurred
- Dismissal from college, effective at end of term in which misconduct occurred

If there is insufficient evidence for a finding of academic misconduct after a honor code conference or honor board hearing, no sanction will be applied. If participants in an honor code conference decide that a sanction other than those listed above is appropriate, that sanction will be detailed in the honor code conference agreement and may be imposed in place of, or in addition to, the sanctions above.

St. Norbert Academic Honor Code: snc.edu/registrar/students/honorcode

Transcript notations
In 2002, United States of America v. Miami University; Ohio State University, et al. unanimously ruled that disciplinary records are educational records under the Federal Educational Rights and Privacy Act (FERPA). Thus, they may only be released with a student’s consent, as required for a transcript release. The official St. Norbert College transcript for any student sanctioned under the academic honor code or the student standards of conduct (The Citizen) will include notation of probation, suspension, dismissal and expulsion status. Notations will appear on the front of a transcript on the term the action was taken. The transcript key will include definitions of each notation as follows:

Academic Probation – Has not made satisfactory academic progress. May remain enrolled.
Academic Dismissal – Failure to meet academic standards or terms of probation. May appeal or reapply.
Honor Code Dismissal – Dismissed for academic misconduct per honor board hearing. May reapply.
Disciplinary Suspension – Dismissed for judicial misconduct per conduct hearing. May reapply.
Disciplinary Expulsion – Dismissed for judicial misconduct per conduct hearing. May not reapply.

This policy was developed by the registrar’s office, student judicial affairs and the associate academic dean, in accordance with the best practices of the American Association of Collegiate Registrars and Admissions Officers and the Association for Student Conduct Administrators.

St. Norbert Academic Honor Code: snc.edu/registrar/students/honorcode
Academic Advisement
At St. Norbert College, advising is integral to each student’s academic program. All degree-seeking students are assigned to an academic advisor who assists them in meeting their academic and career goals. Your advisor can guide you in your decision-making, self-understanding and intellectual growth during your years at St. Norbert College.

The benefits of academic advising
- Assistance with planning your academic program to meet your graduation timeline
- Assistance regarding the best manner in which to complete your degree requirements
- Updates about new college policies and procedures
- General guidance and support

Academic advisement policy
Students are required to meet with their advisors each semester prior to registration and are encouraged to confer with them regularly about curriculum, career and individual concerns. Advisors hold regular office hours each week during school terms for student visits or calls. Contact your advisor about office hours or to set up an appointment.

Office of Academic Success, Support and Accessibility
This office provides services to all students, including study skills help, time management training, reading skill development, individual and group tutoring, academic coaching, and academic advising and counseling. It also provides resources for students with disabilities.  
Office of Academic Success, Support and Accessibility: snc.edu/academicsupport

To request a tutor
- Call 920-403-1321 or stop in at Todd Wehr Hall, Room 211, to schedule appointment
- Complete short application and meet with staff member
- Contact assigned tutor within two days of appointment

If you’re a math student, you must first meet with your professor before being assigned a tutor.
Request a Tutor: snc.edu/academicsupport/tutoring/requesttutor/html

Services for students with disabilities
To become eligible for services, you must provide recent documentation of a disability to academic support services.
Services for Students With Disabilities: snc.edu/academicsupport/accommodation
Center for Global Engagement
The Center for Global Engagement (CGE) is the hub of all international activity at St. Norbert College. It provides global opportunities for students, faculty, staff and the community. CGE also uses its resources and programs to enhance and complement the college’s curricular and co-curricular programs, namely academic programs in the following areas: international studies, international business and language area studies, leadership studies, and peace and justice.

International Students: snc.edu/cge/currentstudents

Center for Norbertine Studies
Located on the second floor of the Mulva Library, the Center for Norbertine Studies (CNS) is a collaborative partnership between the college and the Norbertine Order, the founding order of the college. The purpose of the center is to disseminate information about the history of the Norbertine Order, a rich history that informs all that we do on campus as exemplified by the Norbertine motto “Docere verbo et exemplo” – to teach by word and example. This is embodied and carried into the future via the college’s Catholic, liberal arts tradition. The CNS offers a series of lectures and events to create opportunities for undergraduate scholarship through the SNC Research Fellows program.

Consumer Information Disclosures
The U.S. Department of Education requires St. Norbert to disclose certain information to consumers such as students, employees and parents. To access this information, visit the easy-to-use website portal created by the office of institutional effectiveness.

Financial Aid
Students interested in applying for financial aid may do so by completing the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. More information about the process, timelines and types of aid available is available on the SNC website.

Honors Program
The St. Norbert College Honors Program is a selective program that provides highly motivated, creative and intellectually curious students with a college experience that challenges them academically and engages them in a diverse and dynamic intellectual community. Students who graduate from the Honors Program have demonstrated the ability to approach complex issues through the application of reason and critical thinking, as well as the ability to clearly and effectively communicate their analyses. They have successfully completed all honors courses.
and project requirements, have maintained a cumulative grade point average of 3.5 or above, and have modeled academic integrity.

Honors students are challenged personally as well as academically. They are expected to actively engage with the Catholic, Norbertine mission of the college and the ideal of communio by treating all members of the community with respect, being conscious of and attentive to the needs of the greater community, and pursuing a life that includes service to others.

Honors Program: snc.edu/honorsprogram

Information Technology Services
Below are links to the most current information on computers and their appropriate use.

ITS: snc.edu/its
File Sharing and Copyright Infringement: snc.edu/judicialaffairs/computingpolicies.html

Mulva Library
The Miriam B. and James J. Mulva Library is committed to enriching the academic endeavors of the St. Norbert College community by supporting the mission and core values of the college, supporting the teaching and research needs of the St. Norbert College community, and by promoting lifelong learning.

Mulva Library: snc.edu/library

Norman Miller Center for Peace, Justice and Public Understanding
The Norman Miller Center’s curricular and co-curricular programs provide resources and opportunities to help the St. Norbert College community and others become informed about and committed to transformative action in the world. Through advocacy and special events open to the public, the center seeks to connect individuals and organizations to the common good while capitalizing on their existing interests and abilities. Located just inside the main entrance to Michels Commons, the center is open from 8 a.m. to 4:30 p.m. Monday through Friday. For more information or an appointment, call 920-403-3881.

Norman Miller Center: snc.edu/millercenter

Registrar’s Office
The registrar’s office has the most up-to-date information on academic requirements.

Registrar’s Office: snc.edu/registrar

Student Employment
St. Norbert College fosters a teaching and learning environment that nurtures student career development by providing employment opportunities where students learn to identify and transfer skills, develop and achieve goals, and experience Catholic, Norbertine values in a work setting. Recognizing that students’ primary objective is to learn, they are
encouraged, through employment, to develop skills in time and financial management, priority-setting, and interpersonal communication. To achieve this, the college supports and partners with on-campus employers and students to develop positive and productive working relationships.

*Student Employment:* snc.edu/studentemployment

**Study Abroad**

The study abroad program offers learning opportunities through more than 75 programs in some 30 different countries. In addition to the traditional semester-long programs, the college offers shorter global seminar programs. These seminars, available in January and summer, are run by SNC faculty and held in various countries. For those wishing or needing to stay closer to home, two “domestic” study abroad programs are also offered, both of which are held in Washington, D.C.

*Study Abroad:* snc.edu/cge/studyabroad

**Students with Disabilities and General Education Requirements**

The core curriculum committee makes decisions about general education requirements for students with learning disabilities and, in some cases, students with a physical disability, in accordance with the following policy:

- 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.
- 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 the student is able to meet the general education program requirements.
- 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 clearly demonstrates that the student is incapable of meeting a distribution area requirement through selection of one of the approved courses.
- 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.
Disputes regarding academic accommodations policy

St. Norbert College makes learning and teaching accommodations and modifications for students with various disabilities. One example: allowing a student to listen to audio recordings instead of reading text. If a dispute arises regarding a requested academic accommodation, here are the steps that must be taken.

Informal Procedure

- A student or faculty member who believes there is a valid basis for a complaint regarding a requested academic accommodation must first attempt to resolve the issue with the student or faculty member involved. If this effort is unsuccessful, the complainant will discuss the concern with the coordinator of services for students with disabilities, who will investigate the complaint and attempt to resolve the disagreement in a timely manner. If a resolution is not achieved, the complainant may then initiate a formal procedure. The appeal should be made within five working days of the unresolved complaint.

Formal Procedure

- The student or faculty member will submit a written appeal to the associate academic dean, who will forward it to the academic accommodations review panel, comprised of five appointed faculty members representing each of the college's academic divisions. The panel also consists of a person knowledgeable about disabilities, a member of the general education and honors committee, and an at-large faculty member.
- The complainant will prepare a general description of the complaint and sign the statement. (If 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 their complaint orally.) The associate dean will solicit a written response from the other party and submit all documents to the panel.
- The panel will consider both the petition and the response of the other party, and investigate further if deemed appropriate. The panel will conduct a hearing if either party so requests.
- The review panel will render a decision within 10 working days of 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 college's ADA/Section 504 officer.
- Either party may appeal the decision through the college's Affirmative Action officer or through the U.S. Department of Education's Office for Civil Rights.

For complete information, please read the manual Support Services for Students with Disabilities: Access and Accommodation Services at SNC: A Student Resource.
Student Support and Services

Behavioral Intervention and Care Team
The Behavioral Intervention and Care Team (BIT/Care) is a multidisciplinary group that meets regularly to discuss students of concern. It also identifies individuals who demonstrate behaviors that may be early signs of future disruptive or violent behavior. The goal of BIT/Care is early intervention by coordinating resources for these students in an effort to keep the SNC community healthy and safe.

Bias Incident Response Group
The Bias Incident Response Group (BIRG) supports people targeted by bias incidents by working closely with them to explore their needs and interests. The group also educates members of the St. Norbert College community about bias-related incidents. BIRG members include faculty and staff trained in identifying and responding to incidents involving bias. Bias Incident Response Group: snc.edu/diversityaffairs/biasincidents/BIRGcommittee.html

Campus Safety
St. Norbert College's campus safety department consists of full-time professionals and student assistants. The department provides for the safety and security of students and all members of the college community through safety and crime prevention programs. Campus Safety reports to the associate dean of student development and works with the De Pere Police Department. All cases are handled by professional staff in a way that is sensitive to everyone involved.

Authority of Campus Safety staff
Campus Safety staff members have the authority to ask for identification and to determine whether individuals have lawful business at St. Norbert College. They also have the authority to enforce campus rules and regulations and issue parking tickets, which are billed to the financial accounts of students, faculty and staff. Campus Safety officers do not have powers of arrest. Criminal incidents may be referred to the De Pere Police Department or other law enforcement agencies that have jurisdiction on campus. Campus Safety works with local law enforcement agencies to exchange crime-related information, reports and statistics. All crime victims and witnesses are strongly encouraged to immediately report any crime to Campus Safety staff and the De Pere Police Department. Prompt reporting will ensure timely posting of warning notices on campus and crime statistic disclosures. Campus Safety: snc.edu/campussafety

Career and Professional Development
Career and Professional Development (CAPD) is the central hub for students seeking career and professional development resources. Its programs, services and self-service resources are useful for students from their first year on campus through their senior year, and are
designed to encourage successful transitions from academia to meaningful post-graduate work. Staff members are here to help students assess their interests, explore careers, build career skills, and engage in the internship and job-search process throughout all aspects of their career journey. CAPD seeks to equip and empower students to discern career direction, thrive in chosen career/vocational aspirations by growing in individual and collective strengths, gain experience, connect with a robust network of employers, find meaning in work, and determine how to impact the larger community and world for the common good. CAPD, on the top floor of Todd Wehr Hall, is open from 8 a.m. to 4:30 p.m. Monday through Friday. Students can make confidential appointments through their Handshake account, where they can choose their own appointment time. They may also make appointments at careers@snc.edu or by calling 920-403-3040.

**Career and Professional Development:** snc.edu/careers

**Counseling and Psychological Services**

Counseling and Psychological Services (CAPS) helps students deal with the transitions, challenges and overall experience of life at SNC. Students can visit CAPS when dealing with academic stress, roommate issues, anxiety, relationship questions or when they simply feel down. CAPS, on the second level of the Mulva Family Fitness and Sports Center, is open 8 a.m. to 4:30 p.m. Monday through Friday. Students can make confidential appointments by email at counseling@snc.edu, by phone at 920-403-3045 or by stopping in the office.

