

# Student Handbook

## 2016-2017



SAINT VINCENT COLLEGE

300 Fraser Purchase Road  
Latrobe, Pennsylvania 15650-2690

724-532-6600

[www.stvincent.edu](http://www.stvincent.edu)



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*VERI JUSTIQUE  
SCIENTIA VINDEX*

Learning is the best advocate for what is true and just.

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# SAINT VINCENT COLLEGE MISSION STATEMENT

Saint Vincent College is an educational community rooted in the tradition of the Catholic faith, the heritage of Benedictine monasticism, and the love of values inherent in the liberal arts approach to life and learning. Its mission is to provide quality undergraduate and graduate education for men and women to enable them to integrate their professional aims with the broader purposes of human life. The programs, activities, and encounters that make up student life at Saint Vincent College encourage the intellectual gifts, professional aptitudes and personal aspirations of students to mature harmoniously.

## **Catholic, Benedictine and Liberal Arts Values**

Central to the Mission of the College are its Catholic tradition, its Benedictine heritage, and its commitment to liberal arts education. Outlined below are some of the values of a Catholic, Benedictine, liberal arts education as defined and operated upon by the Saint Vincent College community.

### **Catholic**

Saint Vincent College seeks to provide an understanding of the positive contributions which the Catholic Church has made, and continues to make, to human progress. Faculty, administrators, staff, and students of all faiths work together in a common search for truth in an environment that does the following:

- Affirms that the love of God and faith in Jesus Christ are authentic values for believers. The life of faith and the life of learning are regarded as inclusive and mutually compatible, as expressed in the College motto: *veri justique scientia vindex*, “learning is the best advocate of truth and justice.”
- Represents a sacramental view which consecrates all visible creation as a pledge, reminder, and active instrument of God’s invisible presence and grace.
- Supports the integration of religious and temporal values in everyday life.
- Promotes appreciation for the positive contributions of all peoples and cultures to world civilization. In this sense, Saint Vincent is truly “Catholic,” ecumenical, and international.

### **Benedictine**

The traditional Benedictine apostolate of education is characterized by an appreciation of truth wherever it is found and by respect for the unique person and talents of every student. In an authentic Benedictine environment, students are not just objects of an educational enterprise; they are valued partners in a common search for truth and beauty. Saint Vincent College is grounded in the following core values of Benedictinism:

- Hospitality, as exemplified by a tolerant spirit that recognizes the mystery of God’s presence in all creation and the sacred dignity of each person.
- Commitment to a concept of community that advocates tranquility and order and is nourished by mutual respect, appreciation, and charity. Even in times of historical and personal upheaval, Benedictine life seeks to preserve peace and solidarity, maintained by the communal effort of prayer and work.
- Care and concern for each individual as evidenced in personal interactions that anticipate the needs of others, bear patiently with others, and promote the personal growth of others.
- Stewardship for all work spaces, living spaces, and the natural environment.

### **Liberal Arts**

Liberal arts education is integrative, challenging students to explore the principles, perspectives, and goals of many different disciplines and modes of learning. Saint Vincent’s particular approach to liberal arts education, undergirded by the values of its Catholic, Benedictine heritage, provides an education for life and for lifelong learning. It espouses a love of learning and a belief in the intrinsic worth of higher education. The College seeks to instill the following educational virtues:

- Facility to comprehend particular phenomena conceptually and to look for patterns and regularities in experience.
- Ability to evaluate ranges of evidence and to revise previous theory or hypotheses accordingly.
- Skill in discovering relationships between seemingly divergent phenomena.
- Ability to be an independent learner rather than a mere consumer of others’ interpretations.
- Facility to articulate and express one’s thoughts clearly.
- Self-assurance in adhering to mature social and ethical values, coupled with tolerance for alternate values in others.
- Skill in making informed decisions and courage to act on them.
- Appreciation for the fine arts, especially art, music, and literature.
- Receptivity to uncommon opinions and unfamiliar cultures.

## MESSAGE FROM THE ARCHABBOT AND CHANCELLOR



Dear Students,

It is my pleasure as Archabbot of Saint Vincent to extend a warm welcome to you as you join our College community. Many of you may be leaving home and family for the first time and no doubt feeling a bit apprehensive. At Saint Vincent you will find an extended family that not only cares about your academic growth but is also interested in your social, emotional and spiritual growth. This extended family is a large one— fellow students, faculty, administrators, Benedictine monks, employees, alumni and friends spread all over the world. We are here for you— you are now part of this family.

Archabbot Boniface Wimmer, who was the founder of Saint Vincent, coined the motto “Forward, Always Forward, Everywhere Forward.” Moving forward does not mean leaving the past behind but embracing it, learning from it and taking it forward as we move through life. If I may, I encourage you to use the talents and gifts which you already possess and combine these with what you will learn and experience at Saint Vincent in the years ahead and make this world of ours an even better place to live in.

It is my personal wish for you that your experience at Saint Vincent will be one of the best times of your life. Reach out and make new friends while you are here and take advantage of the academic, spiritual, social and cultural opportunities that are abundantly available at Saint Vincent. Join in one of the many service projects offered here in the United States or in one of the many foreign countries where Saint Vincent College has service programs. If you see me on campus, please introduce yourself— I look forward to meeting you.

May the good Lord bless you with all His heart and keep you in His love.

Sincerely,

*+ Douglas R. Nowicki, O.S.B.*

+Douglas R. Nowicki, O.S.B.  
Archabbot and Chancellor of Saint Vincent

## MESSAGE FROM THE PRESIDENT



Dear Students,

Today, you embark on a new chapter to a life-changing experience that will mark you for the rest of your life. It will be a change that will test you on every level.

The world today needs people who are industrious, but also humane; bright, but also good; people who are fit in body, mind and spirit. Toward

this end, our faculty is intentionally committed to the Catholic Intellectual Tradition, which supports each person of our academic community in our common pursuit of truth.

While it is impossible for any one person to know everything the universe can hold, we turn to each other in this quest. In the process, we come to respect the expertise which each person brings and to appreciate a perspective we might have missed otherwise.

Be bold in your pursuit of knowledge. Everything you need is here. We are blessed to share this quest with you.

Br. Norman Hipps, O.S.B.  
President

## MESSAGE FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS

Dear Saint Vincent Students,

Please take some time to review this Student Handbook. It includes important information, such as your rights and responsibilities as a student, which will help you enjoy a successful college experience.



Saint Vincent College offers you the opportunity to make lifelong friendships, learn from challenging and caring professors, and enjoy many new and different experiences. These will all help you move forward to achieve your goals of graduation and a successful, satisfying career. Start now to make decisions that will get you there.

I encourage you to make the most of your college experience by getting involved. Outside-of-the-classroom learning experiences are not only fun, but they help you develop skills in leadership, problem solving and networking. We have more than 50 student organizations, and you can also enjoy sporting events, get involved in Campus Ministry and participate in many other programs and events scheduled around campus.

If you find yourself struggling academically or with the adjustment to college life, don't hesitate to talk with your professors or your advisor, seek out tutoring services or visit our Wellness Center. You can also talk to your fellow students who have been working hard through the Student Government Association, Orientation Team, Activities Programming Board and in Residence Life to ensure an excellent college experience.

You are always welcome to visit us in the Student Affairs office located on the first floor of Alfred Hall. We all share the commitment to helping you succeed.

All the best,

A handwritten signature in cursive script that reads "Mary L. Collins".

Mary L. Collins  
Vice President for Student Affairs

## STUDENT GOVERNMENT ASSOCIATION

Dear Fellow Bearcats,

Welcome to the start of another great year at Saint Vincent College!

The Student Handbook serves as a reference for students to familiarize themselves with the expectations of the College. Along with these expectations, this handbook will help you become well acquainted with both your rights and responsibilities as a student. In order to have a successful four years at Saint Vincent, both inside and outside of the classroom, please refer to this handbook periodically.

Saint Vincent College has an abundance of resources available to make your experience here fulfilling, including opportunities such as study abroad and tutoring offered through Academic Affairs, and support programs, social events and sporting activities provided by Student Affairs, Athletics and other various campus life organizations.

If you have any concerns or ideas that would benefit the campus community, be sure to contact your Student Government Association representative. We also welcome you to stop by our office located on the first floor of the Robert S. Carey Student Center in the Campus Life hallway, visit our portal page at <https://mysv.stvincent.edu/sga> or come to one of our meetings held every Sunday evening at 8:15 p.m. in the Luparello Lecture Hall in the Herman & Sis Dupre Science Pavilion. We are here to ensure that you get the most out of your college experience.

Best wishes for a productive and enjoyable year.

Sincerely,

Saint Vincent College Student Government Association





# SAINT VINCENT COLLEGE STUDENT AFFAIRS

## MISSION STATEMENT

True to Saint Vincent College's Catholic, Benedictine, and liberal arts heritage, Student Affairs offers programs and opportunities that complement the curricular experience while instilling the values of community, service and worship, and promoting a balanced, healthy lifestyle.

## VISION

Student Affairs at Saint Vincent College is committed to a holistic vision of the student's college experience. The staff and services enhance student learning by:

**INVITING** students to engage themselves and their talents in the life of the College,

**SUPPORTING** students as they discover, apply and refine their God-given talents in the areas of intellectual curiosity, social interaction, and personal maturity,

**GUIDING** students to be individuals of selfless character with an instinct for service to others and a keen awareness of the common good,

**PREPARING** students to excel in their careers as professionals and to continue to pursue personal and spiritual fulfillment as they journey through life, and

**CHALLENGING** students to achieve their full potential through interaction, discussion and engagement with other members of the campus and surrounding communities and involvement in the many academic and extracurricular opportunities available through Saint Vincent College.

## OUR BENEDICTINE HERITAGE

The community of **Saint Vincent College** is based on the **tradition** of **Benedictine values**. **Saint Benedict** outlined several key **elements** within the **community**. These **values** are as **relevant** and **timeless** today as they were in the **founding** of the **College** more than 160 years ago.

**COMMUNITY**– act in the best interest of others and be considerate

**PRAYER**– take time for reflection and to seek guidance from God

**HOSPITALITY**– welcome visitors and treat your neighbor as Christ

**STABILITY**– embrace the traditions and heritage of the community

**DISCIPLINE**– practice self-restraint and act with maturity

**STEWARDSHIP**– take care of what is given to you and the space you share with others

**HUMILITY**– listen to others, grant forgiveness, and admit your mistakes

**CONVERSATIO**– seek opportunities to learn and grow spiritually and intellectually

**OBEDIENCE**– adhere to rules and policies and be respectful

**LOVE OF CHRIST & NEIGHBOR**– embrace Christ and others with an open heart and an open mind.

## **STUDENT RIGHTS and RESPONSIBILITIES and COLLEGE POLICIES**

The Saint Vincent College community encourages mutual respect and consideration, maintaining an atmosphere of cooperation and an appreciation for the rights of others. Each student, by becoming a member of Saint Vincent College, accepts a commitment to strive for the betterment of his or her fellow students and the community.

A person is considered a student from the day of his or her paid deposit upon admission until one year after commencement (including any breaks in enrollment of one year or less). The term student includes all persons taking courses at Saint Vincent College, either full-time or part-time, pursuing undergraduate, graduate or professional studies. Persons who withdraw after allegedly violating the student code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have paid a deposit upon admission are considered "students," as are persons who are living in College residence halls, although not enrolled in this institution.

In order to provide a quality education which enables students to integrate their professional aims with the broader purposes of human life, Saint Vincent College has established policies and guidelines that ensure a healthy campus community. When College policies are violated, on- or off-campus, incidents are reported and then addressed by the Office of Student Conduct. Any question of interpretation or application of the student code is at the discretion of the Vice President for Student Affairs or his/her designee.

As part of a Campus Review and Resolution Process, a member of the Student Affairs staff may request to meet with a student regarding issues which are not in violation of College policy but which are concerning. The staff will seek to provide support and guidance to these students in order to assist them in overcoming their challenges, and may acknowledge that with an official Letter of Concern.

### **STUDENT RIGHTS**

1. The right to seek God and grow in faith through the daily experience and activities of College life.
2. The right to matriculate in an environment free of religious indoctrination and coercion.
3. The right to participate fully in the academic and extracurricular life of the College.
4. The right to live and learn in an environment free from discrimination or harassment.
5. The right to be treated with respect by all members of the College community.
6. The right to be graded and evaluated fairly.
7. The right to have privacy within the boundaries of the law and College policies.
8. The right to receive accommodations for disabilities.
9. The right to acquire information about College policies, procedures and statistics.
10. The right to address grievances through appropriate College procedures.

# ACADEMIC POLICIES

## 1. Academic Information Sources

Saint Vincent College promotes an engaging learning atmosphere that creates an attitude of mutual respect between students and faculty.

- Academic policies and procedures are contained in the College *Bulletin*. Each student will be introduced to these policies and procedures in the First Year Seminar. Students should be familiar with the contents of the *Bulletin* and monitor their progress toward graduation.
- Processes such as registration procedures, adding and dropping of courses, refund policy, transcripts, financial aid, tuition, fees, credit hours and numerous other topics are discussed in the College *Bulletin*.
- Advisors will assist the student about matters such as course and program selection.
- The ultimate responsibility for knowledge of requirements, course prerequisites, and for verification of the accuracy of records maintained by the Registrar remains with the student.

## 2. Class Attendance

### ▪ Absences from Class and Make-Up Exams

- Faculty expect students to attend all classes.
- Students should be familiar with the attendance policies of their instructors as stated on the course syllabi.
- Absences, as well as make-up exams, are handled at the discretion of the individual faculty members. Students are responsible for consulting with each individual instructor concerning completion of course requirements in cases of prolonged absence.
- When students face unusual circumstances, such as an extended illness or a death in the family, they should contact the Student Affairs Office which will notify the students' instructors about the reasons for the absence. This notification does not serve as an excused absence from class or coursework and is meant to serve only as a resource for notifying College faculty.
- Prolonged, unexcused absences from class may result in suspension or dismissal from both the College and the residence halls. The Vice President for Student Affairs reviews and decides such cases in consultation with the Dean of Studies.

### ▪ Excused Absences for Participation in NCAA Division III Intercollegiate Sports and Other College Activities

- The College officially sponsors the following men's and women's intercollegiate sports: baseball, basketball, cross country, field hockey, football, golf, lacrosse, soccer, softball, swimming, tennis, track, and volleyball. There are also many recognized student organizations. At the discretion of the Dean of Studies, participation in events in these sports and organizations will be considered excused absences provided these procedures are followed:
  - inform their professors that they will be participating in an intercollegiate sport or other College activity
  - provide a schedule of games or events which may conflict with class schedules
  - make provisions for make-up exams in advance of the examination date
  - continue to be responsible for learning course material
  - present an official excuse signed by the coach or advisor for games or events which necessitate absences
- Students should rely on the judgment of their professors and faculty advisors in cases when athletic or organization participation appears to be jeopardizing academic progress. A student whose QPA falls below 2.0 may be prevented by College policy from participating in intercollegiate sports (see College *Bulletin*) or in clubs or organizations.

### ▪ First-Year Student Participation in Orientation Seminars and Events

During Orientation, first-year students learn the traditions of Saint Vincent College and receive important information intended to facilitate the new students' college education. In order to ensure their acclimation into the Saint Vincent community, students who miss sessions will be required to attend follow-up seminars.

### 3. Academic Integrity (See also the College *Bulletin* on Academic Honesty)

Saint Vincent College assumes that students are responsible individuals who demand of themselves high standards of honesty and personal conduct, both in the performance of academic assignments and in the conduct of personal life.

- The attempt of a student to present as his or her own any work which he or she has not performed or to pass any examinations by improper means is a serious offense.
- No piece of work may be submitted for credit in more than one course or module except with the permission of all instructors involved.
- In any case of academic dishonesty, the faculty member and the Dean of Studies decide on the appropriate sanction.
- Faculty will clearly state their policies on the course syllabi for academic honesty and the penalty a student will incur for breaching the standards of academic honesty.
- Depending on the seriousness of the offense, possible sanctions are failure for the assignment, failure for the course, suspension or expulsion.
- The Dean of Studies will maintain an ongoing file of all such cases. More serious action will be recommended if a student has a previously recorded incident.

#### Academic Integrity Prohibits:

**A. Falsification:** the fabrication of data.

**B. Plagiarism:** an offense involving use of another person's words, phrases or ideas without giving that person credit. Plagiarism is discussed in the *Harbrace College Handbook* (1962: 410) as follows:

“Any failure to acknowledge borrowed material is a serious offense called plagiarism. If a borrowed idea is expressed in the student's phraseology, an acknowledgment of the source is sufficient. If it is in the phraseology of the source, it should be put in quotation marks and also acknowledged. Usually a conscious quotation (except well-known or proverbial passages) of three or four connected words or more should be placed in quotation marks.”

- The source of the material should be given credit when using someone else's work or ideas.
- Material from a print, electronic publication or Internet source (book, journal, article, film, images, etc.) should be enclosed in quotation marks or otherwise set off, and the source of the material acknowledged.
- When paraphrasing published material (using it almost word for word) the source should also be acknowledged and pages given.
- Students must cite **any and all** resources used in a presentation, project or writing a paper.
- Students will assume responsibility for understanding each individual instructor's policy concerning academic honesty.

**C. Work by Other Students:** When students are asked to prepare material jointly and or in groups, the contributions of all individuals to this material should be clearly acknowledged unless otherwise stated by the instructor. Having someone else prepare material for a student to submit or having someone else help with a project or paper in any way should only be done when a student has obtained the instructor's permission to do so.

### 4. Student Concerns Regarding Academic Matters

If a student has a concern about a particular course, the student is encouraged to utilize the following procedures:

- Schedule an appointment with the professor to discuss the problem or concern.
- Meet with the faculty member's chairperson or School dean if the student believes that the concern has not been resolved by the professor.
- If the issue remains unresolved, contact the Dean of Studies who will work with the student, faculty member and the chairperson or dean.

## **5. Classroom Etiquette**

An essential characteristic of Saint Vincent College is the dignity and civility with which students and instructors conduct themselves both inside and outside the classroom. All students share in the responsibility of making the classroom a positive place to learn. Attendance is more than just being in the classroom, laboratory or field experience. Students are expected to be prepared and attentive. Some specific behaviors that are distracting and should be avoided include holding side conversations, arriving late or leaving early, doing work for other classes, eating, or using laptops to check email or surf the web. Cell phones, pagers, and other electronic devices must be turned off when students are in the classroom, labs, library, within any college-owned facility or when meeting with a faculty member. Students should check with individual professors for additional expectations and guidelines for classroom etiquette, including whether or not tape recording of classroom lectures is permitted.

# GENERAL COLLEGE POLICIES AND STUDENT RESPONSIBILITIES

These policies are established for the good of the entire Saint Vincent College community. Students and guests are expected to abide by them. Saint Vincent College reserves the right to update the *Student Handbook* and policies as needed. The most current version of the Handbook and policies can be found on the College's website and Portal. Any questions regarding these policies or reports of infractions of them should be referred to the Office of Student Affairs. The term "policy" means the written regulations of the College as found in, but not limited to, the student code, the *Student Handbook*, residence life contract, the College webpage and computer use policy, and graduate/undergraduate catalogs.

For graduate students enrolled in the Master of Science in Health Sciences Nurse Anesthetist Program or the Doctorate of Nurse Anesthesia Practice Program, all concerns will be resolved by deference to the respective Excelsior program Handbook.

## 1. Alcohol and Other Drugs Policy

The College encourages students to abstain from alcohol and other drugs. If students choose to consume alcohol, they should do so responsibly and legally. Excessive quantities of alcohol are not permitted. The National Institute on Alcohol Abuse and Alcoholism defines "heavy episodic drinking" as a pattern of drinking alcohol that brings blood alcohol concentration to 0.08. To reach this level, a typical adult male or female would consume five or four drinks, respectively, in a period of two hours.

**Reporting Alcohol and Drug Related\Other Emergencies:** Students should never hesitate to seek help for their peers' personal welfare in drug or alcohol or other emergencies. The Pennsylvania Legislature recently passed a law that gives an underage person a defense to prosecution for the summary offense of consumption or possession of alcohol if, 1) the person calls 911 or alerts campus safety, police or emergency services in the good faith belief that another individual needs immediate medical help to prevent death or serious injury; 2) they reasonably believe that they are the first person to make that emergency call; 3) they give their own name in making the call; 4) they stay with the person in need of medical attention until the help arrives; and, 5) the only way law enforcement becomes aware of their own possession or consumption of alcohol is because of their conduct in 1 – 4 above. The conduct of a student meeting the criteria of this statute will also be considered a mitigating factor in any disciplinary proceedings Saint Vincent conducts that arise out of the incident.

### ALCOHOL

#### Student of Legal Drinking Age – Over 21:

- Students 21 years or older who choose to consume alcoholic beverages are expected to do so responsibly and may not distribute alcoholic beverages to persons under 21 years of age.
- Student residents 21 years or older may possess alcohol for personal use in their living space.
- Student residents 21 years or older may not consume alcohol in the presence of minors, including any roommates who are under 21 years of age.
- Those residents who are over 21 years of age should properly dispose of all alcohol containers after consumption and may not display them.

#### Students under the Age of 21:

- Students under 21 years of age are not permitted to use, possess, manufacture or distribute alcoholic beverages or be publicly intoxicated.
- Student under 21 years of age may not be present in a room where alcohol is being consumed.
- If students living in a room are all under 21, then alcohol cannot be present in that room.

#### General Alcohol Policies:

- Beverages containing grain alcohol and distilled spirits greater than 99 proof are prohibited on campus grounds.
- The presence, possession or use of any bulk or common container of alcohol (i.e., kegs, beer balls, etc.) or any device or activity (i.e., beer bong, beer pong, etc.) used to consume alcohol in a dangerous or unhealthy manner, or excessive amounts of alcohol in any campus living unit is prohibited, no matter the age of the participants. Mock drinking games (i.e. water pong) are not permitted.

- Students of legal drinking age may have alcohol in the Residence Halls. Single, double, and triple rooms are limited to two of the following (or an equivalent combination) at any one time; Rooney Hall apartments and suites may have any three of the following (or an equivalent combination) at any one time:
  - 1 case of beer equal to 30 bottles/cans at 12 oz. each or 24 bottles/cans at 16 oz. each
  - 750 mL of hard liquor
  - 3 liters of wine
- No money may be charged for any event at which alcoholic beverages are present or observed.
- The public possession and use of alcoholic beverages are prohibited in all public or common areas on campus, except at official College approved events or locations.
- All empty containers will be treated as “in use” by students of any age.
- No posters, throw rugs, furniture or displays of any kind that advertise alcohol or drugs and/or alcohol- or drug-related paraphernalia are permitted anywhere in Saint Benedict Hall.
- No posters, throw rugs, furniture or displays of any kind that advertise drugs and/or drug-related paraphernalia are permitted on campus.
- Alcohol displays of any kind (posters, lights, signs, etc.) are not permitted in windows or corridors of any residence hall.
- Public intoxication is not permitted, regardless of the age of the individual.
- Students and College officials may request the use of breathalyzers in determining if a student has consumed alcohol.
- Students may not be present in a situation where alcohol is being consumed by those who are under the age of 21.
- The College reserves the right to notify the parents/guardians of any student under the age of 21 of the student’s violations of the College’s alcohol-related policies.