**Counseling and Psychological Services:** snc.edu/counseling

**First-Year Experience**

The First-Year Experience (FYE) program introduces first-year students to the history and mission of St. Norbert College, as well as to the skills and understanding they need to succeed as members of the college community, both inside and outside the classroom. This peer-led experience is presented using a variety of engaging formats, and includes a separate one-on-one conversation between the staff member advising each group and each student in the team's section.

**First-Year Experience:** snc.edu/fye

**Health Services**

All students pay a health fee each semester to cover basic health care, counseling services and access to our state-of-the-art fitness center and pool. Health care services include assessments by a registered nurse and diagnostic screening tests for strep, mono, influenza, etc. as needed during the academic year. Over-the-counter medication samples and simple first-aid items are also provided at no cost. Students have access to advanced practice medical providers on campus Monday through Friday. These services, as well as outreach laboratory testing, immunizations, procedures and limited prescription medications, are available for an additional fee. As a courtesy, Health Services will process incurred fees for these services, provided current insurance information is maintained. Health Services is located on the second floor of the Mulva Family Fitness and Sports
Center and is open 8 a.m. to 4:30 p.m. Monday through Friday. Due to COVID-19, walk-ins and on-line appointments will not be available until further notice. Students should call 920-403-3266 to make an appointment to ensure timely access. Health Services complies with all HIPAA privacy and security regulations.

Health Services: snc.edu/health

Ministry on Campus
The Norbertine priests, along with staff members at St. Norbert College Parish and the Emmaus Center for Spiritual Life and Vocation, support all SNC students, whatever their faith background or spiritual needs. St. Norbert College Parish is a vibrant Catholic community because of the engaged students. It offers student opportunities for spiritual growth, active ministries to put faith into action, and personal and professional development through vibrant engagement in Catholic parish life. The Emmaus Center coordinates the work of the ALIVE peer ministry program and the vocation exploration program Navigate, co-sponsors the TRIPS service program, offers a Protestant worship service, and oversees a variety of retreat opportunities and weekly opportunities for prayer and contemplation. The ministry offices are located in Todd Wehr Hall.

St. Norbert College Parish: snc.edu/parish
The Emmaus Center for Spiritual Life and Vocation: snc.edu/emmauscenter

Multicultural Student Services
Multicultural Student Services works to uphold the values of the St. Norbert College mission statement by respecting everyone’s sacred dignity and embracing the diversity of all. Its mission is to create safe relationships for and with students to facilitate growth in personal and intellectual identity. Multicultural Student Services is in the Campus Center, Suite 310, and open 8 a.m. to 4:30 p.m. Monday through Friday. Students can contact Multicultural Student Services at 920-403-4023 or multicultural@snc.edu.

Multicultural Student Services: snc.edu/multicultural

Prevention and Wellness Education
The college’s Prevention and Wellness Education team provides campus programming and awareness campaigns centered around topics such as bystander intervention, suicide prevention, body image, autism spectrum disorders, responsible alcohol use, diversity and inclusion, and physical well-being. The team is responsible for SNC in 3D, a campus bystander intervention program that informs and empowers students to prevent sexual violence. It also offers Safe Harbor kits, which provide a portable safe space at programs or presentations that may cause discomfort to those affected by past traumatic events. The team is comprised of staff members from multiple departments within the division of student affairs, plus student workers with a passion for wellness topics.

Prevention and Wellness Education: snc.edu/preventioned
Share a Concern
If you are concerned about someone or about a suspicious activity within the St. Norbert College community, please let us know by filing a report through the Share a Concern program. The main issues covered under this program are:

- Student health or welfare
- Gender-based misconduct or sexual harassment
- Attendance or academic concerns
- Discrimination based on identity
- Behavioral concerns

In alignment with SNC’s Catholic and Norbertine values, we approach each report with great respect for the person’s dignity. If you choose to leave your name, we may contact you if we have further questions. Any information you provide is maintained with the strictest privacy. However, the information may be shared with the appropriate college staff who can best respond to the concern under the restrictions set forth by the Family Educational Rights and Privacy Act, or FERPA.

Share a Concern: snc.edu/shareaconcern

Sturzl Center for Community Service and Learning
The Sturzl Center supports members of the college in their service efforts by promoting transformative student learning in academic courses and co-curricular programs, working for the common good in Brown County and beyond. The Sturzl Center is on the mezzanine level of Todd Wehr Hall, Room M36. Staff can be reached from 8 a.m. to 4:30 p.m. Monday through Friday at 920-403-3374 and at sturzlcenter@snc.edu.

Sturzl Center for Community Service and Learning: snc.edu/sturzlcenter
Residential Education and Housing Information

St. Norbert is a four-year residential college. All students must live on campus unless released from the residency requirement by meeting the requirements for commuter status. As you progress through your four years at SNC, you’ll have the option of choosing increasingly independent living options – from residence halls your first year to college houses and apartments your senior year. Our hope is to make SNC your preferred place to live by offering co-curricular programs and leadership opportunities in a values-oriented living and learning environment.

Housing Agreements
Residential Education and Housing may make changes in housing rules and regulations during the term of a student’s agreement by placing notices on hall bulletin boards or sending an email 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.

St. Norbert College Housing Agreement: snc.edu/housing/2020-2021-housing-agreement.pdf

Roommate Responsibilities
Sharing a room with someone is similar to other relationships – to be successful, it requires openness, flexibility, respect and compromise. 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. Each student will have the opportunity to complete a roommate agreement form to aid in communicating the expectations each roommate has of the other.
Housing Policies

Waterbeds
Waterbeds are not permitted in any building managed by Residential Education and Housing.

Guests
You are responsible for, and will be held accountable for, the behavior of your guests and visitors. A guest is any person who doesn’t live and have a contract with Residential Education and Housing and whom you bring or let into the building; any person who comes to visit you once you become aware of their presence; or any person who is in your room/housing assignment who doesn’t live there.

- Guests may not stay more than three consecutive nights in any hall, apartment building or college house within one calendar month.
- Guests are permitted only with the roommate’s consent. No more than three people (residents or guests) in a double room or two people (residents or guests) in a single room may be sleeping at any given time.
- Overnight guests are not allowed during final exam periods.
- Guests may not be in possession of resident room keys or I.D. cards. Guests must be escorted whenever they are outside of a host’s room and must use their own appropriately designated bathroom. Guests are permitted any time of day, provided they are properly escorted and all policies relating to guests are followed.
- Guests are not permitted if they are under the influence of alcohol or other drugs.
- All guests must register with Residential Education and Housing by filling out a guest registration form.

Residence Hall Guest Registration Form: snc.edu/housing/docs/GuestRequestForm.pdf

Quiet/Courtesy Hours in Residential Education Areas
Courtesy hours are observed 24 hours a day, seven days a week, in all residential living units. Courtesy hours require that residents be considerate of others living in their community and keep noise to reasonable levels. Specific quiet hours are observed Sunday through Thursday from 10:30 p.m. to 9 a.m. and Friday and Saturday from 12 a.m. to 9 a.m.

Selling and Solicitation
Concern for student privacy, building security and property protection has led to stringent regulations about selling/soliciting in residential areas. Solicitation by those unaffiliated with SNC is prohibited unless approved and/or co-sponsored through a campus department and Residential Education and Housing. Solicitors operating in residential areas without permission are considered trespassers and subject to disciplinary action. Sales, including food, merchandise or solicited funds, are not permitted in residence halls or upper-class housing areas.
Pet Policy
St. Norbert College does not allow unauthorized pets in any campus-owned housing, with the exception of fish. Fish tanks may not be larger than 20 gallons. “Visiting” pets are also prohibited. Students who require a service/support animal may have one authorized through Academic Support Services. Service animals must be wearing a harness when in common areas and be under the control of their owners. Fines starting at $1,000 may be imposed for any unauthorized pets or for any damage to campus property as a result of an animal, regardless of authorization.

Residency Requirement
All students must live on campus unless released from the residency requirement. Release may be granted for commuter students meeting certain requirements, typically when students are living with a parent/legal guardian within 35 miles of the college. All students need to receive permission from Residential Education and Housing – annually and in writing – to commute. Violations of the residency requirement will be adjudicated through the college conduct process. Sanctions may include assignment to a housing unit and incurring the fee for the unit, disciplinary probation, and dismissal from the college for up to one semester.

Commuter Students: snc.edu/housing/commuter

Sport Activities in Campus-owned Housing
Riding skateboards, hoverboards, bicycles or in-line skates in residence halls, or throwing Frisbees or other projectiles, is not safe and is not allowed. In addition, playing sports such as golf, basketball, baseball, soccer, racquetball, etc. is not allowed in campus-owned housing.

Upper-class Area Living Guidelines
All students living in college-owned and rented houses, townhouses, the Carriage House, Doksany Hall, Gries Hall, Hugh Hall, Roggenburg Hall, St. Joseph Hall, and the Prémontré and Xanten apartment buildings are expected to live according to all of the policies and procedures listed in the living guidelines, housing agreement and community living expectations as stated in The Citizen and subsequent publications of Residential Education and Housing.

Residential Education and Housing: snc.edu/housing

Room Entry and Room Search
The college exercises its right to enter or search a room with discretion. Before entering a room, an authorized staff member will knock, announce themselves, receive permission to enter and then enter. If a staff member suspects a college regulation is being violated, the staff member may enter after knocking and announcing themselves.
Room entry
A reasonable effort will be made to have a resident present when a room is entered if it is necessary and appropriate. Whenever a room is entered without a resident’s presence, the staff member(s) shall leave a note or email stating that the room has been entered, the name(s) of the person(s) who entered, and the purpose of the entry. The following staff members may enter a student’s room:

- Maintenance staff or housekeepers for routine maintenance or housekeeping
- Staff with Campus Safety or Residential Education and Housing
  - To resolve emergency situations (including but not limited to fire, smoke, accidents, sickness, and danger to the health and welfare of residents)
  - When there is evidence or reasonable information that a college regulation is being violated
  - For hall opening and closing inspections, other published break-period inspections, and monthly upper-class area housing inspections

If, during a room entry that’s not part of a room search, there is evidence in plain sight that a college regulation or civil law has been violated, it may be dealt with as a policy violation.

Room search
Premises occupied by students are not searched unless appropriate authority has been obtained, except under emergency circumstances. The college follows these guidelines:

- 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.
- Authorization for a room search must be obtained from the director of campus safety, the interim vice president of student affairs, the director of residential education and housing, or their designees.
- Unless not feasible, staff members must make every effort to have one or all residents present during the search and inform the resident(s) about the reasons for the search.
- Articles that represent illegal possession or violation of civil law or college regulations may be confiscated and held until necessary action and/or safety measures are completed. The De Pere Police Department may be called to assist, if necessary.
**Student Engagement and Co-curricular Activities**

**Athletics**
The St. Norbert Green Knights compete in 23 intercollegiate sports at the NCAA Division III level. One of every four of our students participates in varsity sports. The Mulva Family Fitness and Sports Center is home to St. Norbert’s basketball, volleyball and swimming teams. This facility features a state-of-the-art fitness center and a swimming pool on the east side of the sports center, looking out to the Fox River.

*Athletic schedules: snc.edu/athletics*

*Mulva Family Fitness and Sports Center: snc.edu/athletics/facilities/mffsc*

**Student Activity Fee**
The student activity fee gives the student body the finances to fund programs students feel meet their needs. Money from this fee allows students/student groups to enrich their co-curricular environment. With the activity fee, students can make direct decisions based on their assessment of student needs, the evaluation of these needs and the development of activities to meet these needs.

- All full-time students are required to pay the $150 student activity fee. This fee is automatically assessed with tuition and other fees at $75 per semester and collected by the college business office.
- All part-time students carrying two courses are required to pay the $75 student activity fee.
- All part-time students carrying one course are assessed a student activity fee of $15 per academic year ($7.50 per semester).

**Eligibility criteria**
Student organizations that the college formally recognizes are eligible to apply for funding from the student activity fee. The funds must be used for programs that have the potential to benefit the entire SNC student body.

**Funding criteria**
Student groups seeking financial support from the activity fee must prepare a budget that states the need for the funds and the amount requested, plus an evaluation for subsequently determining the success of the program. The student activity fee committee has the right to fund any percentage (0-100) of the total request. The committee also has the right to evaluate the organization’s books each semester.