**Alcohol Policy for Guests to Campus:**

- Guests and visitors may not consume or possess alcohol in the residence halls if their host (resident) is under the age of 21.
- Guests who are visitors of resident students who violate College policies on alcohol will be removed from campus; a Residence Life official will determine when the visitor can return.
- The College may contact parents or police in incidents where guests are found violating College policies on alcohol.

**Pennsylvania State Law:**

- A person under 21 years of age commits a summary offense if s/he attempts to purchase, purchases, consumes, possesses or knowingly and intentionally transports any liquor, malt or brewed beverages.
- It is unlawful for a person under 21 years of age to knowingly and falsely represent himself or herself to be 21 years of age or older for the purpose of procuring any liquor, malt or brewed beverages.
- It is unlawful for a person to intentionally and knowingly sell or furnish any liquor, malt or brewed beverages to a person who is less than 21 years of age.
- It is unlawful to make, alter, sell or attempt to sell an identification card that falsely represents the identity, birth date or age of another. It is unlawful for a person under 21 years of age to possess an identification card which falsely identifies that person by name, age, date of birth, or photograph as being 21 years of age or older. It is unlawful to obtain or attempt to obtain liquor, malt or brewed beverages by using the identification card of another.
- A third party injured by an impaired or intoxicated person under age 21 has a right of action against any person who "knowingly" caused such impairment by unlawfully furnishing or assisting in procuring alcohol for the person under 21 years old.
- It is unlawful to provide alcoholic beverages as part of an admission fee, or sell alcohol without a license from the Pennsylvania Liquor Control Board.
- The PA Crime Code states that violations of laws regarding alcohol (underage consumption, public intoxication, etc.) may constitute a summary offense and misdemeanor and could result in a fine up to \$2500, up to 1 year in jail, and license suspension ranging from 90 days to two years (Source: PLCB Website).



## OTHER DRUG USE

The College recognizes drug abuse as a potential health, safety and security problem that may also threaten the welfare of others in the community. The College also recognizes drug dependence as an illness and a major health problem. Students needing help in dealing with such problems are encouraged to seek assistance through the Wellness Center or one of the many other services listed in the back of the Handbook.

- The use, possession, manufacture and/or distribution of an unlawful narcotic or other controlled substance and/or the abuse of a prescription drug and/or drug paraphernalia (including but not limited to bong, pipes, and hookahs) are prohibited on or off campus.
- The utilization of drugs off campus or entering the campus under the influence of any unlawful or inappropriately used drug is a violation of the Code of Conduct.
- In off-campus cases involving legal procedures, the Vice President for Student Affairs and/or Dean of Students can suspend a student from the College. Violation of state and federal drug laws may result in fines and/or incarceration.
- The College reserves the right to notify the parents/guardians of any student under the age of 21 of the student's violations of the College's drug policy.

## 2. Campus Conduct

Standards of honesty, integrity, civility, charity, hospitality and working toward the common good of the institution are at the core of our mission statement. All members of the community are expected to abide by these standards and to uphold the policies in this *Student Handbook*.

### Conduct at Athletic Events:

- As participants in athletic events, players are to treat their team, their hosts, their opponents, and the spectators with respect, extending hospitality in the Benedictine Tradition.
- As spectators of athletic events, members of the Saint Vincent community are to demonstrate respect for participating teams, the environment, the rules and regulations of the games, and the policies for the spectator areas.
- Foul language, inappropriate gestures, inappropriate clothing or ridiculing the opposing team's players in any way (throwing objects, defacing property, etc.) will not be tolerated.

### Classroom Conduct:

- Learning requires a degree of openness to other people, other opinions and other ideas.
- Disagreement with others is part of the academic enterprise but at no time should such disagreement result in disrespectful or offensive behavior.
- Students are expected to be prepared and attentive.
- Some specific behaviors that are distracting and should be avoided include holding side conversations, arriving late or leaving early, doing work for other classes, eating, or using laptops to check email or surf the web.
- Cell phones, pagers, and other electronic devices must be turned off when students are in the classroom, labs, library, within any college-owned facility or when meeting with a faculty member.
- Students should check with individual professors for additional expectations and guidelines for classroom etiquette.

### Dining Halls Conduct:

- Offensive behavior, including but not limited to harassment, name-calling, degrading language, remarks or "jokes", and throwing of food will not be tolerated.

## 3. College Facilities

- Misuse of College facilities or services conducted in those facilities including but not limited to restrooms, public areas, furniture, classrooms, audio-visual equipment, computer equipment, athletic equipment, outdoor and recreation equipment, mail, email, internet and business office/cash checking services is prohibited.
- Bicycles, motorcycles and skateboards are not permitted to be used inside College buildings, including residence halls; however, bicycles and skateboards may be stored in the individual residence hall rooms.
- Unauthorized use of keys is forbidden.

#### 4. Commuter Students

- A Commuter Lounge is available in Placid Hall.
- First-year commuter students are assigned to a Pod in Saint Benedict Hall and are encouraged to join in the many activities available to them.
- Commuters are responsible for providing both a permanent and local mailing address and telephone number to the Office of Student Affairs each year.
- As representatives of Saint Vincent College, students living off-campus are expected to demonstrate Benedictine hospitality and respect neighbors' rights to a quiet, clean, safe and peaceful neighborhood.

#### Off-Campus Conduct

- Students are members and representatives of Saint Vincent College. They should uphold the mission and values of the institution and refrain from inappropriate or irresponsible behavior on or off campus which damages the reputation of the College. All students are held accountable for their behavior, both on and off campus (see number 9 "Defamation of College Reputation")
- Students are asked to notify Student Affairs in a timely manner any time they are detained, arrested, cited, or otherwise charged with violations of local, state, or federal laws, locally or elsewhere (other than minor traffic citations).
- Where the Vice President for Student Affairs and/or the Dean of Students determine, after reasonable investigation, that conduct occurring off-campus is threatening or potentially harmful to members of the College community, they may order the suspension or permanent removal of a student from the College.

#### 5. Complicity

A student is complicit in the conduct of another where the student:

- is aware of the conduct of others in violation of the policies of this Handbook; *or*,
  - is present while others engage in conduct in violation of the policies of this Handbook;
- and,
- does not express disapproval of the conduct;
  - does not attempt to persuade the violators to cease the actions in violation of the policies of the Handbook;
- and,
- in the event that the violators persist, fails to promptly remove himself/herself from the situation.

#### 6. Computers/Computer Networks and Information Resources (Please see complete Acceptable Use Policy in Appendix A)

##### Computers/Computer Networks

- The College aims to provide a high-speed, reliable computer network. To this end, students need to take the responsibility to install up-to-date anti-virus and anti-spyware software on their computer to protect the integrity of their computer and the College network. Additionally, the operating system should be kept up-to-date with the most recent patches installed.
- The College and a 3<sup>rd</sup> party Internet provider named Apogee have partnered to provide advanced wireless and wired network services in your Residence Hall. 24-hour support is available through Apogee's support center. For Residence Hall Internet support, go to their web site at [www.myresnet.com/support](http://www.myresnet.com/support) or call their toll-free number at 1-855-643-2152.
- Questions concerning computers or technology at Saint Vincent College should be directed to the Information Technology Service Desk located on the ground floor of Alfred Hall, or via email at [servicedesk@stvincent.edu](mailto:servicedesk@stvincent.edu), or via phone at 724-805-2297.
- The use of computers, computer networks or any electronic device at the College that results in damage to the computer systems of the institution, the loss of data, the unauthorized diversion of private information, the interruption of normal use of the computer systems, or any other form of disruption to the electronic communications system utilized on campus will lead to disciplinary action. Any attempt to bring about such damage, loss, unauthorized diversion interruption or disruption will similarly be grounds for disciplinary action.
- Additionally, the unauthorized use of passwords, spreading (or attempting to spread) a computer virus, accessing without proper authorization computer accounts, deleting software installed on College computers, intentionally or recklessly causing a computer to crash, capturing, viewing, or transmitting threatening or obscene material, engaging in the unauthorized copying, file sharing and/or distribution of software protected by trademark or copyright, is strictly prohibited and will result in disciplinary action.

- In order to conduct a thorough investigation of any potential violation of the conduct specified in the above paragraphs, the Office of Student Affairs may temporarily take possession of and analyze any electronic device and contents thereof that may provide evidence of such violation.
- Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities under federal copyright law.

### **Information Technology Resources**

- In support of its mission, Saint Vincent College provides Internet access for students, faculty and staff to local, national, and international sources of information to further its Catholic, Benedictine liberal arts education.
- It is also the intent of the College to maintain an environment that facilitates access to knowledge and the sharing of information with colleagues at Saint Vincent and at other locations without fear that their work will be violated by misrepresentation, tampering, destruction and/or theft.
- Students using online social networking services, who post or appear in images, photos, video, or narratives that show violations of the College's policies may be found responsible for violating College policies.
- Commuters are responsible for providing a current mailing address and telephone number each year to the Office of Student Affairs.
- Refer to the MySV Portal – <http://mysv.stvincent.edu> to get information anytime about school related issues, activities, email, policies, and contact information for assistance with most anything.
- Saint Vincent College provides electronic resources, including computer e-mail, network servers/storage, webpages and Internet access, to its students for their use in carrying out the Mission of the College.
- These resources are and remain at all times the sole property of Saint Vincent College.
- Because these resources constitute a powerful tool in the hands of a user, the College is obliged to insure that they are used only for the proper purposes for which they have been provided. While the College recognizes the role of privacy in an institution of higher learning and will honor those ideals, there should be no expectation of privacy of information stored on or sent through College-owned IT resources.
- Accordingly, students are advised that the College, as the owner of these resources, reserves the right at the direction of the President of the College to track and analyze network traffic, e-mail messages and attachments, Internet sites visited, electronic files and data.
- Additionally, students should be aware that the maintenance of these electronic services by the Information Technology personnel of the College requires that said personnel have access to the computer e-mail, network servers/storage, webpages and Internet usage of the students. This access is necessary and will be exercised to insure that all Saint Vincent community members can be effectively supported in their use of the College's electronic resources and can utilize those resources in a faster and more efficient way when necessary.

## **7. Compliance and Mutual Respect**

- Saint Vincent College strives to live out the Benedictine Hallmark of community, emphasizing the call for service to the common good and respect for the individual.
- Students are expected to comply with the directives of College personnel, including Faculty, Staff, Administrators, Residence Hall Directors and Prefects, in the performance of their duties.
- In a spirit of mutual respect, abusive/defiant language or behavior toward members and guests of the College community will not be tolerated.

## **8. Damages and Theft**

- Students are held responsible for any College property entrusted to their personal use and will be held responsible for the return of the property and/or any unwarranted deterioration beyond normal wear and tear in the condition of the room or its contents.
- Damage to College property will be charged to those responsible. When a responsible party cannot be identified, any costs may be prorated to the floor, the residence hall or the campus, depending upon the location of the damage.
- Students will be held responsible for damaging or taking without permission the property of others.
- A person possessing property stolen from another may be held responsible for it; the degree of being held responsible will depend on their state of knowledge.
- The College is not responsible for loss or damage of personal items.

## 9. Defamation of College Reputation

- Students are members and representatives of Saint Vincent College and their actions should uphold the mission and values of the institution; students should refrain from inappropriate or irresponsible behavior on or off campus which damages the reputation of the College.
- All students are held accountable for their behavior, both on and off campus.
- Students are asked to notify the Office of Student Affairs in a timely manner any time they are detained, arrested, cited, or otherwise charged with violations of local, state, or federal laws, locally or elsewhere (other than minor traffic citations).
- In off-campus cases involving legal proceedings that involve conduct which is considered threatening or potentially harmful to the members of the College community, the Vice President for Student Affairs and/or the Dean of Students may suspend or permanently remove a student from the College if such action is deemed in the best interest of the College.
- Students using online social networking services who post or appear in images, photos, video, or narratives online that show violations of the College's policies may be found responsible for violating College policies.