**Student Organization Recognition**
The college supports the right of individuals to organize and participate in student
Student Organizations

organizations whose purpose is in line with the mission of St. Norbert College. These organizations will be eligible for recognition. For more information, call 920-403-4023 or email lse@snc.edu. 

Student Organizations: snc.edu/studentorg

Nondiscrimination policy

All recognized student organizations must abide by, and state in their constitution, the following: “As members of a recognized student organization at St. Norbert College, we admit students to our organization without regard to age, sex*, gender identity, race, color, national origin, ancestry, sexual orientation, military or veteran status, marital status, mental/physical disability, religion or any other characteristic protected by the current federal and state statutes. All rights, privileges, programs, positions and other activities generally accorded or available to our organization are equally available to each member of our organization.”

*Fraternities, sororities and single-sex independent organizations are exempt from the “sex” provision listed in the statement.

Nonhazing policy

All recognized student organizations must abide by, and state in their constitution, the following: “As members of a recognized student organization at St. Norbert College, we unconditionally oppose placing any or all members of our organization, or those of the general student population, in situations which produce mental or physical discomfort, embarrassment, harassment or ridicule. Freedom from the humility and danger of hazing is guaranteed to every member of the college community. We realize that any form of hazing violates college policy and Wisconsin State Statute 948.51.”

Hazing is not just a Greek concern. All organizations should be aware of the implications of this practice. Hazing is illegal and immoral. All organizations must foster the protection of all members and potential members as a cohesive group. It is a criminal offense to tolerate hazing or fail to prohibit it; officers and organization members may face prosecution. Alleged violations of the hazing policy within a student organization should be reported to the Campus Center and the director of leadership, student engagement and first-year experience, or to the associate dean of student development. Your identity will be kept confidential. Any student, faculty, administrator or outside individual who recognizes hazing may make a report. Any violation of a hazing regulation subjects an individual to disciplinary action, including possible suspension or expulsion from the college. In addition, the offender may be subject to any applicable criminal statutes defined by Wisconsin law. An organization may be placed on probation while hazing charges are investigated. If the organization is found responsible, it may be involuntarily dissolved.
Student Organization Requirements

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 a way consistent with the St. Norbert College mission
- Select qualified officers in good academic and disciplinary standing, with a cumulative GPA of 2.25 or higher
- Have an employed member of St. Norbert College as an advisor
- Manage financial matters responsibly

Member expectations
Members of your organization are expected to:

- Abide by all regulations, policies and sanctions in The Citizen student guide and all Wisconsin state laws.
- Not tolerate participation in, 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 Citizen student guide and Wisconsin 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.
- Realize their actions speak for the organization and, in turn, the actions of the organization impact the reputation of the college. Therefore, members must accept the responsibility of conducting themselves in a manner conducive to advancing SNC traditions and values.

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

Always remember that you are operating under the St. Norbert College name. The organization’s behavior, as well as that of its members and guests, is governed by the policies in this document. Inappropriate behavior, even though occurring off campus, falls within the college’s jurisdiction and may result in disciplinary action.

Judicial Process for Student Organizations
If an organization violates institutional policy, members may need to go before the College Community Relations Board. If this happens, the organization could be subject to an
The Code of Student Life at St. Norbert College

Student Engagement and Co-curricular Activities

administrative warning, social probation, deferred suspension or even revocation of the recognized status.

The Conduct Process for Student Organizations: snc.edu/judicialaffairs/studentorganizations

Risk Management for Student Organizations

Policies regarding alcohol and drugs

- Possession, use and/or consumption of alcoholic beverages must be in compliance with all applicable laws and rules of the state, county, city and college.
- Student groups cannot purchase, sell or serve alcoholic beverages to minors.
- Student groups cannot purchase alcohol with organization funds.
- Student groups cannot possess, sell and/or use illegal drugs or controlled substances at any event or activity that an observer would associate with the organization.
- Student groups cannot sponsor open parties.
- Student group-sponsored activities cannot include drinking games.

St. Norbert College Drug and Alcohol Abuse Prevention Plan: snc.edu/judicialaffairs/docs/drug_alcoholprevention.pdf
Prevention and Wellness Education Resources: snc.edu/preventioned/resources

Campus event regulations

Events hosted both on and off campus must be registered with the office of leadership, student engagement and first-year experience. These include overnight retreats, meetings open to the public, dinner-dances, conferences, service projects and club-sponsored tours. This can be done quickly by completing an event registration form. Please complete this form at least two weeks prior to your event, and earlier if it is a large social event.

Registration is necessary to:

- Allow administration feedback to ensure you aren't putting your organization or individual members at unnecessary risk
- Inform the college of your intentions so that if something unfortunate happens, you will be more likely to have immediate college support
- Allow the college to provide you with liability waivers

Risk waivers for events

Waivers are necessary for any activity that is beyond normal day-to-day college operations. Such activities include events that increase risk to participants; e.g., travelling off-campus to a museum, using portable climbing walls, riding the Festival Foods Big Cart or holding a "car smash" fundraiser.
Risk waiver policies and procedures are as follows:

- A student organization must register its event at least two weeks before it occurs.
- A student organization must complete the waiver request located at snc.edu/riskpropmgmt. The director of risk and property management or their designee will then develop a waiver for the organization and send it to the person who completed the form.
- All event participants must sign the waiver before participating. The organization is required to file these with Leadership, Student Engagement and First-Year Experience within 24 hours of completion of the event.
- If there are any changes in the participant list, or significant incidents involving participant safety, the student organization must report these to the director of risk and property management immediately following the event (920-403-3066).
- Injuries at on-campus events should be reported to Campus Safety when they occur.

New Member Education within Social Organizations

New Member Education (NME) is a program designed to develop a special bond between potential new members and the sorority, fraternity or independent social group they are joining. Although each social organization has its own new member education program, the essential ideas behind any program must be to:

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

St. Norbert College associating guidelines

- Students are not permitted to join or affiliate with social organizations until the official recruitment dates set by the office of leadership, student engagement and first-year experience at the start of each school year. Organizations are not allowed to recruit or hold recruitment events before these dates.
- All potential new members must have achieved specific grade and behavioral standards to be eligible to join. First-semester, first-year students must have a graduating high school GPA of at least 3.0, while second-semester, first-year students through seniors must have attained a 2.25 cumulative GPA at SNC. (Some groups have a higher minimum GPA requirement.) Students sanctioned with disciplinary probation are ineligible to associate.
Student Engagement and Co-curricular Activities

- New member education programs can last no longer than six weeks, with an additional week allowed for induction.
- Program hours are from 7 a.m. to 11 p.m. In the event of an overnight activity, written permission must be obtained from the assistant director of the office of leadership, student engagement and first-year experience.
- Any and all types of new member education activities are prohibited in the library at all times, with the exception of organized study hours.
- Activities should in no way disrupt the campus community. Active members and potential new members should be courteous and respectful within campus buildings and residence halls.
- All social organizations must plan associating activities to reflect and respect the values rooted in the college’s Catholic and Norbertine heritage. This includes an evident respect for the person and dignity of each individual.
- Though each social organization may set its own criteria for admission to active membership, none is free to discriminate on the basis of race, creed, ability, sexual orientation or national origin.
- Each semester, all new associates are to review and sign the new member/associate education contract outlining their responsibility to abide by the hazing policy and to periodically review their activity with respect to its compliance.

The consequences of not adhering to these guidelines could include but are not limited to administrative warning, social probation, mandatory educational programming, suspension from the Involvement Fair and organization dissolution.

Activities During Final Exams
No co-curricular activities, including student organization events, programming activities, intramural and club sport activities, and intercollegiate athletic events, shall be scheduled after midnight the last class-day of each semester. The exception may be post-season tournament participation by an intercollegiate athletic team. The consequences of not adhering to these guidelines could include but are not limited to administrative warning, social probation, mandatory educational programming, suspension from the Involvement Fair and organization dissolution.

Additional Information
The most current list of student organizations, including social groups, can be found here: Student Organizations at St. Norbert College: snc.edu/studentorgs
College Policies and Procedures

Alcoholic Beverages
St. Norbert College is committed to a healthy environment that stimulates students’ intellectual and personal development while ensuring their physical well-being. The college neither encourages the use of alcohol nor condones its misuse. However, the institution respects the choice of students age 21 and above to responsibly consume alcohol.

All students, whether on or off campus, must adhere to local and federal laws concerning alcohol use and are expected to conduct themselves in a mature and responsible fashion when drinking, always respecting the rights of others. The college will not tolerate the unlawful manufacture and/or illegal purchase, consumption, possession or distribution of alcohol by or to any student.

Individuals must recognize that when exercising rights, they assume responsibilities. The risks associated with the abuse of alcohol are numerous, and include physical and mental impairment, emotional and psychological deterioration, and devastating effects on family and friends. More specifically, risks include suffering a hangover, being charged with driving under the influence or while intoxicated, and sustaining or causing personal injury. There are a number of less-obvious risks associated with alcohol, including:

- Poor academic performance
- Poor job performance
- Sexually-transmitted diseases, including HIV/AIDS
- Pregnancy
- Jeopardizing future career prospects (e.g., admission to law school and employment with the federal government)

Students are expected to adhere to this college policy while representing the institution at off-campus events.

St. Norbert Drug and Alcohol Abuse Prevention Policy: snc.edu/judicialaffairs/docs/drug_alcoholprevention.pdf

Amnesty
Amnesty will be given to students who, in good faith, report a policy violation to a campus authority, even if they themselves have violated a college policy (such as underage drinking or the use of illegal substances) and subsequently became a victim or witness to the reported violation. The severity of the infraction will determine the nature of the college’s response. However, whenever possible, the college will respond educationally rather than punitively to the illegal use of drugs and/or alcohol.
The seriousness of gender-based misconduct and sexual harassment are major concerns. The college does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of gender-based misconduct or sexual harassment.

In order for the college to effectively mitigate the spread of COVID-19, no policy violation information learned during contact tracing performed by Health Services staff will be forwarded to Campus Safety, Residential Education and Housing, or Judicial Affairs.

**Biased Harassment**

St. Norbert is committed to maintaining an inclusive community that values diversity and fosters the sacred dignity and mutual respect of all individuals. SNC students have the right to participate fully in SNC programs and activities free from bias. Such misconduct violates college policy. Students who are found to have violated this policy may be subject to discipline commensurate with the violation.

**Biased harassment** is any unwelcome conduct engaged in because of protected status, and the conduct is sufficiently severe or pervasive that its effect, whether or not intended, is considered by the complainant to be intimidating, hostile or offensive, and could be considered the same by a reasonable person in the complainant’s shoes. Biased harassment can arise from a broad range of physical or verbal behavior, including but not limited to:

- Physical or mental abuse
- Racial, ethnic, religious or gender-based insults or slurs
- The display of offensive posters, materials or slogans

Students are encouraged to report any instance of biased harassment to Campus Safety, their Resident Assistant or Area Coordinator, or through the *Share a Concern* website: snc.edu/shareaconcern

**Communicable Disease**

Health Services may isolate and, when necessary, quarantine individuals suspected or confirmed to have any disease the Centers for Disease Control and Prevention (CDC) has classified as one that would respond to social distancing to mitigate its spread and allow for an epidemiological investigation. Directives related to isolation and quarantine will be in collaboration with the De Pere Health Department in accordance with Wisconsin Public Health Statutes § 254 and § 252. This policy provides the means to withhold student registration for any student who is noncompliant with SNC’s required immunizations until the student provides verifiable immunization records. Students with a religious or medical waiver for the required immunizations may be quarantined in the event that an outbreak of one of the vaccine-preventable diseases should occur. Students will have the opportunity to receive any of the vaccines at any time during their enrollment at St. Norbert, should they choose to do so.
Communication with Students
Email is an official means of communication at St. Norbert College, and each student is provided with an official college email address. This address is listed in directories and is the one used by the college for business and communications. 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.

Community Awareness and Timely Warnings
Educational programming initiatives take place several times each semester in all of the residential halls. Campus Safety and Residential Education and Housing work together to provide the campus community with multiple programs designed for community awareness. Community awareness education efforts include programs regarding theft prevention, self-defense, and the registration and identification of electronic equipment. The college also contracts with Alertus®, a free smartphone safety application that allows rapid communications between students, staff and Campus Safety.

To keep the campus community informed about safety and security issues on an ongoing basis, the interim vice president of student affairs and the director of campus safety or a designee will work with the office of communications to alert the campus community when certain crimes are deemed a threat to the welfare of the campus community. Timely warnings will be sent via email to aid in the prevention of similar crimes. Campus Safety works closely with the De Pere Police Department to remain informed of crimes outside the campus that could pose a threat. Information is distributed to all members of the campus community primarily via email, although during a time of emergency other means of communication may be used, such as telephone, text message, social media, informational posters and in-person.

Drugs
St. Norbert College is bound by existing state and federal narcotics laws. Therefore, the illegal use of prescription medication, marijuana or other controlled substances is in violation of St. Norbert policy. St. Norbert College reserves the right to confiscate illegal drugs or drug paraphernalia found in student rooms or public areas of the residence halls and/or in college buildings. Students found in possession of these items or substances may be referred to the De Pere Police Department.

Electronics and Electrical Appliances
Television sets, microwaves, refrigerators, computers, CD players, electric razors, clocks, hair dryers, curling irons, lamps, popcorn poppers, hot pots, heating pads, electric blankets, fans and radios with self-contained antennas 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 they don’t exceed a total of 4.0 cubic feet and if they are
Underwriters Laboratory-approved (UL-approved) and in good physical condition. Hot plates, grills (including the George Forman type), skillets, toasters and any other 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; a general guideline is that appliances are prohibited if they are rated over six amps (700 watts), if they have an exposed heating element or if they are not UL-approved.

Emergency Notification System
Thorough and rapid notification is one of the best protections available for members of our campus community. St. Norbert College has a multitiered emergency notification system that allows college administrators to contact the college community within minutes via:

- Voice/telephone
- Email
- Text messaging
- Loudspeakers (several on campus; will emit an audible message)
- Emergency beacons (several on campus; will display emergency alert)
- Computer-interrupt system (will send message to every computer screen logged into college network, including registered laptops)
- Closed-circuit television monitors

Members of the campus community can update their contact information via their KnightLine account.

Emergency Response and Evacuation
Campus Safety is available 24 hours a day, seven days a week. In addition, St. Norbert College works closely with the De Pere Police Department and the De Pere Fire Department in the event of an emergency. St. Norbert College also has partnerships with the City of De Pere Health Department, the Brown County Health Department and other organizations whose assistance can help mitigate an emergency. Fire drills are conducted in every residence hall once a semester. The drills test and evaluate the response to a fire alarm, and require a complete evacuation of the building. Tests of the Campus Emergency Notification System are conducted twice a year, once each semester.

File Sharing and Copyright Infringement
St. Norbert College does not condone violations of copyright or intellectual property laws. If illegal materials are found on your computer, legal action may be taken by the copyright holder(s) of that material. Federal law (Title 17 U.S. Code Chapter 5, § 501 and § 506) provides severe civil and criminal penalties for the unauthorized reproduction, distribution, rental or digital transmission of copyrighted sound recordings. Criminal penalties can be as high as five years in prison or $250,000 in fines. Civil penalties can be
$750 to $150,000 for each work being illegally distributed (i.e., each song, movie, TV show, game or software program).

The two primary groups that police the downloading of music and movies are the Recording Industry Association of America (RIAA) and the Motion Picture Association of America (MPAA). These groups constantly monitor downloads and websites for copyright violations. When they see a song or movie has been downloaded illegally, they notify the school, which then takes steps to internally identify the person who downloaded the file. SNC regularly receives complaints from organizations acting on behalf of the entertainment and software industries regarding users on our network illegally trading copyrighted files. 

File Sharing and Copyright Infringement: snc.edu/judicialaffairs/computingpolicies

Good Samaritan Policy
The college is committed to the safety and welfare of its community. The Good Samaritan policy creates a safe and trusting environment where community members can feel free to report dangerous levels of intoxication. At the same time, the policy also creates an atmosphere where students who abuse substances will gain valuable information about their substance use and how to address concerns quickly, with the hope of reducing negative consequences both while a student and after graduation.

The Good Samaritan policy requires members of the SNC campus community to call 911 or Campus Safety when an intoxicated student needs medical attention. Students who seek emergency attention for dangerously intoxicated individuals will typically not be subject to formal disciplinary action when assisting a peer(s) in need. The policy applies both to the person(s) receiving help and the person(s) reporting the concern.

While this policy is in place to demonstrate the college’s utmost priority with regards to safety, it doesn’t rule out an educational response to the incident. That is, a student who uses this policy may still be referred for an alcohol- or drug-education class/session or a substance-use assessment and/or treatment, depending on the level of concern for the student’s health and safety. In addition, parents will be notified about the incident as a safety precaution. Failure to complete follow-up requirements will result in disciplinary action. This policy refers to isolated incidents only, and doesn’t apply to students who flagrantly and repeatedly violate SNC’s alcohol and substance abuse policy. If a student has multiple reported substance use/abuse issues, other actions may be taken to address concerns.

Hazing
Hazing is any action or situation intentionally created that causes embarrassment, harassment or ridicule, and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person’s willingness to participate. Hazing is also defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation,
admission into, affiliation with, or as a condition for continued membership in a group or organization. Alleged violations of the hazing policy should be reported to Campus Safety. Reports may be made by any student, faculty or administration member, or by an outside individual. A student found responsible for hazing will be subject to disciplinary action. Hazing is also a violation of the criminal statutes of the State of Wisconsin and punishable by up to six years in prison and a $10,000 fine. Accordingly, students may also be charged with alleged violations of these statutes by state law enforcement authorities.  

Hazing Policy: snc.edu/judicialaffairs/hazing

Health Emergencies Involving Students  
Students are responsible for all missed classes, except when a suspected or confirmed state-reportable communicable disease requires isolation or quarantine to reduce exposure to others in accordance with the SNC communicable disease policy. In such cases, students will be isolated until the risk of exposure or communicability has passed. Students may also be kept from attending class if they haven’t received appropriate immunizations for a vaccine-preventable disease that has been identified on campus.

Students who miss more than three consecutive days of class due to illness or injury, and who have been seen by Health Services medical personnel, may have their absences verified upon signing a release-of-information form. The faculty member requiring verification of absence may call Health Services for further information. (No information about the diagnosis is given to faculty, only verification that the student was seen and the absence was appropriate.) Excused-absence notes are not provided.

If a student is severely injured or hospitalized, the student or a family member should reach out to Counseling and Psychological Services, which will, in turn, notify the interim vice president of student affairs. If a student or family member dies, the student or a family member should contact Campus Safety, which will, in turn, notify the interim vice president of student affairs.

Identification Cards  
St. Norbert College identification cards should be carried at all times. Identification cards are used to gain entry into many campus buildings, as well as to make purchases at vending machines, campus eateries, washers/dryers and printing services. Everyone must provide their identification card whenever requested by a college official for proper identification purposes. Lost or stolen cards should be reported to Campus Card Services, located in the Mulva Commons, or to Campus Safety if it is after business hours.

Inclement Weather  
All classes are conducted according to the published schedule of classes, except in rare cases of severe weather. Campus closures are announced through the Campus Emergency Notification System. When the college is closing due to severe weather conditions, the
campus information line and campus listserv will provide information on the closing and emergency. Campus Safety will handle emergency requests and provide any necessary assistance.

Mail Center Distribution
Mail center distribution refers to any bulk mailing, mass mailing or mailbox stuffer that an organization, department or off-campus establishment wishes to do. The mail center will distribute nonbulk material that has a proper name and mailbox number. All mail arriving from the U.S. Postal Service shall be processed immediately. On-campus bulk materials will not be distributed to student mailboxes through the mail center. On-campus materials may be allowed for display and are limited to a quantity of 50 for a set period of time that will be determined by the mail center supervisor or building manager. Materials from noncollege establishments (e.g., De Pere businesses) will not be distributed through the mail center unless properly metered through the U.S. Postal Service. Noncollege establishments are not allowed to display flyers at the mail center.

Missing-student Notification
Each student living in on-campus housing should identify a contact person(s) whom the college will notify within 24 hours if that student is determined missing by the college or local law enforcement. Contact information will be registered confidentially, and will be accessible only to authorized campus officials and law enforcement. It will not be disclosed outside of a missing-person investigation. Students may designate a confidential contact by using the link on the Campus Safety website or by signing in to their KnightLine account.

Motorized Vehicles
Mopeds, motorcycles and any other devices requiring the use of combustible fuels create fire hazards and are not allowed to be ridden or stored in an SNC housing unit or building at any time. In addition, these vehicles cannot be driven on campus sidewalks, and must be parked or stored in designated motorcycle parking areas. If a vehicle is found in violation of this policy, it will be removed and stored at the owner’s expense.

Posting Guidelines and Requirements

Advertising
The St. Norbert newspaper and radio station do not knowingly accept advertising that is misleading, deceptive, fraudulent or which grossly exaggerates or makes unwarranted claims. They also will not accept advertising if:

- It is judged indecent, salacious, suggestive or offensive by the paper or station
- It contains text or illustrations in poor taste
- It is in discord with generally accepted community standards
• It contains attacks of a personal, racial, ethnic or religious nature
• It tends to destroy the confidence of readers or advertisers
• It is against the mission and values of the college

Posting
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)
• 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; or lesbian, gay, bisexual or transgender persons

Due to SNC’s nonprofit status, no publicity will be approved that puts the institution in a position where it appears to be taking a stance either for or against a political candidate, party or legislation. Exceptions would be college organizations such as the College Republicans or College Democrats advertising their organization meetings and sponsored events.

Postings must state the event, time, place and cost/price/donation (where applicable). They must also contain the name and contact information of the sponsoring group or individual (phone number, email and/or postal address). Only activities open to the public may be advertised in public spaces around campus. Activities open only to members of certain groups may not be advertised in public spaces. The college reserves the right to remove without notice any publicity or information-sharing in violation of this policy or guidelines. Approval of any form of communication does not imply endorsement, but indicates compliance with this policy and guidelines.

Official College Bulletin Boards
All notices posted on official college bulletin boards must relate to St. Norbert College-sponsored functions or to programs that directly support the college’s mission. Approval for items posted on these bulletin boards must be sought from the associate director of the campus center.

General-use Bulletin Boards – Personal Notices
Notices advertising items for sale, tutoring, car pools, etc. are permitted only on general-use bulletin boards and need to be approved by the associate director of the campus center. Only one posting per bulletin board is permitted.
• Off-campus employers are not allowed to advertise any job openings on general-use campus bulletin boards. Any companies that wish to offer off-campus job opportunities must work with the office of career and professional development.
• Posters, publicity or other forms of displays are only allowed on campus bulletin boards. Posters, publicity or other forms of displays that are attached to any walls or doors will be removed immediately without notice to the organizing group.

Restrooms
No posters are allowed to be displayed in restrooms or on restroom stall doors except for the Stall Seat Journal, published by Health and Wellness Services, unless there is a bulletin board located within the restroom.

Windows
No postings on glass doors are allowed unless approved by a member of the president’s cabinet. Exterior window postings may be placed in residence halls, the library and the Campus Center if permission is secured from the building manager, and in other spots on campus with permission from the president’s cabinet. Any unauthorized postings will be removed nightly.

Banners in Campus Buildings
• All banners and the spaces where they will be displayed must be approved by the associate director of the campus center.
• Banners can be displayed for a maximum of one week.
• Banners can only be displayed inside the Campus Center on the second-floor balcony.
• Banners inside the Campus Center cannot hang below the bottom of the balcony’s concrete facade.
• Banners for display on the exterior of college buildings or structures must be approved by the president’s cabinet.

Chalking
• Only recognized student organizations and college departments are permitted to chalk messages on sidewalks. Such chalking must be approved through the director of leadership, student engagement and first-year experience.
• The chalking must clearly indicate the sponsoring organization or department/office at each location.
• Chalking is only permitted on sidewalks exposed to the rain.
Table Tents

- Table tents created for tables in Ruth’s Marketplace must first be approved and stamped by the manager at Ruth’s. Requests for approval must be received seven days in advance of the event.
- Table tents and advertising are only allowed in Ruth’s Marketplace. Any table tents or flyers that are displayed on tables other than in Ruth’s will be removed without notice to the organizing group.