## 10. Displays/Posters for Public Areas & Bulletin Boards

- All posters hung on campus must be approved by the Office of Campus Life
- All posters on campus can only be posted on boards marked "Campus Events," including all lobbies and floors of Residence Halls.
- The club, organization or department is responsible for taking down all posters the day after the event.
- All use of sidewalk chalk must be approved by the Office of Campus Life
- All banners hung in the Carey Lounge must be approved by the Office of Campus Life
- Materials promoting a particular candidate, political party or campaign issue may not be posted or displayed electronically or physically around campus, with the exception of materials related to campus elections such as for SGA and Homecoming.
- No posters may be taped to any walking surface in or around campus
- FMO will remove signs that have not been approved or are placed in areas other than designated bulletin boards, including doors or windows.
- Posters by Residence Hall staff for specific building use only or posters by authorized individuals on departmental bulletin boards do not need prior approval.

## 11. Electronic Devices

No student may use a cell phone, pager, camera, video recorder or other electronic device:

- to disrupt in any manner activities in any classroom, the library or any facility owned by the College;
- to engage in any form of academic misconduct including, but not limited to, photocopying or photographing questions on any examination;
- to photograph or videotape any person in a private or secured area such as a dormitory room, locker room or bathroom;
- to photograph or videotape any person against their will;
- to record the conversation of any person without their consent [Note: such conduct may also constitute a felony violation of the Crimes Code of Pennsylvania]; or,
- to engage in or facilitate any other illegal activity.

## 12. Email Accounts

- Saint Vincent College email accounts are used to notify students of important information on issues relating to classes, campus safety, parking, policies and special events.
- Students are responsible for checking their accounts frequently.
- Questions concerning access to a Saint Vincent College email account or a student ID account should be directed to the Information Technology Service Desk located on the ground floor of Alfred Hall, or via email at [servicedesk@stvincent.edu](mailto:servicedesk@stvincent.edu), or via phone at 724-805-2297.

### **13. Endangering the Welfare of Others**

- Any behaviors that endanger the health, safety, well being and/or reputation of others are prohibited.
- These behaviors include but are not limited to intimidation, coercion, harassment, verbal abuse, threats, etc., whether carried out in person or by other means such as electronic mail, text messaging, and internet and social networking sites.

### **14. Emergency Notification**

- Saint Vincent College utilizes a comprehensive safety and warning system. In cases of emergency, loudspeakers/sirens and the text/email notification system e2campus are used to alert the community.
- Students are required to sign up for the e2campus system for emergency notifications; email/text activation is available at <https://mysv.stvincent.edu/e2campus.htm>

### **15. Environmental Stewardship**

- Students are expected to be good stewards of the college campus.
- Destruction of campus property (littering, graffiti, etc.) is not permitted.
- Hunting, trapping, etc., of animals on Saint Vincent grounds is not permitted.

### **16. False Information**

- Providing any college official with false information (including but not restricted to false names, halls, rooms, age, licenses, student IDs, parking permits, etc.) is not permitted.
- Possession, production or distribution of false documents is prohibited.

### **17. Financial Clearance**

- Financial clearance is defined as having your student account paid in full *or* having enrolled in an authorized payment plan with the Business Office.
- Students are required to secure financial clearance prior to the start of each semester.
- Students who are not financially cleared will be prevented from attending classes, and denied access to the residence halls and dining service.
- Any student who has questions or concerns regarding financial clearance should contact Financial Aid and/or the Business Office.

### **18. Firearms and Other Weapons, Dangerous Materials, and Pyrotechnics**

- Weapons (including firearms, BB guns, air soft guns, pellet guns, paint guns, bows and arrows, slingshots, etc.), ammunition for any weapons, knives (except small utility knives), and any other dangerous materials intended to harm others are not permitted on campus.
- The possessing, making and/or exploding of firecrackers and other pyrotechnics are prohibited. The laws of the Commonwealth of Pennsylvania declare it unlawful to sell, to have in one's possession, or to discharge any fireworks.
- Flammable liquids, solvents, and other dangerous chemicals (including but not limited to gasoline, kerosene, lighter fluid, propane, pressurized gas, laboratory chemicals, etc.) may not be stored or used in residence halls.

### **19. Fire Safety and Regulations**

- Students should report any emergency by calling x2911 or 724-805-2911.
- Fire Safety and equipment are designed and placed for protection against fire. Students are encouraged to use fire equipment if they believe such use is necessary.
- Misuse of these items interferes with this protection and endangers both people and property.
- Setting a false fire alarm, or tampering with fire protection equipment, notification systems or detection devices is prohibited.
- A charge of at least \$200.00 will also be assessed for any individual found tampering with, removing or discharging a fire extinguisher without cause.
- A minimum charge of \$50.00 will be assessed to replace smoke detectors intentionally damaged or removed by students.

- All occupants must exit a building when the alarm has sounded and remain outside of a building until given the all clear by college personnel. Failing to exit a building during a fire alarm may result in student conduct sanctions.
- Flammable liquids, solvents, and other dangerous chemicals (including but not limited to gasoline, kerosene, lighter fluid, propane, pressurized gas, laboratory chemicals, etc.) may not be stored or used in residence halls.
- A member of the Public Safety department must approve all bonfires.

## **20. Gambling**

- Students may not engage in games of skill or chance where money changes hands.
- NCAA rules prohibit sports gambling of any kind by student-athletes.
- Counseling is available in the Wellness Center for gambling related addictions or issues.

## **21. Harassment – Hazing – Physical Contact/Use of Force – Reporting of Threats/Concerns**

*(Sexual harassment, sexual violence, sex discrimination, stalking, and domestic/ dating violence are handled by separate policies and procedures in accordance with federal Title IX standards. See Section 31.)*

### **A. Harassment**

- Harassment is prohibited.
- Harassment also means:
  - conduct that creates an intimidating, hostile or offensive campus, educational and/or work environment for any person or group of people; or,
  - conduct that threatens, intimidates, humiliates or otherwise causes psychological or physical harm to another.
- Harassment includes, but is not limited to, the use of profane or threatening language; prank phone calls; actions, language, gestures, remarks or jokes that degrade another on the basis of race, ethnicity, religion, gender or membership in a protected class; unwanted physical contact; violations of an ongoing “No Contact” order/sanction; inappropriate or offensive language, gestures, displays or activity of a sexual nature. “Language” as used in this section includes, but is not limited to, the posting of any matter on a social network site or other internet location.
- Students who are victimized by an act of harassment should contact the Office of Student Affairs.

### **B. Hazing and Other Offensive Behavior**

- Hazing consists of abusive affiliation or initiation activities and will not be tolerated.
- Hazing occurs whether or not the participant engaged in the activity willingly.
- Other behaviors not permitted include those which are identified as demeaning, belittling, intolerant, or otherwise offensive.

### **C. Physical Contact/Use of Force**

- Physical contact/use of force against any person will not be tolerated.
- Students and employees of the College are entitled to be free of intimidation and fear of the threat of physical contact or the use of force. This policy includes intimidation where the offender causes apprehension of harm.

### **D. Reporting of Threats and Other Behavioral Concerns**

- Any behavior that causes concern, including threatening remarks or overt acts of physical violence against self or another person(s) or property should be reported immediately to the Office of Public Safety and/or Office of Student Affairs.
- Other behavioral concerns should also be reported to the Office of Public Safety and/or Office of Student Affairs. An online reporting form is available at [http://www.stvincent.edu/Student\\_Life/Public\\_Safety/Campus\\_Safety\\_Concern\\_Reporting\\_Form/](http://www.stvincent.edu/Student_Life/Public_Safety/Campus_Safety_Concern_Reporting_Form/)
- Any student who, in the judgment of the Vice President for Student Affairs or Dean of Students, is potentially harmful to himself or herself and/or others, or whose behavior is alleged to be criminal and may be considered detrimental to the College community or to the reputation of the College, may be asked to leave the Residence Halls and reside off campus on a temporary or permanent basis. In order to ensure the welfare of the student as well as the entire College community, a student may also be dismissed temporarily or permanently from the College. Re-entry to the residence halls and College will be dependent on whether the individual has been compliant with the medical or other directives required by the Vice President for Student Affairs or Dean of Students in consultation with the Wellness Center staff (if appropriate). Specific documentation from physicians, counselors, and other medical and mental health professionals may be required before admission or re-entry into the residence halls or College.

## 22. Identification Cards

- Each student will be issued an ID card which should be carried by students at all times and produced at the request of College officials.
- ID cards are validated each semester after the student has received financial clearance.
- Admission to activities and use of facilities of the institution may be denied without the student ID.
- Students should not place stickers on their ID cards or punch holes in them.
- The card is not transferrable to any other person for use. Any misuse by a third party or any alteration, mutilation or fabrication of the card will be considered a violation.
- A fee of \$20.00 is payable to the Office of Public Safety for a replacement ID card if the original card is lost, stolen or damaged.

## 23. Immunization Policy

- All students must provide proof of immunizations by the end of the first month of the school semester.
- Failure to comply may result in the student's removal from the campus.
- Students must receive two immunizations for Measles/Mumps/Rubella (MMR).
- A TB test is required of all students at high risk for TB as defined by the Centers for Disease Control, i.e. international students from high prevalence countries, persons with compromised immune systems and close contacts of infectious TB cases. It is recommended for all others every two to three years.
- Tetanus/Diphtheria (adult Td) is recommended every 10 years.
- The Meningitis Vaccine is mandatory under Pennsylvania law for students residing on campus. The vaccine may be waived for religious or other reasons according to this law.
- International students may seek immunization for Measles/Mumps/Rubella (MMR) through the school physicians' office for a cost.

## 24. Keys

- If a student loses a key to an individual room, s/he will be billed \$75.00, or a cost designated by the Facilities Management Office for the replacement of the lock.
- If a student loses a key to an apartment, s/he will be billed \$150.00, or a cost designated by the Facilities Management Office for the replacement of the lock.
- Any key not returned within one week after a student moves from a room or after the end of the semester will be considered lost and the lock will be replaced at the student's expense.
- Unauthorized use of keys is forbidden.

## 25. Meal Plans

- All residents must be enrolled in a meal plan. Meal plans are also available for commuter students.
- All freshmen are required to choose the 19 or 15 meal plan.
- Meal plan changes may only be made during the first week of the semester.
- Contact the Dean of Students at 724-805-2564 for more information; information on meal plans is also available at <https://mysv.stvincent.edu/student-services/dining/Pages/default.aspx>

## 26. Missing Persons

- All reports of missing or suspected missing resident students should be reported to the Department of Public Safety at 724-805-2311 (off-campus phone) or 2311 (on-campus house phone).
- Resident students should register confidential information with the Office of Residence Life stating who should be contacted in the event the student is determined to be missing for a period of more than 24 hours.
- If a missing student is under 18 years of age and not emancipated, the College will notify a custodial parent.
- In an effort to avoid jurisdictional conflicts when an off-campus, non-campus or commuter student is reported missing to Public Safety, immediate notification will be made to the appropriate jurisdiction. The Department of Public Safety will assist external authorities with these investigations as needed or become primary jurisdiction if requested.

## **27. Parental and Administrative Notification**

- The College recognizes each student as a responsible adult.
- On certain occasions the College may notify parents/guardians and/or College administrators, faculty or coaches concerning a specific incident or situation. These occasions may include but are not limited to violations of the College policy on alcohol and/or other drugs, hospitalization or situations where a student's health or safety may be uncertain.
- Notification will be authorized by the Dean of Students or the Vice President for Student Affairs.