Outdoor Displays

- Student organizations or college departments/offices must have an 8.5” x 11” rendition of their proposed display approved by the director of leadership, student engagement and first-year experience. The rendition of the display must be in full color with a complete written description attached.
- A meeting with the director of leadership, student engagement and first-year experience needs to be scheduled at least one week prior to setting up the display.
- The approved location for outdoor displays is between Boyle and Main Halls. Displays are allowed to stay up from 6 a.m. to 10 p.m.
- Displays may not interfere with safe pedestrian and vehicular traffic in the area, may not disrupt the academic activities or other normal operations of the college, and must be removed by the sponsoring organization immediately following the end of the approved date.

Public Health

St. Norbert College strives to keep its students, faculty and staff healthy and safe when facing circumstances like the unprecedented COVID-19 situation. During public health emergencies, the college will make appropriate adjustments to policies in response to recommendations made by the Centers for Disease Control and Prevention (CDC), the Wisconsin Department of Health Services and/or local public health authorities. Temporary rules may be created and enforced in an effort to protect the health and safety of the campus community.

Reporting Criminal Incidents

Members of the college community are encouraged to promptly report emergencies by calling 911. Criminal or suspicious activities can be reported to Campus Safety. Students can report an incident to Campus Safety in person (Pennings Activity Center, Room 120) or by calling 920-403-3260. Prompt reporting of emergency, criminal or suspicious activities will allow campus authorities to determine if a timely warning or emergency notification is an appropriate course of action, plus ensure accurate annual statistical disclosure. Campus Safety can serve as a liaison between SNC students, employees and the De Pere Police.
College Policies and Procedures

Department. Campus Safety encourages students and employees to file reports with the De Pere Police Department, particularly in the aftermath of a serious or sensitive incident.

Safety and Security of Buildings and Grounds
Residence halls are kept locked at all times. Access is gained by card access only. Academic and service buildings are open during business hours and available outside of business hours only to authorized persons with card access. For safety reasons, solicitors are not permitted to operate on St. Norbert College property. Persons who have no affiliation with the college and are found selling items, collecting funds or buying items should be referred to Campus Safety.

To ensure safety and maintain the aesthetic quality of the campus, the college has several guidelines regarding the use of campus grounds for outdoor recreation.

- The area west of the Campus Center, the field behind Gries Hall and the area on the river side of Burke Hall may be used for recreation. Tackle football games are discouraged.
- The college prefers that the area immediately between Main Hall and Sensenbrenner Hall is kept as parkland and not used for athletic or recreational events.
- For health and safety 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 frozen river in winter.

Smoking
The St. Norbert College campus is tobacco-free. This means tobacco and/or use of nicotine delivery products are prohibited on all campus property: residence halls, purchased or leased vehicles, campus buildings, parking lots, outdoor spaces and at campus events. Tobacco and/or nicotine usage at SNC are only allowed off-campus. Anyone identified to be in violation of this policy will be informed of the policy and offered cessation resources. Repeated violations of the policy will result in a fine. Tobacco and/or nicotine delivery products include but are not limited to cigars, pipes, cigarettes, e-cigs, vape devices, hookahs, smokeless tobacco, bidis and kretek.

Smoking Policy: snc.edu/wellnessbydesign/docs/tobacco-free_policy.pdf
Campus Map: snc.edu/about/docs/campusmap.pdf

Student Health Insurance
All full-time undergraduate students registered at St. Norbert College are required to have valid health insurance policy information on file. Use this link (snc.medicatconnect.com) to place current and accurate insurance policy information in your electronic health record.

For students who do not have insurance, a general health plan is available through WPS Insurance/Wisconsin Association of Independent Colleges and Universities (WAICU).
Application to and acceptance of this health insurance option is completely voluntary, as SNC does not require students to enroll. If you choose to enroll, the health insurance contract will be between you and WPS Insurance. For more information, download the brochure from WPS. To enroll in the WPS/WAICU health plan, download the application and submit directly to WPS.

All health insurance claims incurred at SNC will be processed by Health Services, provided current insurance information is maintained. Students should bring an insurance card with them to SNC. Check with your insurance company about the networks your plan is affiliated with to ensure the maximum insurance payment for services. St. Norbert College is not an in-network provider and is not responsible for expenses not covered by a student’s health insurance plan. All deductibles and co-payments are the responsibility of the students. Please bring an insurance card with you to St. Norbert College. Any bills incurred at St. Norbert College will be posted on your student Bursar account and courtesy-billed to your insurance provider. All deductibles and co-payments are the responsibility of the student.

Health insurance is available for spouses and dependents of students who are enrolled in the St. Norbert College/WAICU plan. Please visit WPS Insurance for more information.

Weapons, Firearms, Fireworks, Explosives
St. Norbert College prohibits the possession, use or sale of any weapons or firearms, ammunition, fireworks, explosives or chemicals on college property for any reason at any time. This includes substances, devices or weapons designed to incapacitate, injure or kill, or that might do so. Prohibited items include:

- Firearms of any kind, including firearm look-alikes or realistic facsimiles, and any paint guns and weapons that discharge a projectile by air, by CO₂ or other gas, or via a spring-loaded mechanism. This includes pellet or BB guns and other long-barreled weapons.
- Ammunition of any kind.
- Devices from which an electrical current, impulse, wave or beam may be directed, such as stun and laser guns.
- Sport, game, martial arts or theatrical equipment such as swords, clubs, batons, darts, blowguns, brass knuckles, throwing stars or knives.
- Bows, arrows and crossbows.
- Folding knives with lock blades and fixed knives with blades longer than 2.5 inches.
- Explosives or incendiary devices.
- Fireworks or firecrackers.
- Dangerous or toxic chemicals, chemical irritants or chemicals stored or used for anything other than a supervised experiment in a college laboratory. Chemicals may not be stored in any of the college’s residential units.
In addition, students may not use any legally possessed items in a manner that harms, threatens or causes fear to others. Members of St. Norbert’s recognized and approved Trap Shooting Club may bring firearms and ammunition to campus, but the items must be stored and secured in the approved gun safe located in the Campus Safety office. When returning or removing a firearm/ammunition to/from the safe, the owner and a Campus Safety officer must follow an approved written policy which requires checking the recorded serial number, checking to confirm the firearm is unloaded and collecting the signature of the firearm owner.
Sex and Gender Harassment/Discrimination

This college policy defines community expectations regarding gender-based misconduct, sexual harassment and sexual violence; establishes a mechanism for victims to raise complaints of misconduct or harassment; establishes procedures for investigating and determining when those expectations have been violated; and defines potential penalties for violations of this policy. It’s designed to deter gender-based misconduct, sexual harassment and sexual violence from occurring anywhere, at any time, within the St. Norbert campus community, and applies to all members of the college community, plus guests and visitors, regardless of an individual’s sexual orientation and/or gender identity.

The requirements of this policy, which can be viewed in its entirety at the link below, apply to conduct that occurs anywhere or anytime in connection with the college’s educational programs and activities. That is, it applies to all academic, educational, extracurricular, athletic and other programs of the college, whether those take place on campus; in a college-owned, operated or leased vehicle; in campus housing; at a class or training program sponsored by the college; at another location; or during college-sponsored trips abroad.

Policy on Sex and Gender Harassment/Discrimination: snc.edu/titleix

Click on “College Policy” for the policy or “Student Complaint Resolution Procedure (Investigations)” for the process.
Student Standards of Conduct

At St. Norbert College, the pursuit of education and mission is an important right for all students. For this reason, it is important to have policies in place which create a safe living and learning community for all college members, and which also communicate the college's expectations regarding acceptable behavior. These policies are listed in *The Citizen*, also known as the code of student life at St. Norbert.

In general, the college does not attempt to duplicate the function of civil laws through its conduct policies. However, SNC will assert its rights as an institution when its interests as an educational community are distinctly and clearly involved. The college will also assert its rights:

- When a student has endangered the welfare of other members of the college or local community
- When a student’s conduct threatens the image and reputation of the college in the community

Jurisdiction

The policies in *The Citizen* apply to all persons enrolled in courses offered by the college, plus those who withdraw or graduate after allegedly violating *The Citizen’s* code. They also apply to those who are not enrolled for a particular term but have an apparent continuing relationship with the college, as well as persons notified of admission to the college. The college reserves the right to withhold or withdraw admission, degrees, honors or awards due to violations of this code.

Following is a list of actions that will result in disciplinary sanctions if a student commits or attempts to commit any of them. This list is not exhaustive, and the college reserves the right to initiate the procedure for other types of student conduct as it deems appropriate.

1. Physical abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
   a. Flagrant or reckless disrespect for the welfare of others, or endangering the welfare of others
   b. Intimidation, abuse, causing injury or coercion (physically or psychologically), which could or does cause harm

2. Verbally harassing students, faculty, staff or any other member of the college community because of race, gender, sex, religion, national origin, disability, sexual orientation, ethnicity, age, weight or position within the college.
3. Aggravated assault, defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

4. Simple assault, defined as an unlawful physical attack by one person upon another, where no weapon is involved and the victim does not suffer severe bodily injury.

5. Any conduct that is disorderly and/or disturbs the peace in a public or private place and that is violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly under circumstances in which the conduct tends to cause or provoke a disturbance.

6. Hazing, defined as any action or situation created intentionally that causes embarrassment, harassment or ridicule, and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate. Hazing is also defined as an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

7. Conduct that is lewd, of a sexual context, involving a sexual act in public or involving inappropriate nudity.

8. Unwelcome comments or conduct based on gender that create an intimidating or offensive working, learning or living environment and that represent substantial interference with the rights or opportunities of the victim. Such conduct includes:
   a. Actions that violate the college’s policies prohibiting sexual harassment, such as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or written communication of a sexual nature
   b. The use of phone, email or any other method to relay messages or materials of a sexual nature that are unwanted by the recipient
   c. Actions that violate the college’s policies that prohibit sex discrimination

9. Any sexual activity or attempt to engage in sexual activity that does not involve the knowing consent of each individual expressed verbally or otherwise, or any prohibited activity as defined in college policies on sexual assault. Such conduct includes but is not limited to any sexual act in which a person is threatened, coerced or forced to engage in against their will, or any sexual act engaged in while a partner is temporarily or permanently incapacitated, such as:
   a. Sexual assault: sexually penetrating, attempting to sexually penetrate, or having
sexual contact with another individual by force or threat of force, without consent, or where the individual is incapacitated.
b. Rape: sexual penetration (anal, vaginal or oral), no matter how slight, with any object or body part without consent.
c. Sexual contact: intentional contact with the breasts, buttocks, groin or genitals; touching another person with any of these body parts; or making another person touch you or themselves with or on any of these body parts. Sexual contact also includes intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice (e.g., unrequested hugs or caresses).

10. Stalking, defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress. Stalking includes cyberstalking, which is a form of stalking occurring in electronic media such as the internet, social networks, blogs, cell phones, texts or emails used to pursue, harass or to make unwelcome contact with another person in an unsolicited fashion. Examples of stalking include unwelcome and repeated visual or physical proximity to a person; repeated oral or written threats; unwelcome/unsolicited written communications, including letters, cards, texts, emails or instant messages, or messages on social media or message bulletin boards.

11. Dating violence, which involves abusive and controlling behavior, threats of violence and acts of physical violence, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined, based on a consideration of the following factors:

   a. length of relationship
   b. type of relationship
   c. frequency of interaction between the persons involved in the relationship

12. Domestic violence, which involves abusive and controlling behavior, threats of violence, and acts of physical violence, committed by a current or former spouse or intimate partner of a complainant; a person with whom the complainant shares a child in common; a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner; a person similarly situated to a spouse or the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth complainant who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

13. Sexual exploitation, which involves taking or attempting to take sexual advantage of another person without consent for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other nonlegitimate purpose. This includes but is not
limited to the following actions (including when they are done via electronic means, methods or devices):

a. Voyeurism, which involves watching private sexual activity or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent; or viewing another person's intimate parts (including genitalia, groin, breasts or buttocks) in a place where that person would have a reasonable expectation of privacy

b. Indecent or lewd exposure, or inducing others to expose themselves when consent is not present

c. Recording any person engaged in sexual or intimate activity in a private space without that person's consent

d. Distributing personal sexual information, images or recordings about another person without that person's consent (applies even if the videos were obtained with consent)

e. Recruiting, harboring, transporting, providing or obtaining another person for the purpose of sexual exploitation

f. Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs

g. Prostituting another person

h. Knowingly transmitting a sexually transmitted disease to another person through sexual activity when that person has not consented to engaging in such sexual activity despite being expressly, verbally and understandably informed of the sexually transmitted disease

14. Possession, consumption or distribution of an alcoholic beverage in violation of law or college policy, including the supplying of alcoholic beverages to those who are not of legal age to consume or possess alcohol.