## **28. Participation in College Activities**

- The College works to provide various curricular and co-curricular activities that support student development, and all students are invited to participate in campus activities.
- Participation in extracurricular activities is always voluntary, and engaging in certain activities comes with inherent risks. The student is ultimately responsible for determining his or her level of comfort and safety when participating in College-sponsored events.
- It should not be assumed that the College is liable for injuries students incur while participating in such events.

## **29. Records and Privacy Rights (Please see complete FERPA information in Appendix B)**

- The Family Educational Rights and Privacy (FERPA) Act of 1974 (The Buckley Amendment) established procedures that govern access to and release of students' records kept by the College. Questions about the access to and release of student records should be directed to the Registrar and/or the Office of Student Affairs.
- Academic transcripts and other correspondence that concern the student's status at Saint Vincent are sent directly to the students. Students and other interested parties entitled to access to the students' records as outlined in the Act will be requested to follow the request procedures established by the College offices involved.
- Because academic transcripts and other correspondence concerning a student's status are forwarded directly to the student, it is strongly advised that parents or others financially responsible for the education of the student anticipate this arrangement by working out a satisfactory agreement between themselves and the student relative to records and correspondence received from Saint Vincent College.
- Access to or release of student records under circumstances other than those provided for in the Act will be permitted by the College with a signed waiver by the student.
- Students' academic records will be maintained in the Registrar's Office and will be kept intact for five (5) years after graduation, withdrawal or dismissal. At the end of the five years the files will be purged of everything with the exception of the academic transcript and essential materials pertaining to it.
- According to FERPA, the Vice President for Student Affairs or his/her designee cannot discuss the disciplinary record of a student unless the student has signed a written release of those records (an exception may be made in drug and alcohol cases when a student is under 21.) If a student wishes his/her disciplinary record to be discussed in full with a particular party, s/he must submit and sign a letter to the Office of Student Affairs releasing the Vice President for Student Affairs or his/her designee to discuss the disciplinary record with a particular party. The letter must indicate the specific party (parent, legal guardian, etc.) with whom this record is to be discussed. A letter of release allows the student conduct officer to discuss the entire disciplinary record of the student with the party specified in the letter. In a case where a written notification is sent to a parent/legal guardian regarding an alcohol or drug offense by a student under the age of 21, the student conduct officer may discuss the particular offense committed and the sanctions imposed with the parent/legal guardian.
- Saint Vincent reserves the right to purge disciplinary records from a student's file once a period of seven years has elapsed since the last violation. Students may review their discipline file in the Office of Student Affairs under the supervision of a College official. However, no other party may review that file without the explicit written permission of that student. No portion of that file may be photocopied or removed from the Office of Student Affairs by the student.



### **30. Relationship to the College**

- Students who engage in business ventures on behalf of a club or organization of Saint Vincent College must have the authority or official permission to do so.
- Students will be held personally accountable for any financial arrangements made by the individual student without prior authorization or permission.

### **31. Sexual Misconduct**

- The College does not tolerate any act of sexual harassment, sexual assault or any act that might be considered sexual misconduct by any student, staff or faculty member. The College has adopted a policy in accordance with Title IX of the federal statutes to deal with these matters.
- The Sexual Misconduct Policy may be found on the Portal at <https://mysv.stvincent.edu/resources/Title%20IX/Forms/DispForm.aspx?ID=3>
- The Title IX Policy may be found on the Portal at <https://mysv.stvincent.edu/resources/Title%20IX/Title%20IX%20Policy.pdf>
- Additional information, support and resources are available on the Saint Vincent College website at <https://www.stvincent.edu/WeWillListen/>
- Any questions regarding this policy may be directed to Eileen Flinn, Title IX Coordinator of the College, at extension 2897.

### **32. Smoking Policy**

- Smoking (including e-cigarettes) is not permitted: Inside any campus building, Sebastian's Garden, Athletic and intramural fields (consistent with NCAA tobacco rules and regulations) or spectator areas.
- Smoking (including e-cigarettes) is limited to eight designated areas on campus. The restrictions are intended to help limit the amount of second-hand smoke and to promote the advancement of wellness on our campus. It is incumbent upon the member of the College community to maintain all smoking areas in a responsible and clean manner.
- Smoking cessation support is available; for more information, contact the Wellness Center.

### **33. Solicitation**

- Agents or solicitors (non-students) are not permitted on the campus without written permission from the Office of Student Affairs.
- Any student seeking permission to sell any commodity or act as agent or representative for a company or organizations must submit such a request in writing to the Office of Student Affairs. Such companies and organizations should be consistent with the Mission of Saint Vincent College.

### **34. Vehicle Information /Parking**

- All vehicles are operated and/or parked on Saint Vincent property at the owner's risk.
- Students, faculty, administrators and staff members must register their vehicle(s) with the Public Safety Office if they intend to park anywhere on Saint Vincent property.
- Persons registering vehicles in their name are liable for payment of fines for all violations incurred by that vehicle.
- All vehicles shall be duly licensed from the state of origin and maintain current certificate of inspection (if required by state law).
- Registration of a vehicle does not guarantee a parking space on Saint Vincent property.
- Registration indicia must be removed from vehicles which are no longer in the possession of the registrant and returned to the Office of Public Safety.
- Parking is permitted only in areas where spaces are designated by white striping.
- At times, due to special events or snow removal, properly parked vehicles may need to be moved. The registered operators of the vehicles will be notified. If the registered operator does not move the vehicle and cannot be located, Saint Vincent reserves the right to tow the vehicle at the owner's expense. The vehicle will not be impounded, but, if possible, will be moved to another location on Saint Vincent property. Saint Vincent will not be responsible for any damage to the vehicle.
- A full description of all policies and regulations regarding parking and use of a vehicle on campus is available online or in the Office of Public Safety.

## MESSAGE FROM THE DEAN OF STUDENTS

Dear Students,

I hope you will take a moment and familiarize yourself with the procedures and policies of Residence Life presented here.



As the Dean of Students I am continually reminded that the facilities, staff, and students of this campus are nothing short of exceptional. The Benedictines have provided us with wonderful resources and we strive to be good stewards of them. I encourage you to take notice of the privileged opportunities before you and take full advantage of them.

Residential living at Saint Vincent College is rooted in the Catholic, Benedictine tradition of community and is an integral component of a well-rounded liberal arts education. Hospitality and respect for one another are necessary in supporting the academic mission of the College. To this end, the Office of Residence Life is committed to advancing all students' personal growth and academic achievement by providing an engaging and comfortable residential atmosphere.

My staff and I are here for your support and guidance. Please use us as a catalyst in your mission to achieve career and personal success through education.

In your service,

A handwritten signature in black ink, appearing to read "RRB", with a long, sweeping flourish extending to the right.

Robert R. Baum  
Dean of Students



**Aurelius Hall**



**Bonaventure Hall**



**Gerard Hall**



**Rooney Hall**



**Saint Benedict Hall**



**Wimmer Hall**

# RESIDENCE LIFE PROCEDURES AND POLICIES

## 1. Access to Residence Halls

- All residence hall entrances are locked.
- Access may be gained by use of the student's ID card.
- Upperclass residents will be able to gain ID card access to all five upperclass halls from 10 a.m. to 10 p.m. Sunday through Thursday and 10 a.m. to 8 pm. on Friday and Saturday. All other times, residents in these halls will have ID card access only to their own hall.
- ID card access to Saint Benedict Hall is limited to first year students. Freshmen residents will have ID card access to all neighborhoods during visitation hours.
- With the exception of move-in and move-out days, entry to Gerard and Bonaventure Halls is restricted only to the one main front door on a 24/7 basis.
- Freshmen commuters may use their ID card to enter Saint Benedict Hall and utilize common areas.
- Students are limited in the time they may have guests of the opposite sex in their rooms to:
  - Sunday through Thursday 10 a.m. to midnight
  - Friday and Saturday 10 a.m. to 2 a.m.

## 2. Air Conditioners and Other Appliances

- Bonaventure, Gerard and Wimmer Hall residents may use A/C units that meet College guidelines. Air conditioner units must be provided by the student and cannot exceed 5200 BTU, 115 volts, 12" high x 18 ½" wide and 14" deep.
- All air conditioner units must be installed and removed by Facility Management for a \$25.00 fee which will be assessed to the student's bill.
- Residents may use mini refrigerators that meet College guidelines.
- **Permitted in individual student rooms:** Only one Keurig brand single-serve coffee maker (K-Cup) is permitted per room. The coffee maker must be unplugged when not in use. Appliances are subject to removal if any safety issues arise.
- **Permitted in Lounges:** One College-issued microwave is permitted in each lounge. One toaster may be placed in a lounge. The toaster must be unplugged when not in use. The toaster and microwave must be properly maintained. These appliances are subject to removal if any safety issues arise. These appliances must be kept on a table and clear of all other items.
- **Permitted in Rooney Apartment Kitchens:** One College-issued microwave is permitted. One coffee maker and one toaster are permitted. All appliances must be properly maintained. These appliances are subject to removal if any safety issues arise. These appliances must be kept on the kitchen counter and clear of all other items. The coffee maker and toaster must be unplugged when not in use.  
***You are asked to keep plugged in only those appliances that require constant use (refrigerator, clock, etc.) and to alternate other appliances as needed***
- **The following are not permitted** in individual rooms, lounges, apartments or any other location within the residence hall: candles, incense, candle warmers, wallflowers and other electric plug-in air fresheners, space heaters, fog machines, electric kettles, appliances with exposed heating elements/coils (such as hot plates, grilling machines, toaster ovens) or any other small cooking-related appliance.

## 3. Behavioral Concerns

- Any student who, in the judgment of the Vice President for Student Affairs or Dean of Students, is potentially harmful to himself or herself and/or others, or whose behavior is alleged to be criminal and may be considered detrimental to the College community or to the reputation of the College, may be asked to leave the Residence Halls and reside off campus on a temporary or permanent basis. In order to ensure the welfare of the student as well as the entire College community, a student may also be dismissed temporarily or permanently from the College.
- Re-entry to the residence halls and College will be dependent on whether the individual has been compliant with the medical or other directives required by the Vice President for Student Affairs or Dean of Students in consultation with the Wellness Center staff (if appropriate). Specific documentation from physicians, counselors, and other medical and mental health professionals may be required before admission or re-entry into the residence halls or College.

- Anyone who has a concern about troubling behavior on campus should contact the Office of Public Safety or Office of Student Affairs, or complete the online reporting form available at [http://www.stvincent.edu/Student\\_Life/Public\\_Safety/Campus\\_Safety\\_Concern\\_Reporting\\_Form/](http://www.stvincent.edu/Student_Life/Public_Safety/Campus_Safety_Concern_Reporting_Form/)

#### **4. Changing Rooms**

- The Residence Life Office will make every effort to help students resolve conflicts between roommates before granting a room change.
- At the start of the academic year freshmen residents may request a roommate change after October 1<sup>st</sup> and upperclass students may make a request after two weeks.
- The Dean of Students will authorize all room changes.
- If the cost of the room is affected by the room change, the cost will be prorated (weekly) for the remainder of the academic year.

#### **5. Check-In/Check-Out**

- Students must complete a detailed report of any damages in their rooms at the beginning of their occupancy of an area.
- This report will be kept on file and will be used to check students out at the end of their occupancy.
- If students do not complete the check-out procedures at the end of the year, they cannot dispute charges and will be assessed a fee for inappropriate check-out.

#### **6. Compliance with Residence Hall Staff**

- Students are expected to comply with the directives of Residence Hall Directors, Assistant Residence Hall Directors and Prefects, in the performance of the staff's duties.
- In the spirit of mutual respect, abusive/defiant language or behavior toward staff, students, and guests of the College will not be tolerated.