15. Public intoxication, or appearing in a public place manifestly under the influence of alcohol or a controlled substance, to the degree that the person is likely to endanger themselves or another person or property.

16. Use or possession of marijuana, heroin, narcotics or other controlled substances as defined under Wisconsin or federal law.

17. The sale, manufacture, delivery or transfer (actual or intended) of a controlled substance, narcotic or counterfeit controlled substance as defined under state or federal law.

18. Tampering, even inadvertently, with any fire safety equipment; e.g., alarms, hoses, extinguishers, sprinklers, etc.
19. Refusing to properly evacuate a college facility or move from specified college grounds during a fire alarm or emergency situation, or as directed by a campus official or employee.

20. Arson, defined as the willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

21. Participating in an on- or off-campus demonstration, riot or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

22. Disruption or obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on or off campus, or of other authorized noncollege activities, when the conduct occurs on college premises.

23. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or college-supervised functions.

24. The abuse of computer facilities and resources, including but not limited to:
   
   a. Unauthorized entry into a file to use, read or change the contents, or for any other purpose
   b. Unauthorized transfer of a file
   c. Use of another individual’s identification or password
   d. Use of computing facilities and resources to interfere with the work of another student, faculty member or college official
   e. Use of computing facilities and resources to send obscene or abusive messages
   f. Use of computing facilities and resources to interfere with normal operation of the college computing system
   g. Use of computing facilities and resources in violation of copyright laws

25. Acts of dishonesty, including:

   a. Cheating, plagiarism or other forms of academic dishonesty
   b. Furnishing false information to any college official, faculty member or officer
   c. Forgery or misuse of any college document or record of identification

26. Unauthorized possession or duplication of keys to any college premises.

27. Entering the facility/property of another person or the college, without consent or authority.
28. Unauthorized forgery, alteration, destruction, misuse or possession of college
documents, including college identification cards or records.

29. Soliciting/selling for personal or organizational profit without proper consent of college
officials.

30. Abuse of the student conduct process, including but not limited to:

   a. Failing to comply with a notice from a student conduct board or college official to
      appear for a meeting or hearing as part of the student conduct system
   b. Falsifying, distorting or misrepresenting information before a student conduct
      board or college official
   c. Disrupting or interfering with the orderly conduct of a student conduct board or
      official college proceeding
   d. Attempting to discourage an individual’s proper participation in or use of the
      student conduct process
   e. Attempting to influence the impartiality of a member of a student conduct board
      or college official prior to and/or during the course of the student conduct board or
      official college proceeding
   f. Harassing (verbally or physically) and/or intimidating a member of a student
      conduct board or college official prior to, during and/or after a student conduct code
      proceeding
   g. Failing to comply with the sanction(s) imposed under the policies outlined in The
      Citizen

31. Violating a no-contact order issued by Student Judicial Affairs or Campus Safety, defined
as having contact with the person with whom a person has a no-contact order, either
directly, via email or third party. Third-party contact is contact with the person with whom
a person has a no-contact order via a person who is speaking on your behalf. Incidental
contact is not considered a violation.

32. Violating a no-trespass order, defined as being on campus property or a specific area of
campus property after being served a no-trespass order restricting a person from areas
stated on the order.

33. Violating Residential Education and Housing policies and/or housing agreements,
including:

   a. Violating the visitation/guest policy
   b. Violating the terms of the college housing agreement
   c. Violating the quiet-hour policy/noise complaint
   d. Failing to properly register guests/visitors
   e. Violating terms of the residency requirement
   f. Failing to assure proper behavior of one’s guests (not limited to residence halls)
g. Violating upper-class living guidelines
h. Possessing unauthorized animals within any college building
i. Possessing unauthorized hazardous items; e.g., candles, halogen lamps, incense, flammable materials, etc.
j. Possessing containers originally used for alcohol by students who are not of legal age to consume alcohol
k. Possessing or using alcohol paraphernalia that promotes dangerous levels of alcohol consumption, such as beer pong tables, beer bongs, drinking games, etc., by students who are not of legal age to consume alcohol.

34. Violating regulatory laws or ordinances dealing with weapons. For example, manufacturing, selling or possessing deadly weapons; concealing or openly carrying deadly weapons; furnishing deadly weapons to minors; possessing deadly weapons if you’re not a U.S. citizen; and all attempts to commit any of the aforementioned.

35. Larceny (theft) is defined as the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

36. Robbery, defined as taking or attempting to take anything of value from a person or persons by force, threat of force or putting the victim in fear.

37. Burglary, defined as the unlawful entry of a structure to commit a felony or theft.

38. Motor vehicle theft, defined as the theft or attempted theft of a motor vehicle (includes joyriding).

39. Vandalism, defined as the act of willfully or maliciously destroying, disfiguring or defacing any public or private property without the consent of the owner.

40. Murder (non-negligent manslaughter), defined as the willful (non-negligent) killing of one human being by another.

41. Negligent manslaughter, defined as the killing of another person through gross negligence.

42. Discrimination against any visitor or member of the college community, or in connection with any college activity, through offensive behavior of a biased or prejudicial nature related to an individual’s personal characteristics such as race, color, national origin, sex, religion, disability, age or sexual orientation. Such conduct includes conduct that violates the college’s policies prohibiting discrimination.
43. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

44. Passive participation in a student code violation; e.g., being in the presence of a violation of college policy and not reporting the incident, or not leaving the scene of a violation when the student was able to do so.

45. Irresponsible social conduct that does not reflect credit upon the college community and does not model good citizenship in any community.

46. Violation of any federal, state or local law.

47. Violation of any college policy, rule or regulation published in hard copy or available electronically on the college website.

48. Disruption of a living community, defined as having repeated instances of violations of the housing policy. Examples include noise complaints, violations of the guest policy or trash issues.

49. Violation of the smoking policy, including smoking, vaping, or using any other device for inhaling tobacco or nicotine products. This includes being in possession of nicotine and tobacco products and paraphernalia.

50. Public health violation is defined as a failure to abide by public health guidance specified by the college. Examples include but are not limited to not wearing a mask in areas where a mask is mandatory, gatherings where the number of people gathered violate safety and health standards, and instances where the condition of a student's on-campus room is so unclean it is a nuisance to others and/or may be a health risk.

**Violations Specific to Title IX Sexual Harassment**

51. Sexual Assault

a. Rape is the carnal knowledge of a person, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the vagina or penis by the sexual organ of the other person. Attempted rape is included.

b. Sodomy is oral or anal sexual intercourse with another person, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
c. Sexual assault with an object is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An object or instrument is anything used by the respondent other than the respondent's genitalia.

d. Fondling is the touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

e. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Wisconsin law.

52. Statutory rape is sexual intercourse with a person who is under the statutory age of consent as defined by Wisconsin law.

53. Domestic violence is a felony or misdemeanor crime of violence committed:

   a. By a current or former spouse or intimate partner of the complainant
   b. By a person with whom the complainant shares a child in common
   c. By a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner
   d. By a person similarly situated to a spouse of the complainant under the domestic or family violence laws as defined by Wisconsin law
   e. By any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the state of Wisconsin.

Note: The relationship between the respondent and complainant must be more than just two people living together to qualify as domestic violence.

54. Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant's statement, and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between persons involved in the relationship. For the purposes of this definition, dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
55. Stalking is engaging in a course of conduct directed at a specific person, and that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress. For the purposes of this definition:

   a. Course of conduct means two or more acts including but not limited to acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person’s property.
   b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant.
   c. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.
**Student Conduct Process**

The student conduct process is a means of holding accountable those students who have violated *The Citizen*’s policies. It is educational in nature, and encourages students to grow personally in their moral and ethical reasoning while challenging them to reflect on the impact one’s actions may have on the larger community.

St. Norbert’s student conduct process is rooted in the principle of fundamental fairness. Specifically, the standard of proof at SNC is whether it is more likely than not that a student violated the code of student life set forth in *The Citizen*. In addition, students are afforded basic rights in a hearing, which allows them to speak on their own behalf and be notified of the violations being charged against them.

Each participant in the student conduct process must present the facts with total honesty. The student conduct process depends on each participant being completely truthful. Individuals who are dishonest may be expelled.

**Preamble**

Both individual students and student organizations are expected to adhere to the highest standards of conduct at all times, as established in *The Citizen*, and will be held accountable for failing to do so. Individual students may be held accountable individually for their actions, as well as be held accountable concurrently as part of an organization.

**Allegations of Misconduct**

All members of the college community may report alleged violations of *The Citizen*. A charge shall be prepared in writing through an incident report and/or police report and directed to Student Judicial Affairs as soon as possible after the event or incident has taken place. The director of student judicial affairs issues any complaints and coordinates the student conduct process. The director of student judicial affairs may conduct further follow-up to determine if a charge has merit and/or if an administrative response can be reached that’s mutually acceptable to the parties involved.

**Administrative Hearings**

Minor violations of college policies are handled through administrative hearings by area coordinators. Most infractions at this level are related to housing. Hearings for repeated infractions and serious violations of college policies are handled through a college hearing board or the director of student judicial affairs.

Attendance at an administrative hearing is required. Failure to attend or respond to official correspondence from the college will increase the likelihood of a sanction. A hearing will not be rescheduled to accommodate the schedules of a process advisor, parent, guardian or any other external third party supporting a student. A student may have a process advisor
and/or parents or guardians in attendance at an administrative hearing, but only the student may speak during the hearing.

During the hearing, the student’s rights are explained and the student is given the opportunity to speak about the incident. When the sanction or outcome is given to the student, the student is notified about the appeal process. The student has up to three business days to complete and submit a request for an appeal. At the conclusion of the entire appeals process, the decision rendered is final and will not change.

**Board Hearings**

Hearings before the Sexual Misconduct Board (SMB) are for Title IX/sexual misconduct offenses and hearings before the College Community Relations Board (CCRB) are for all other violations of the student code of conduct. These are the highest organized sanctioning authorities at St. Norbert College. An SMB is comprised of St. Norbert staff and faculty members, while a CCRB is comprised of St. Norbert students, staff and faculty members.

Students will be asked to meet with the director of judicial affairs, who at this meeting will go over their rights, explain the hearing process, provide them with information to help them prepare for their hearing and answer questions.

Attendance at a hearing is required. If an accused student does not appear at the hearing, the hearing will continue without the student’s testimony.

Any direct or indirect form of retaliation or intimidation against any witness, victim or board member is a violation of *The Citizen*, punishable up to and including expulsion.
The Code of Student Life at St. Norbert College 57

Student Conduct Process

Incident Report submitted by:
Campus Safety, Area Coordinator, RA or Share a Concern

Investigation Required?

Yes

Investigative Report Submitted

Pre-Hearing Meeting

Board Hearing

No

Administrative Hearing

Appeal

Yes

No

Hearing outcome is final and case is closed

Appeal Hearing
Student Rights During a Hearing
For a comprehensive list of rights during a hearing, please see *A Student’s Rights During a Hearing:* snc.edu/judicialaffairs/rightsandresponsibilities and select the form most appropriate to your circumstances:

- Complainant and Respondent Rights (Title IX cases)
- Respondent Rights (non-Title IX cases)

Process Advisors
Volunteer faculty or staff at SNC who have been trained to be a resource to the complainant or respondent throughout the complaint resolution process, or individuals external to the institution such as a lawyer or advocate, are selected by a complainant or respondent to serve as their resource. Students are required to have a process advisor present during a sexual misconduct/Title IX hearing or will have one appointed by the college. Process advisors are responsible for live cross-examination during a sexual misconduct/Title IX hearing. A current list of process advisors is at Process Advisors: sn.edu/judicialaffairs/processadvisors.

Appeal Hearings

*Appealing a Decision Rendered by an Area Coordinator*
Students wishing to appeal a decision must request an appeal hearing from the director of student judicial affairs within three business days of the receipt of the outcome of the hearing. The appeal must qualify under the approved three appeal grounds (see below). The appeal must be submitted in paper form or sent electronically to judicialaffairs@snc.edu. If an appeal hearing is granted, the decision made during the appeal hearing is final and no further appeals are allowed.

*Appealing a Decision Rendered by the Director of Student Judicial Affairs*
Students wishing to appeal a decision must request an appeal hearing from the supervisor of the director of student judicial affairs within three business days of the receipt of the outcome of the hearing. The appeal must qualify under the approved three appeal grounds (see below). The appeal must be submitted in paper form or sent electronically to judicialaffairs@snc.edu. If an appeal hearing is granted, the decision made during the appeal hearing is final and no further appeals are allowed.

*Appealing a Decision Rendered by a Hearing Board*
Students wishing to appeal a decision must request an appeal hearing from an appeals board within three business days of the receipt of the outcome of the hearing. The appeal must qualify under the approved three appeal grounds (see below). The appeal request will
be reviewed by a new panel of hearing board members. The appeal must be submitted in paper form or sent electronically to judicialaffairs@snc.edu. If an appeal hearing is granted, the decision made during the appeal hearing is final and no further appeals are allowed.

Request for Appeal Form:
cm.maxient.com/reportingform.php?StNorbertCollege&layout_id=9

Grounds for an appeal

- Procedural error. The student must demonstrate that there was a material deviation or change from the procedures outlined in policy, and that had the proper procedures been followed the outcome would likely have been different.
- New evidence. The student must demonstrate that new evidence is available or was discovered after the hearing, and that had the evidence been known and reviewed during the investigation or hearing, it would have affected the outcome. The student needs to present or describe the new evidence in writing, and explain why the new evidence was unavailable prior to the hearing.
- Substantial bias. The student must present facts that show prejudice, bias or other inappropriate or unlawful factors which improperly influenced the outcome.

Students will receive a written notice of the result of their appeal within 14 days or shortly after. The timeframe is a target deadline and in extenuating circumstances the college reserves the right to extend the deadline. An appeal outcome may support the original decision from the hearing board or hearing officer, modify the decision, or dismiss the decision. Students are limited to one appeal and the decision of the appeal authority is final.

Student Conduct File Management

The office of student judicial affairs maintains a record of all student conduct files. Records are maintained for seven years post-graduation. These records must be filed and contain:

- A statement of the complaints, including names(s) of the complainant and respondent
- A brief statement of evidence submitted by the complainant and respondent
- The decision of the College Community Relations Board, Sexual Misconduct Board or hearing officer
- A note as to whether the complaint was appealed
- The outcome of an appeal, if applicable
- A record of the hearing, if applicable
Disciplinary Record Reporting Practices

From time to time, the college receives requests from external parties for disciplinary records of an undergraduate or former student. The practice of Student Judicial Affairs is to report any formal disciplinary action taken against a student who has been found responsible for a St. Norbert College policy violation with a sanction of disciplinary probation or greater.

A comprehensive description of the reporting practices of Student Judicial Affairs can be found here: Policy on Disciplinary Record Reporting Practices: snc.edu/judicialaffairs/docs/PolicyOnReportingDisciplinaryRecords.pdf
Authorized Disciplinary Sanctions
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, and to abide by SNC policy and federal, state and local laws. There are some behaviors that are so egregious and counter to community life that it is necessary to identify the circumstances under which a student could be separated from the institution, temporarily or permanently, in order to assist the student in changing their behavior to protect the community, student or both.

Disciplinary standings

Formal warning
In cases of minor violations, a student is placed on a formal warning status for one calendar year. A copy of the decision is retained in a student's file for one year and may be used in determining sanctions for cases brought during that year. Any future violation could result in residential probation.

Residential probation
A residential probation is similar to but more serious than a formal warning. Students are placed on residential probation for a specified period of time that could last up until graduation. Any future violation could result in disciplinary probation.

Disciplinary probation
This extremely serious probation typically lasts one year and may continue throughout the student’s enrollment at St. Norbert College. The student may be prohibited from representing the college in any official capacity such as leadership roles, study abroad and athletics. Depending on the situation, the board/administrator may impose other appropriate sanctions. Further violations of college policies, including violation of probation terms, could result in removal from the institution.

Suspension
Suspension involves withdrawal of enrollment privileges for a specified period of time and ordinarily includes conditions which must be met for re-enrollment. During a suspension, the student is held to the following conditions:

- The student may not receive credit for college work completed by correspondence or in residence at another college or university.
- The student is not permitted to live or board in college-owned facilities.
• The student may not come onto campus except when specifically authorized in writing by the interim vice president for student affairs or its designee. Failure to abide by this may result in further disciplinary sanctions.
• If the student plans to return to SNC, a hold will be placed on the student’s account until sanctions are completed. However, if the student plans to transfer to another college and withdraws permanently, the student can access their transcripts.
• To re-enroll after suspension ends, the student must reapply for admission. Readmission may be granted only if the conditions of conduct-related sanctions have been met.
• Any future violation by the student could result in expulsion.

Suspension due to disciplinary action is noted on academic transcripts.

**Expulsion**
Expulsion is permanent dismissal from the college. Expulsion due to disciplinary action is noted on academic transcripts.

**Additional Sanctions**

**Administrative holds**
A hearing officer may withhold the release of a student’s academic transcripts until completion of all required sanctions. A hearing officer may also withhold a student’s ability to register for classes until completion of all required sanctions.

**Alcohol and other drug assessment**
A student may be required to complete an alcohol and/or other drug assessment with an on- or off-campus provider.

**Behavioral contract**
Sometimes a behavioral contract is written by an administrator and student(s) for the purpose of improving behavior/attitude. The contract includes specific obligations or behaviors which the student(s) must meet within a specified time period. The contract serves as a working agreement between the student(s) and the administrator. If a student violates the behavioral contract, further disciplinary action may be taken, including removal from the institution.

**Counseling and psychological services**
At the discretion of the hearing officer, a student may be required to complete counseling on campus or with an off-campus provider to discuss topics such as anger management, sexual misconduct, alcohol abuse and/or drug abuse.
**Educational conversation**

A student may be required to undergo a documented conversation with a college administrator to discuss the incident in detail and review potential consequences. A hearing officer will select this sanction at the time of the hearing if there is no preponderance of evidence showing the student responsible.

**Educational sanctions**

Educational sanctions may be imposed in combination with or as a condition of any other disciplinary sanction. Educational sanctions may require the respondent to prepare letters of apology; research an issue related to the offense; attend a workshop, program, lecture or meeting; or complete a learning module.

**Fines**

At the discretion of the hearing officer, fines and/or work assignments may be imposed. If a fine is not paid, an additional case will be opened for noncompliance and an increase in the sanction will likely occur. St. Norbert also has the right to impose fines when a student commits *any* of the following violations:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine and Disciplinary Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smoking or use of tobacco</td>
<td>Up to $150</td>
</tr>
<tr>
<td>Public urination</td>
<td>Starts at $150 and could include suspension from SNC</td>
</tr>
<tr>
<td>Vandalism</td>
<td>Starts at $250 and could include suspension from SNC</td>
</tr>
<tr>
<td>Failing to evacuate when fire alarm sounds</td>
<td>Starts at $250 and could include suspension from SNC</td>
</tr>
<tr>
<td>Tampering with surveillance equipment</td>
<td>Starts at $250 and could include suspension from SNC</td>
</tr>
<tr>
<td>Tampering with fire safety equipment</td>
<td>Starts at $250 and could include suspension from SNC</td>
</tr>
<tr>
<td>Pulling a fire alarm when there is no fire</td>
<td>Starts at $500 and could include suspension from SNC</td>
</tr>
<tr>
<td>Unauthorized entry to a building</td>
<td>Starts at $500 and could include suspension from SNC</td>
</tr>
<tr>
<td>Unauthorized pet</td>
<td>Starts at $1,000 and could include fees for damages</td>
</tr>
<tr>
<td>Unauthorized access to rooftops</td>
<td>Starts at $1,000 and could include suspension from SNC</td>
</tr>
</tbody>
</table>

**Removal from a living unit**

A hearing officer may require a student to vacate a particular residence hall or campus-owned building if there are particular circumstances in the environment, such as conflicts with supervising personnel, repeated violations of college policy or an unwillingness to recognize and respect the rights of others.

**Restitution**

Restitution is compensation required of students who engage in theft or the misuse, damage or destruction of institutional, group or private property. The amount of restitution depends 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 restitution payments are determined by the hearing administrator or board.
Revocation of admission and/or degree
The college may revoke admission to SNC or an awarded degree for fraud, misrepresentation or another violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

Withholding degree
The college may withhold awarding a degree until the completion of the student conduct process, including the completion of any and all sanctions imposed.

Interim Administrative Action Options
The interim vice president of student affairs or its designee has the authority to impose the interim administrative actions listed below in order to protect the safety and welfare of members of the community.

Interim action
In certain circumstances, authorized individuals may propose to students restrictions, changes in living arrangements, changes in class schedules or other actions to ensure the safety and welfare of the college community. Any restrictions outlined in the interim action will be clearly presented to the student.

- If an interim action is invoked, the student will be afforded an informal preliminary hearing by the interim vice president of student affairs or designee before the action is implemented.
- At this hearing, the student will be given an opportunity to explain why the interim action is not necessary to protect the safety or welfare of the college community.
- If a charged student fails to report for a meeting with the interim vice president of student affairs or its designee at the time specified in the interim notification communication, the interim action may be implemented immediately.
- Following implementation, the interim action may be further reviewed and continued, modified or terminated when the related student disciplinary matter is considered by the hearing officer.

Interim suspension
A student may be immediately suspended from St. Norbert College if the interim vice president of student affairs or its designee determines a potentially dangerous situation exists. If the interim vice president of student affairs or designee perceives that a student is disruptive to the community and educational process, interim suspension may also be instated.

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.
College Sanctions

- When a student is suspended for an interim period, the period and conditions of the suspension shall be provided to the student, along with a clear statement of what conditions must be met for the suspension to be lifted.
- Following the imposition of interim suspension, standard college disciplinary procedures shall be provided as expeditiously as possible. Any student who is placed on interim suspension and returns to the campus or college property and/or violates other stated conditions during the specified interim period shall be subject to further separate action and may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g., to take an exam or to participate in disciplinary procedures) must be requested and obtained in writing or by telephone prior to any conduct contrary to the suspension or conditions. This permission may be granted by the director of student judicial affairs.

Alcohol Sanctioning Policy

<table>
<thead>
<tr>
<th>Category</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (Less severe)</td>
<td>Residential probation (1 yr.) $50 fine</td>
<td>Disciplinary probation (1 yr.) $150 fine</td>
<td>Disciplinary probation (college tenure) $200 fine</td>
<td>Suspension/expulsion Parent notification letter</td>
</tr>
<tr>
<td></td>
<td>Sanctions on MyStudentBody.mystudentbody.com</td>
<td>Alcohol assessment</td>
<td>Housing restrictions Parent notification letter</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Informed about potential housing restrictions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B (More severe)</td>
<td>Disciplinary probation (1 yr.) $100 fine</td>
<td>Disciplinary probation for tenure at SNC $200 fine</td>
<td>Suspension (1 semester) $300 fine Parent notification letter</td>
<td>Expulsion Parent notification letter</td>
</tr>
<tr>
<td></td>
<td>Sanctions on MyStudentBody.mystudentbody.com</td>
<td>Housing restrictions Parent notification letter</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alcohol assessment (on-campus)</td>
<td>1 follow-up session Counseling and Psychological Services; review of drug assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parent notification letter</td>
<td>Restriction from participating in extracurricular activities (e.g., social and student organizations, athletics, ROTC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passive</td>
<td>Residential probation 6 months 1-page reflection paper</td>
<td>This violation is not available for a 2nd offense - it automatically becomes an alcohol violation</td>
<td>Unavailable</td>
<td>Unavailable</td>
</tr>
<tr>
<td>Participation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Transport</td>
<td>2 follow-up meetings Counseling and Psychological Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Used in compliance with SNC’s Good Samaritan policy)</td>
<td>1 follow-up visit Health Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The hearing administrator may elevate the categories and levels of offense. Knowingly providing false information, being uncooperative or negatively impacting others through your actions will elevate the category and/or level of offense.
## Drug Sanctioning Policy

<table>
<thead>
<tr>
<th>Category</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (Less severe)</td>
<td>Residential probation (1 yr.) $50 fine Drug assessment</td>
<td>Disciplinary probation (up to college tenure) $150 fine 2 follow-up sessions (Counseling and Psychological Services; review of drug assessment) Restriction from participating in extracurricular activities (e.g., social and student organizations, athletics, ROTC) Parent notification letter</td>
<td>Immediate suspension (1 yr.) Reinstatement contingent on completed sanctions Parent notification letter</td>
<td>Expulsion Parent notification letter</td>
</tr>
<tr>
<td>B (More severe)</td>
<td>Disciplinary probation (1 yr.) $100 fine Drug assessment Parent notification letter</td>
<td>Disciplinary probation (college tenure) $200 fine 2 follow-up sessions (Counseling and Psychological Services; review of drug assessment) Restriction from participating in extracurricular activities (e.g., social and student organizations, athletics, ROTC) Parent notification letter</td>
<td>Expulsion Parent notification letter</td>
<td></td>
</tr>
<tr>
<td>Passive Participation</td>
<td>Residential probation 6 months 1-page reflection paper</td>
<td>This violation is not available for a 2nd offense – it automatically becomes a drug violation</td>
<td>Unavailable</td>
<td>Unavailable</td>
</tr>
<tr>
<td>Medical Transport</td>
<td>(Used in compliance with SNC's Good Samaritan policy) 2 follow-up meetings (Counseling and Psychological Services) 1 follow-up visit (Health Services)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The hearing administrator may elevate the categories and levels of offense. Knowingly providing false information, being uncooperative or negatively impacting others through your actions will elevate the category and/or level of offense.
### Sexual Misconduct Sanctioning Guidelines

The following chart gives examples of sexual misconduct, along with the minimum, moderate and maximum sanctions for substantiated charges.