#### **7. Consolidation of Rooms**

- The College reserves the right to consolidate rooms should the need arise.
- Any student living in a double occupancy room without a roommate and not paying the private room surcharge may not refuse a roommate assigned by the Residence Life Office.

#### **8. Damage and Repairs**

- Damage and needed repairs in the residence halls can be reported to the Residence Hall Director or Prefect, who will inform the Facilities Management Office (FMO) for repair, or directly to FMO via email at [fmowic@stvincent.edu](mailto:fmowic@stvincent.edu).
- Damage elsewhere on campus can be reported to the Office of Student Affairs and/or the Facilities Management Office.

#### **9. Disability Accommodations**

- Students with special needs should contact the Dean of Students to discuss appropriate housing options.
- Documentation of the disability will be required for review.
- Determination of appropriate accommodations will be made by the Dean of Students in consultation with the student, relevant College staff, and necessary outside resources or specialists.
- Students may be permitted to select one roommate to share their living area.
- Requests must be made two weeks prior to housing selection deadlines.

#### **10. Fire Safety & Regulations**

- Students should report any emergency by calling x2911 or 724-805-2911.
- Fire Safety and equipment are designed and placed for protection against fire. Students are encouraged to use fire equipment if they believe such use is necessary.
- Obstruction of doors and windows is not permitted.
- Misuse of these items interferes with this protection and endangers both people and property.
- Setting a false fire alarm, or tampering with fire protection equipment, notification systems, or detection devices is prohibited.

- A charge of at least \$200.00 will also be assessed for any individual found tampering with, removing, or discharging a fire extinguisher without cause.
- A minimum charge of \$50.00 will be assessed to replace smoke detectors intentionally damaged or removed by students.
- All occupants must exit a building when the alarm has sounded and remain outside of a building until given the all clear by College personnel. Failure to exit a building during a fire alarm may result in judicial sanctions.
- Any malfunction should be reported to the Residence Life staff.
- Because of electrical fire hazard, extension cords are not allowed and all surge protected power strips must be UL certified.
- Saint Vincent College's insurance policy does not cover personal property in case of accident, theft or fire.
- It is advisable that students insure their property with an insurance company of their choice.
- Nothing may be stored or kept in hallways or stairwells, as they must be kept clear for accessibility and emergency access.
- Flammable liquids, solvents, and other dangerous chemicals (including but not limited to gasoline, kerosene, lighter fluid, propane, pressurized gas, laboratory chemicals, etc.) may not be stored or used in residence halls.

#### **Permitted Appliances**

- Please refer to Section 2 above, “Air Conditioners and Other Appliances”

### **11. Guests, Limited Access and Visitation**

Saint Vincent College has established guest and visitation policies which reflect our mission and which promote the safety and respect of all members of our community. Residents and guests are expected to behave in a manner consistent with our Catholic and Benedictine moral teachings.

#### Guests

- Saint Vincent College campus and facilities are private property. Guests (non-students or students who do not reside in the host's hall) invited by Saint Vincent students are welcome at Saint Vincent College; however, guests are not permitted during breaks.
- Guests who are minors need to be accompanied by a parent or legal guardian or have prior permission from the Office of Residence Life to visit. Prospective students visiting at the invitation of the Admission Office or Athletic Department of the College may stay overnight upon the completion of required documents permitting an overnight stay.
- Residential students who are also parents may have their children visit for short periods of time with permission from the Office of Residence Life, but children are not permitted to spend the night with their parents in the residence halls.
- Every guest is expected to comply with the regulations of the College.
- Students are responsible for the actions and behavior of their guests and can be held responsible for the activities that occur in their rooms, whether or not the students were willing participants or knowledgeable about what was occurring.
- Guests may be asked by College officials to leave at any time if and when identified as being in violation of College policy.
- The College reserves the right to refer any non-SVC students who are found under the influence of alcohol to law enforcement authorities for possible arrest or citation. The College further reserves the right to notify the parents of any such person under the age of 21 of the occurrence of such a violation of College policy.
- A maximum of 10 people will be permitted in a residence hall room or apartment at any time due to fire safety regulations.
- When hosting large groups of people, the occupants of the room must be mindful of others in the community and follow all College policies.

#### Limited Access

- On Friday and Saturday nights, from 8 p.m. until 2 a.m., all students and guests are expected to enter and exit (except in the case of an emergency, e.g., fire alarm) the residence halls through the designated entrance at which Residence Life staff members are on duty. All other entrances to these buildings will be locked at 8 p.m.
- Students may not prop open or damage/disable security mechanisms.

- Residence Life staff are on duty at the main entrance during Limited Access to sign guests in and out of the buildings.
- Students are required to sign in all guests during the Limited Access time period.
- On the arrival of the guest to the residence hall, the hosting student must report to the lobby to sign in the guest.
- Non-Saint Vincent College student guests will be required to submit photo identification, which will be returned upon signing out.

### Visitation

- The privilege of having a guest does not supersede the rights of the roommate or floor members to be comfortable in his or her own room/living environment.
- Guests of the same sex are permitted at all times but should be limited to no more than three consecutive days and must be registered with the floor Prefect or Residence Hall Director.
- Excessive visitation as deemed by the Residence Hall Director or violations of the visitation policy will not be tolerated and the guest may be banned or visitation privileges removed.
- Students are limited in the time they may have guests of the opposite sex in their rooms to:
  - Sunday through Thursday 10 a.m. to midnight
  - Friday and Saturday 10 a.m. to 2 a.m.
- Lobbies are 24/7 visiting areas for all residents and guests.
- Residents of Aurelius, Bonaventure, Gerard, Rooney, and Wimmer Halls may visit in floor lounges for quiet study for one hour past visitation hours.
- During Finals Weeks, beginning Sunday evening, floor lounges will be open for quiet study 24/7. Residence Life staff may remove these privileges if problems occur.

### **12. Keys**

- If a student loses a key to an individual room, s/he will be billed \$75.00, or a cost designated by the Facilities Management Office for the replacement of the lock.
- If a student loses a key to an apartment, s/he will be billed \$150.00, or a cost designated by the Facilities Management Office for the replacement of the lock.
- Any key not returned within one week after a student moves from a room or after the end of the semester will be considered lost and the lock will be replaced at the student's expense.
- Unauthorized use of keys is forbidden.

### **13. Laundry**

- Laundry rooms are available in each residence hall.
- Every resident student will be billed \$25.00 each semester for laundry services. Residents have unlimited use of the laundry machines.
- The College does not assume any responsibility for clothing or personal property.

### **14. Leaving Campus**

- Students are asked to inform their Prefect whenever they are leaving campus for an extended period of time (e.g., overnight, weekends, etc.) so that in case of emergency, the Prefect will be able to contact the students.

### **15. Locked Out of Room**

- Students locked out of their rooms should go to one of the Residence Life staff on duty for assistance.
- As a last resort, students should find a Public Safety Officer and identify themselves by presenting their I.D. card.
- The Public Safety Officer will verify a student's room before admitting him or her.
- Under no circumstances will the Public Safety Officer or Residence Life staff member open a room for a person other than the occupant of the room.

### **16. Meal Plans**

- All residents must be enrolled in a meal plan. Meal plans are also available for commuter students.
- All freshmen are required to choose the 19 or 15 meal plan.
- Meal plan changes may only be made during the first week of the semester.

- Contact the Office of Student Affairs at 724-805-2564 for more information; information on meal plans is also available at <https://mysv.stvincent.edu/student-services/dining/Pages/default.aspx>

## 17. Pets

- All animals with the exception of non-carnivorous fish are prohibited in the residence hall rooms and common areas.
- Fish are to be kept in aquariums or containers not to exceed ten gallons, one tank per room permitted.
- Facility Management and Residence Life staff will not care for fish during breaks.

## 18. Privacy

A student's room may not be entered without his or her consent except for the following circumstances:

- For reasons of safety, maintenance, security and policy enforcement (including reasonable suspicion of illegal activities or policy violations), student rooms may be entered and inspected by College Officials (such as: Public Safety, Residence Life staff, Student Affairs administration, etc.) at any time, including College breaks.
- Students are expected to cooperate with College officials by removing items from pockets, purses, backpacks, etc.; opening closets/wardrobes, dressers, refrigerators, etc.; and moving items impeding view of the space as directed by the Residence Hall Director or Public Safety Officer.
- Locked storage areas such as safes, trunks, and similar items must be opened during a search of the room or the item will be relocated to the Public Safety Office and opened by College Officials.
- Safety hazards will be removed immediately at the student's expense.
- Civil law authorities may search a room only upon presentation of a search warrant or if authorized by College officials.
- Other residents and guests may not enter a student's room without their clear consent.

## 19. Quiet Hours

- Students are to cooperate with each other and with the Residence Hall Director and Prefects to minimize noise during hours of study and sleep.
- Students are to be considerate of one another 24 hours a day.
- Radios, stereos, TVs, etc., should be kept at a reasonable volume.
- The following times are designated as Quiet Hours:
  - Sunday through Thursday -- 9 p.m. until 10 a.m.
  - Friday and Saturday
    - Saint Benedict Hall freshmen neighborhoods -- Midnight until 10 a.m.
    - Other Residence Hall areas -- 2 a.m. until 10 a.m.
- Additionally, 24-hour quiet hours will be in place in all residence halls during finals week each semester.

## 20. Residence Hall Stewardship

- Each student is held personally responsible for the cleaning of his or her room. Should a room fail to meet general sanitation and safety standards, the student will receive 24-hour notice to clean the room. Failure to do so will result in the student being billed for cleaning services.
- All trash should be thrown away and/or recycled in appropriate receptacles.
- Residents have shared responsibility for cleaning common areas, including trash, microwaves, floors, etc. A vacuum is available from the Prefect on each floor.
- Furniture in the student rooms is for the private use of the occupants.
- Furniture and appliances in the lounge areas are for common usage and are not to be removed to student rooms or other building areas.
- The furniture provided is purchased to best serve students living in a Residence Hall, including, for example, mattresses which are more easily cleaned and kept sanitary. Except where a student provides documentation to the Office of Residence Life demonstrating the medical necessity of removing or replacing the furniture or bedding supplied in the Residence Halls, no student is permitted to remove or replace any such item.
- Student room furniture cannot be redistributed in Rooney suites or other student rooms so that the number of students sleeping/residing in the rooms exceeds the College's designation of occupancy.
- Waterbeds are not permitted in student rooms.

- Students are held responsible for any College property entrusted to their personal use and will be held responsible for the return of the property and/or any unwarranted deterioration beyond normal wear and tear in the condition of the room or its contents.
- Misuse and/or damage of college property (including furniture, appliances, etc.) will be charged to those responsible.
- When a responsible party cannot be identified, any costs may be prorated to the floor, the residence hall or the campus, depending upon the location of the damage.
- Students will be held responsible for damaging or taking without permission the personal property of others.
- Lofts are defined as any portion of an upper story that is built in a room, and are not permitted. If a student has constructed a loft in his or her room, the student will be asked to remove it.
- Walls, ceilings, doors, etc., in the residence hall rooms are not to be altered with nails, drilling, or in any other way.
- Chalk, paint or any other materials may not be used on exposed brick walls.
- Bars or other similar structures are not permitted within residence hall rooms.
- Students may not obscure room doors with furniture, blankets, or tapestries.
- There is to be no painting of rooms.
- The posting of offensive or obscene photographs or posters is prohibited.
- The College is not responsible for loss or damage of personal items.
- Saint Vincent College's insurance policy does not cover personal property in case of accident, theft or fire. It is advisable that students insure their property with an insurance company of their choice.
- Needed repairs or damage in the residence halls can be reported to [fmowic@stvincent.edu](mailto:fmowic@stvincent.edu) or directly to the Residence Hall Director or Prefect, who will inform the Facilities Management Office for repair. Damage elsewhere on campus can be reported to Student Affairs or Facilities Management.