<table>
<thead>
<tr>
<th>Title IX Sexual Harassment</th>
<th>Minimum</th>
<th>Moderate</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual assault - Rape</td>
<td>Suspension* from the college (forfeit one full academic semester of credit), counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Suspension* from the college (forfeit one full academic year of credit, counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Expulsion from the college</td>
</tr>
<tr>
<td>Sexual assault - Sodomy</td>
<td>Suspension* from the college (forfeit one full academic semester of credit), counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Suspension* from the college (forfeit one full academic year of credit, counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Expulsion from the college</td>
</tr>
<tr>
<td>Sexual assault - Sexual assault with an object</td>
<td>Suspension* from the college (forfeit one full academic semester of credit), counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Suspension* from the college (forfeit one full academic year of credit, counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Expulsion from the college</td>
</tr>
<tr>
<td>Sexual assault - Fondling</td>
<td>Disciplinary probation for one year, counseling, parental notification, removal from leadership positions, additional training or education for the respondent</td>
<td>Suspension* (duration to be determined), counseling, parental notification, removal from leadership positions, additional training or education for the respondent</td>
<td>Expulsion from the college</td>
</tr>
<tr>
<td>Incest</td>
<td>Disciplinary probation for one year, counseling, parental notification, removal from leadership positions, additional training or education for the respondent</td>
<td>Suspension* (duration to be determined), counseling, parental notification, removal from leadership positions, additional training or education for the respondent</td>
<td>Expulsion from the college</td>
</tr>
<tr>
<td>Statutory rape</td>
<td>Suspension* from the college (forfeit one full academic semester of credit), counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Suspension* from the college (forfeit one full academic year of credit, counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Expulsion from the college</td>
</tr>
<tr>
<td>Other Prohibited Conduct</td>
<td>Minimum</td>
<td>Moderate</td>
<td>Maximum</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Domestic violence</td>
<td>Disciplinary probation for one year, counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Suspension* (duration to be determined), counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Expulsion from the college</td>
</tr>
<tr>
<td>Dating violence</td>
<td>Disciplinary probation for one year, counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Suspension* (duration to be determined), counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Expulsion from the college</td>
</tr>
<tr>
<td>Stalking</td>
<td>Disciplinary probation for one year, counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Suspension* (duration to be determined), counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Expulsion from the college</td>
</tr>
<tr>
<td>Other violations,</td>
<td>Educational conversation clarifying violations (which would serve as a final warning)</td>
<td>Disciplinary probation for one year, counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Suspension* (duration to be determined), counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
</tr>
<tr>
<td>including unwelcome</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>conduct, quid pro quo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>harassment, retaliation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>or violation of a no-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>contact order</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex discrimination</td>
<td>Disciplinary probation for one year, counseling, parental notification, removal from leadership positions, additional training or education for the respondent</td>
<td>Suspension* (duration to be determined), counseling, parental notification, removal from leadership positions, additional training or education for the respondent</td>
<td>Expulsion from the college</td>
</tr>
<tr>
<td>Sexual harassment</td>
<td>Disciplinary probation for one year, counseling, parental notification, removal from leadership positions, additional training or education for the respondent</td>
<td>Suspension* (duration to be determined), counseling, parental notification, removal from leadership positions, additional training or education for the respondent</td>
<td>Expulsion from the college</td>
</tr>
<tr>
<td>Sexual violence - Sexual</td>
<td>Suspension* from the college (forfeit one full academic semester of credit), counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Suspension* from the college (forfeit one full academic year of credit), counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Expulsion from the college</td>
</tr>
<tr>
<td>assault</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual violence - Rape</td>
<td>Suspension* from the college (forfeit one full academic semester of credit), counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Suspension* from the college (forfeit one full academic year of credit), counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Expulsion from the college</td>
</tr>
<tr>
<td>Violation</td>
<td>Disciplinary probation for one year, counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Suspension* (duration to be determined), counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Expulsion from the college</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sexual violence - Sexual exploitation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic and dating violence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stalking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other violations, including retaliation or violation of a no contact order</td>
<td>Educational conversation clarifying violations (which would serve as a final warning)</td>
<td>Disciplinary probation for one year, counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
<td>Suspension* (duration to be determined), counseling, parental notification, removal from leadership position(s), additional training or education for the respondent</td>
</tr>
</tbody>
</table>

When an incident includes the use of a weapon or the use of drugs or alcohol to facilitate the action, or when a respondent has a disciplinary record with the institution, additional sanctions may apply.

*Transfer credits not permitted while on suspension. Does not include J-terms and summer terms.

**Additional examples of potential sanctions: Removal from on-campus room assignment; ineligible for participation in study abroad.
<table>
<thead>
<tr>
<th>Violation</th>
<th>1st offense</th>
<th>2nd offense</th>
<th>3rd offense</th>
<th>4th offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to wear mask</td>
<td>Educational Conversation</td>
<td>Mandated meeting with college official</td>
<td>Disciplinary Probation 6 mos. Reflection Paper $100 fine</td>
<td>Disciplinary Probation 12 mos. Possibility of relocation of housing assignment $200 fine</td>
</tr>
<tr>
<td>Participating in social gathering</td>
<td>Educational Conversation</td>
<td>Mandated meeting with college official</td>
<td>Disciplinary Probation 6 mos. Reflection Paper $100 fine</td>
<td>Disciplinary Probation for 12 mos. Possibility of relocation or loss of on-campus housing $200 fine</td>
</tr>
<tr>
<td>beyond the recommended limit</td>
<td></td>
<td>$50 fine</td>
<td>$100 fine</td>
<td></td>
</tr>
<tr>
<td>Hosting a social gathering beyond</td>
<td>Disciplinary Probation 12</td>
<td>$200 fine</td>
<td>$500 fine</td>
<td></td>
</tr>
<tr>
<td>the recommended limit</td>
<td>mos. $100 fine</td>
<td>Relocation or loss of on-campus housing</td>
<td>Suspension</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Possibility of relocation of housing assignment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not adhering to isolation /</td>
<td>Disciplinary Probation 12</td>
<td>$500 fine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>quarantine</td>
<td>mos. Possibility of loss of on-campus housing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$200 Fine</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Quick Links

Disciplinary Records and FERPA
FERPA Release Authorization Form
snc.edu/judicialaffairs/docs/ferpa2018.pdf

Frequently Asked Questions (Student Judicial Affairs)
Common Questions
snc.edu/judicialaffairs/faqs

Sanctioning Guidelines
Alcohol and Drug Sanctioning Guidelines
snc.edu/judicialaffairs/docs/alcoholanddrugsanctions1516.pdf

Sexual Misconduct Resource Guide
Title IX: Gender-Based Misconduct and Sexual Harassment: snc.edu/titleix
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Clery Act, formally known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, is a federal consumer protection law that requires all postsecondary institutions that receive federal funding to disclose campus crime statistics and security information. Crime reports must include data for criminal offenses, Violence Against Women Act (VAWA) offenses, hate crimes and arrests, and referrals for disciplinary action. Following are all Clery-reportable crimes.

Criminal Offenses

_Aggravated assault_
An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. It is not necessary that injury results from an aggravated assault when a gun, knife or other weapon is used which could, or probably would, result in a serious potential injury if the crime were successfully completed.

_Arson_
The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft or personal property of another kind.

_Burglary_
The unlawful entry of a structure to commit a felony or theft. For reporting purposes, this definition includes unlawful entry with intent to commit larceny or a felony; breaking and entering with intent to commit larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

_Drug abuse violations_
Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing or making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

_Liquor law violations_
The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing or possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a
vehicle for the illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

**Motor vehicle theft**  
The theft or attempted theft of a motor vehicle (includes joyriding).

**Murder/non-negligent manslaughter**  
The willful (non-negligent) killing of one human being by another.

**Negligent manslaughter**  
The killing of another person through gross negligence.

**Robbery**  
Taking or attempting to take anything of value from the care, custody or control of a person(s) by force or threat of force, violence and/or by putting the victim in fear.

**Sex offenses**

- Rape. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ or another person, without the consent of the victim.
- Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of the victim’s age or because of temporary or permanent mental incapacity.
- Incest. Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape. Nonforcible sexual intercourse with a person who is under the statutory age of consent.

**Weapon law violations**  
The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as the manufacture, sale or possession of deadly weapons; concealing or openly carrying deadly weapons; furnishing deadly weapons to minors; possessing deadly weapons if you’re not a U.S. citizen or national; and all attempts to commit any of the aforementioned.
Violence Against Women Act (VAWA) Offenses

**Dating violence**
Dating violence means violence committed by a person who is in, or has been in, a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined by considering the length and type of relationship and the frequency of interaction between the persons involved.

**Domestic violence**
Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies; or by another person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Stalking**
Stalking means engaging in a course of conduct two or more times that is directed at a specific person and would cause a reasonable person to fear for their safety or the safety of others, or to suffer emotional distress.

**Hate Crimes**
Hate crimes are defined as being based on the victim’s actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity or national origin. A hate- or bias-related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender’s bias. For example, when a subject assaults a victim, it’s a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of a bias against the victim’s race, sexual orientation, etc., the assault is also classified as a hate/bias crime.

SNC is required to report statistics for hate-/bias-related crimes for aggravated assault, arson, burglary, dating violence, domestic violence, motor vehicle theft, murder/non-negligent manslaughter, negligent manslaughter, robbery, sex offenses, stalking (see definitions above) and for intimidation, larceny, simple assault and vandalism (see definitions below).

If a hate crime involves intimidation, larceny, simple assault, vandalism or other bodily injury, the law requires the statistic to be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.
**Intimidation**
To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Larceny**
The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

**Simple assault**
An unlawful physical attack by one person upon another where the offender does not display a weapon and the victim does not suffer obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations or loss of consciousness.

**Vandalism**
The willful or malicious destroying, injuring, disfiguring or defacing of any public or private property, real or personal, without the consent of the owner or person having custody or control, by cutting, tearing, breaking, marking, painting, drawing, covering with filth or any other such means as may be specified by local law.

Here is SNC's most recent [Clery Report: snc.edu/campussafety/docs/cleryreport.pdf](snc.edu/campussafety/docs/cleryreport.pdf)
Closing Remarks

*Docere verbo et exemplo* is Latin for “to teach by word and example.” This phrase is the college’s motto, and we hope that after reading *The Citizen*, each student comes out understanding the values we seek to live and teach here. It is our sincere wish that all students who live and learn at our college make relationships and memories that last a lifetime. May the guidelines and policies established in *The Citizen* be the starting point of a successful college career.