## 21. Residency Requirements

- Freshmen under 21 years of age are required to reside on-campus or may live with a parent/legal guardian if within a 50-mile radius of the campus.
- Students from more than 50 miles away may request permission to live with a close adult relative in an established household in the local area.
- No freshman student may live independently in a rented apartment or house.
- Non-traditional students (i.e. over traditional-age, married, etc.) are exempt.
- Requests for exceptions to the freshman residency requirement must be made in writing to the Dean of Students before the start of classes.
- Non-traditional students 25 years of age or older who wish to live on campus must seek and be granted permission to do so by the Dean of Students.
- All residents are required to sign a housing contract for one academic year. A student will not be issued keys to his or her assigned room if a contract is not on file.
- Students enrolled in less than 12 credit hours must receive permission from the Dean of Students to reside in the residence halls.

## 22. Smoking in Residence Halls

- Smoking is not permitted in any residence hall.
- Smoking is limited to eight designated areas on campus. The restrictions are intended to help limit the amount of second-hand smoke and to promote the advancement of wellness on our campus.
- Smoking cessation support is available; for more information, contact the Wellness Center.

## 23. Sports Equipment

- Students are not permitted to use sporting equipment inside the residence halls.
- Equipment such as balls may not be bounced, thrown, rolled, etc. inside the residence halls.
- Equipment, including bags, footwear, padding, etc., must be properly stored in student rooms, not in lounges or hallways.
- Spiked, cleated shoes or rollerblades must be removed before entering the residence halls or the cafeteria as they can cause extensive damage to rugs and floors.



#### **24. Storage**

- No personal belongings or furnishings from a residence hall room are to be stored in Saint Vincent College buildings without written permission from the Dean of Students.
- If exceptions are made, belongings will be stored at the student's risk.

#### **25. Telephone Service**

- Students in all residence halls are encouraged to bring their own phone; two phone jacks are provided in each student room.
- A separate phone extension is provided for each student.
- Students having difficulties with their phone should dial x2222 or 724-805-2222.
- A voice mail box is associated with each telephone extension. Students are encouraged to set up their voice mailbox to receive messages from faculty, administrators and other students.
- Local and long distance service is provided by an independent company selected by the College.
- Students may either use a calling card to make calls or establish an account with the service carrier. Students will receive a phone bill directly from the carrier and are responsible for making all payments.
- Any change to a student's home or other permanent address, phone numbers (including cell phone numbers) or any other necessary contact information should be promptly reported to the Registrar's Office.

#### **26. Unauthorized Persons**

- The presence of unauthorized persons anywhere on the campus should be reported to the Office of Public Safety and/or the Office of Student Affairs.
- The Vice President for Student Affairs and/or the Dean of Students and/or the Director of Public Safety (or their designee) may ban persons from campus if it is considered to be in the best interest of the College.

#### **27. Vacation and Break Periods**

- Students requesting to remain on campus during break periods should contact the Office of Residence Life at least one week before the break begins.
- The Dean of Students or designee will grant permission on a case-by-case basis and discuss charges with the student.
- Any student staying and not registering will be charged \$15.00 per day for each day of the entire vacation.
- During the summer and vacation periods, there may be special regulations that students must follow if they wish to live in the residence halls.
- Students may not remain in College housing after graduation.

#### **28. Window Usage**

- Throwing objects from windows is prohibited.
- Screens are not to be removed from their installed position. Damaged or missing screens should be reported to the Residence Life staff immediately.
- Students should close and lock the windows when leaving for a weekend or vacation.

# STUDENT CONDUCT PROCESS

*The Office of Student Conduct, serving within the context of the Catholic and Benedictine heritage of Saint Vincent College, is committed to fostering a safe and welcoming community that promotes mutual trust and respect, safety and accountability. It is the goal that all parties involved learn and develop through their interactions with the Office of Student Conduct.*

## REPORTING INCIDENTS/HEARING PROCESS

### 1. Incident Report

- Anyone can report an incident if there is reason to believe a policy has been violated.
- In general, all persons present when a violation of policy occurs are alleged to be in violation of the policy (e.g., visitation, alcohol, and noise policies).
- Incident reports are submitted to the Office of Student Conduct.

### 2. Summons

- Written notification of specific charges will be delivered to the Accused Student either personally by a College administrator or a Residence Life staff member, or via the U.S. Mail, or via the student's official Saint Vincent email address.
- When the letters are hand-delivered, Accused Students sign a form to verify that they have received a student conduct summons.
- Acknowledgment of student conduct summons in any form does not indicate admission of responsibility.
- When possible, summons letters will be delivered within 72 hours of the reported violation.
- When possible, the Accused Student will receive 24 hours advance written notice of the time and place of the hearing.
- For more severe charges resulting in possible removal from the residence halls or College, an Accused Student will receive 72 hours advance written notice when possible.
- Where an Accused Student was under the age of 21 at the time of the incident, and has been found in violation of the alcohol or drug policies of the College, the College reserves the right to notify the parents of that student of the violation and the sanctions imposed. Notice of such violations will be sent to the parents of Accused Students who were over 21 years of age at the time of the incident only if the Accused Student has authorized release of such information under FERPA.

### 3. Student Conduct Pre-Hearings and Hearings

- Accused Students are expected to either (1) attend the scheduled disciplinary hearing, or (2) in certain situations which will be communicated in writing to the student, to admit responsibility and communicate that decision to the Office of Student Conduct. In those situations, the hearing will be waived, with the understanding that Accused Students will accept the resulting sanction(s) and waive the right to appeal.
- It is within the discretion of the Office of Student Conduct to accept an Accused Student's admission of responsibility and request for a waiver of the hearing. If the request to waive a hearing is accepted, the student conduct officer will determine and communicate details for completing sanctions.
- Failure to either (1) attend the scheduled disciplinary hearing or (2) to provide an admission of responsibility when that opportunity is presented will result in a decision without the benefit of the Accused Student's testimony. In such cases, the Accused Student waives his/her right to review or appeal the decision.
- A pre-hearing may be scheduled when the alleged conduct is very serious. A pre-hearing is conducted at the request of the accused or the Office of Student Conduct.
  - a. The purpose of the pre-hearing is to review the charges and the disciplinary procedures. The pre-hearing is not intended to review the content or the merits of the case but merely the procedural aspects of the student conduct process.
  - b. If the Accused Student does not contact the Office of Student Conduct within 24 hours of notification then a pre-hearing will not be set. It is not necessary to conduct a pre-hearing in order to have a hearing.

- Neither parents/legal guardians nor legal counsel may be present at a student conduct hearing.
- Parents and attorneys may meet with an administrator from the Office of Student Conduct prior to the hearing or after the hearing.
- The outcomes of conduct hearings are confidential except when the law requires specific disclosure.
- The rules of evidence in a court of law do not apply to a student conduct hearing.
- Responsibility is established based on the preponderance of evidence. A preponderance of evidence has been described as just enough evidence to make it more likely than not that a fact is true.
- The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the College community and may not be an attorney. Advisors may only attend hearings which are held before the Committee on the Code of the College; however, the Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any hearing before the Committee on the Code of the College. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Committee on the Code of the College hearing, because delays are not normally allowed due to the scheduling conflicts of an advisor.

#### **4. Student Conduct Administrators**

- The Student Conduct Administrator is not bound to the standards of criminal or civil courts of law.
- A student conduct hearing is conducted either by an individual Student Conduct Administrator (such as but not limited to Residence Hall Director, Coordinator, or Dean of Students) or a panel, depending on the offense, and/or the record of the individual(s) involved, at the discretion of the Office of Student Conduct or the Office of Student Affairs.
- Cases may also be heard by the Committee on the Code of the College, which is summoned at the prerogative of the Vice President for Student Affairs.

#### **5. Committee on the Code of the College**

- The Vice President for Student Affairs has the option of summoning the Committee on the Code of the College to hear a case, to consider an appeal and/or to render recommendations for sanctions.
- If the Vice President calls the Committee on the Code of the College to render recommendations for sanctions, the Committee's decisions will be presented to either the Dean of Students or the Vice President for Student Affairs. The Dean of Students or the Vice President for Student Affairs may decide to apply the recommended sanctions or may amend them, and will then communicate the decision to the Accused Student.
- If the Vice President calls the Committee on the Code to serve as a hearing body, their decision is communicated to the Accused Student by the Dean of Students or by the Chair of the Committee on the Code, and any appeal may be made to the Vice President for Student Affairs in writing within five business days of the date on the sanction letter.
- In cases of appeals, the Committee may maintain the sanction levied or may overturn or recommend amending the original sanction.
- The membership of this Committee is appointed to serve by the Vice President for Student Affairs and includes:
  - A member of the faculty who serves as Chair of this Committee
  - A Residence Hall Director
  - A Prefect
  - A member of the Administration
  - A member of the Student Government Association, appointed in consultation with the SGA President
- In cases where a member of the Committee cannot hear the case or the appeal due to a conflict of interest, the Vice President for Student Affairs will appoint another member for the particular hearing.
- The Vice President for Student Affairs will provide training for conducting a fair and impartial hearing.
- The Vice President for Student Affairs may remove a member from the Committee with the consultation of the Chair.

#### **6. Actions Pending Hearing**

- The Vice President for Student Affairs and/or the Dean of Students may place a student on probation, may suspend a student from the residence halls or from the campus, or may place other expectations upon the student pending the resolution of a disciplinary hearing.
- Such actions pending a hearing do not assume responsibility before the fact, but are meant to protect all parties in a dispute until a formal decision is made regarding the case.
- The decision to take such action pending a hearing is not subject to appeal and can be made only by the Vice President for Student Affairs and/or the Dean of Students.

#### **7. Hearing Outcomes/Sanction Letters**

- Written notification of hearing outcomes will be delivered to students via campus mail, the student's official Saint Vincent email address, or U.S. Mail.
- Sanction letters may at times be copied to parents/guardians and or College administrators, faculty or coaches.
- For more severe charges resulting in probation, suspension or dismissal from the residence halls or College, students may be asked to pick up sanction letters in person and sign upon receipt.
- Students who have questions about the student conduct process may contact the Office of Student Conduct for assistance.

## SANCTIONS

When it has been determined that a student was involved in violating a policy, a sanction or combination of sanctions is imposed. Sanctions give students an opportunity to grow, to become a better member of the community, and to be held accountable for their actions. Repeat offenders and/or students who fail to comply with sanctions levied for violations of College policy may also receive additional sanctions and/or loss of privileges. At the end of the academic year or upon graduation, any unfulfilled sanction obligations will be converted to monetary fines determined by the Office of Student Conduct.

### **Sanctions and Disciplinary Status**

The Student conduct officer or Committee on the Code of the College determines and issues sanctions, giving consideration to the following:

- The seriousness/severity of the incident
- The student's understanding of his or her responsibility/involvement
- The rights of others in the community
- The disciplinary record of the person(s) involved
- Any special/mitigating circumstances

Sanctions imposed for violating the College's Code of Conduct include but are not limited to the following:

### **Minimum Sanctions Related to Consumption/Possession of Alcohol by a Person Under 21**

(Other alcohol violations such as selling alcohol, distributing alcohol to minors, or public intoxication are subject to sanctions as determined by a student conduct officer; see *Other Possible Sanctions*.)

#### **a. First Offense**

- A fine of \$100.00 and/or community service, as determined by the student conduct officer.
- A letter will be sent to the student and a copy may also be sent to their parents or legal guardians informing them of the violation and penalty, as well as the penalty for a second and third offense.
- Completion of alcohol education program.

#### **b. Second Offense**

- A fine of \$200.00.
- A letter will be sent to the student and a copy may also be sent to their parents or legal guardians informing them of the violation and penalty, as well as the penalty for a third offense.
- Completion of advanced alcohol education program.
- If second offense is committed within one year of the first offense, student will be placed on residence hall and College probation.

#### **c. Third Offense**

- A fine of \$300.00.
- A letter will be sent to the student and a copy may also be sent to the parents or legal guardian informing of the violation and the penalty.
- Completion of a comprehensive alcohol assessment and treatment program.
- If third offense is within one year of the first offense, student may be suspended from the College for a minimum of one semester.

## OTHER POSSIBLE SANCTIONS

### 1. Disciplinary Warning

- The student is given written warning that further misconduct will result in more severe disciplinary action.

### 2. Educational/Developmental

- The student is required to attend a program or counseling sessions; complete an online course; write an apology, paper or report; meet with a College official; and/or design a poster or bulletin board or other related activities.

### 3. Service Hours

- The student is required to participate in a prescribed number of service hours with the Saint Vincent College or general community.
- The type of work, service location and number of hours depend on the violation.
- The student conduct officer has the discretion to assign service hours in lieu of fines.

### 4. Restitution

- The student is required to make payment to the College, or to persons or groups, for damages incurred.
- The amount of the damages will be billed directly to the student's account.

### 5. Fines

- Fines are assessed for various infractions and will be placed directly on the student's business account.
- The student conduct officer has the discretion to assign fines in lieu of service hours.

### 6. Relocation

- The student may be required to move to another room, floor or residence hall.

### 7. Loss/Limitation of Privileges

- The student will lose residence hall and/or College privileges for a temporary or permanent period of time (e.g., loss of visitation privileges, loss of privilege to attend campus student activities, loss of privilege to participate on an athletic team, loss of lottery status for residence hall placement for the following year, being barred from residing in or entering a particular residence hall for a period of time, etc.).

### 8. No Contact

- The student will be prevented from addressing or communicating with particular parties and/or individuals.

### 9. Residence Hall Probation

- The student will be placed on Residence Hall Probation; if found responsible for another residential or College violation, then the student may be removed from the Residence Halls either for a period of time (suspension) or permanently (expulsion).

### 10. College Probation

- The student will be placed on College Probation; if found responsible for another residential or College violation, then the student may be removed from the College either for a period of time (suspension) or permanently (expulsion).
- While on College Probation a student may not represent the College in any public way without written consent from the Office of Student Affairs.
- A student may also be banned from the residence halls while on College Probation.

### **11. Class Only Probation**

- The student will be placed on Class Only Probation, if found responsible for another College violation, the student may then be removed from the College either for a period of time (suspension) or permanently (expulsion).
- While on Class Only Probation a student may not represent the College in any public way without approval from the Dean of Students and/or the Vice President for Student Affairs.
- A student on Class Only Probation may be present on campus only to attend class. Other campus presence and involvement must be approved by the Dean of Students and/or the Vice President for Student Affairs.

### **12. Dismissal from the Residence Halls**

- The student is dismissed from the residence halls and must leave the residence halls within the period of time designated.
- The student may apply to the Dean of Students to re-enter the residence halls after the period of dismissal has expired.
- Dismissal from the residence halls automatically bans the student from entering the residence halls.
- Any entrance to or attempt to enter the residence halls after dismissal will be viewed as trespassing and charges may be pressed against the individual.
- Students dismissed from the residence halls are not entitled to any refund for room and board.

### **13. Dismissal from the College**

- The student is dismissed from the College either for a period of time (suspension) or permanently (expulsion).
- Suspension requires that if the student wishes to return to the College after the period of suspension then s/he must articulate in writing to the Vice President for Student Affairs the student's intent to return and why the request should be granted.
- Dismissal from the College will also result in being banned from campus either for the period of suspension or permanently in the case of expulsion.
- Cases of expulsion result in permanent separation from the College.
- Suspended or expelled students are not entitled to any refunds from the College.

### **14. Revocation of Admission or Degree**

- Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the admission or degree, or for other serious violations committed by a student prior to graduation.
- Withholding Degree – The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
- Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree may be expunged from the student's confidential record seven (7) years after final disposition of the case unless the matter regarding the sanction is the subject of ongoing or anticipated civil or criminal litigation.

**Students who fail to comply with hearing outcomes may face additional sanctions.**

## APPEALS PROCESS

1. All decisions or sanctions may be appealed by Accused Students to the appropriate Appellate Student Conduct Administrator (as listed in the next section) within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Appellate Student Conduct Administrator or his or her designee. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether jurisdiction as established in the Student Code was properly asserted.
  - b. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - c. To determine whether the decision reached regarding the Accused Student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred more likely than not (preponderance of the evidence test).
  - d. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
  - e. To consider new evidence sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
2. The Appellate Student Conduct Administrator, as applicable, shall respond to the appeal, and deliver his/her decision within thirty (30) days of his/her receipt of such appeal, except where adherence to such time period would be impracticable, in which case such time period shall be extended as warranted by the particular circumstances.
3. If an appeal is upheld by the Appellate Student Conduct Administrator, the matter shall be remanded to the original Student Conduct Board or Student Code Administrator for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld by the Appellate Student Conduct Administrator, as applicable, the matter shall be considered final and binding upon all involved.
4. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the Appellate Student Conduct Administrator, as applicable, may not result in more severe sanction(s) for the Accused Student.

### Appellate Student Conduct Administrators

The following information details the usual assignment of Appellate Student Conduct Administrators, but a different Appellate Student Conduct Administrator may be appointed at the discretion of the Dean of Students or the Vice President for Student Affairs. Appeals are to be made in writing to the Appellate Student Conduct Administrator within five business days of the date on the sanction letter.

- If the student conduct administrator for the case is a Residence Hall Director, then the appeal may be made to the Coordinator of Residence Life and Student Conduct.
- If the student conduct administrator for the case is the Coordinator of Residence Life and Student Conduct, then the appeal may be made to the Dean of Students.
- The Vice President for Student Affairs has the option of summoning the Committee on the Code of the College to hear a case, to consider an appeal and/or to render recommendations for sanctions.
- If the Vice President calls the Committee on the Code of the College to render recommendations for sanctions, the Committee's decisions will be presented to either the Dean of Students or the Vice President for Student Affairs. The Dean of Students and/or the Vice President for Student Affairs may decide to apply the recommended sanctions or may amend them, and will then communicate the decision to the student.
- If the Vice President calls the Committee on the Code to serve as a hearing body, their decision is communicated to the student by the Dean of Students or the Committee Chair, and any appeal may be made to the Vice President for Student Affairs.
- If the student conduct administrator for the case is the Dean of Students, then the appeal may be made to the Vice President for Student Affairs.
- There are no further avenues for appeals beyond the Vice President for Student Affairs, whose decision is binding upon the student.



SAINT VINCENT COLLEGE  
Undergraduate Academic Calendar 2016-2017

Fall Semester 2016

August 29	Final registration and adjustments; Classes begin
September 5	Labor Day; no classes
September 6	Last day for adding courses
September 12	Last day for withdrawal with 95% refund
September 13	Last day for withdrawal without permanent record
September 14 – November 20	Withdrawals receive “W”
September 23	Last day to change to P/F designation; last day to change to Audit
September 27	Last day for withdrawal with 40% refund, after this date, no refund
September 29	Spring & Summer 2016 incomplete grades not changed become “F”
September 30	Last day to add internship credits for the Fall semester
October 12	Early performance grades due at noon
October 15-18	Extended weekend for undergraduates begins after last class on October 16
October 19	Classes resume
November 2, 3, 4, 7 and 8	Registration for Spring Semester 2017
November 17	Founders’ Day (classes canceled 3:30pm – 7pm)
November 21	Withdrawals receive WF
November 23 - 27	Thanksgiving vacation begins after last class on November 22
November 28	Classes resume
December 9	Last day of class
December 10 and 11	Reading Days
December 12-15	Final examinations
December 15	Grades due at noon for all December Commencement applicants
December 17	December Commencement
December 20	Final grades are due at noon

Spring Semester 2017

January 15	Students return
January 16	Final registration and adjustments; Classes begin
January 23	Last day for adding courses
January 30	Last day for withdrawal without permanent record
January 30	Last day for withdrawal with 95% refund
January 31 – April 17	Withdrawals receive “W”
February 10	Last day to change to P/F designation; last day to change to Audit
February 14	Last day for withdrawal with 40% refund, after this date, no refund
February 15	Last day to add internship credits for the Spring semester
February 16	Fall 2016 incomplete grades not changed become “F”
March 1	Early performance grades due at noon
March 4 - 12	Spring break for undergraduates; begins after last class on March 3
March 13	Classes resume
March 29, 30, 31 and April 3 and 4	Registration for Fall Semester 2017
April 13 – 17	Easter Vacation begins after last class on April 12
April 18	Classes resume
April 18	Withdrawals receive WF
April 26	Honors Convocation and Undergraduate Conference (classes cancelled from 11:30-7:00)
May 5	Last day of class
May 6 and 7	Reading Days
May 8-11	Final examinations
May 11	Grades due at noon for all May Commencement applicants
May 13	Commencement
May 16	Final grades are due at noon
May 22	Summer Session begins

*\*Students enrolled in courses at Seton Hill University under the cross-registration agreement should obtain a calendar from SHU with the applicable dates.*

## CAMPUS RESOURCES

<b>Academic and Disability Support Services</b>	<b>Headmasters Hall</b>
<a href="http://www.stvincent.edu/Majors_and_Programs/Academic_Support/Disability_Support">http://www.stvincent.edu/Majors and Programs/Academic Support/Disability Support</a>	
Sandy Quinlivan, Associate Dean of Studies	724-805-2062
<b>Activities Programming Board (APB)</b>	<a href="https://mysv.stvincent.edu/apd/Pages/default.aspx">https://mysv.stvincent.edu/apd/Pages/default.aspx</a>
	724-805-2728
<b>Admissions, Alfred Hall</b>	<a href="http://www.stvincent.edu/admission/">www.stvincent.edu/admission/</a>
David Collins, Assistant Vice President	724-805-2500
<b>Athletics Office, Carey Student Center</b>	<a href="http://athletics.stvincent.edu/">http://athletics.stvincent.edu/</a>
Fr. Myron Kirsch, O.S.B., Director	724-805-2111
<b>Book Center, Carey Student Center</b>	<a href="http://bookstore.stvincent.edu/">http://bookstore.stvincent.edu/</a>
Fr. Anthony Grossi, O.S.B., Manager	724-805-2423
<b>Business Office, Alfred Hall</b>	<a href="https://mysv.stvincent.edu/financialservices/businessoffice/">https://mysv.stvincent.edu/financialservices/businessoffice/</a>
Richard Williams, Vice President	724-805-2239
<b>Campus Life</b>	<a href="http://www.stvincent.edu/Student_Life/Student_Life/">http://www.stvincent.edu/Student_Life/Student_Life/</a>
<b>Robert S. Carey Center</b>	<a href="https://mysv.stvincent.edu/cluborg/">https://mysv.stvincent.edu/cluborg/</a>
Deanna Wicks, Associate Director	724-805-2817
<b>Campus Ministry, Alcuin Hall</b>	<a href="http://www.stvincent.edu/cm">http://www.stvincent.edu/cm</a>
Fr. Killian Loch, O.S.B., Director	<a href="https://mysv.stvincent.edu/cm/">https://mysv.stvincent.edu/cm/</a>
	724-805-2350
<b>Campus Recreation, Alcuin Hall</b>	<a href="https://mysv.stvincent.edu/cluborg">https://mysv.stvincent.edu/cluborg</a>
Jym Walters, Assistant Director	724-805-2976
<b>Career Center, Carey Student Center</b>	<a href="http://www.stvincent.edu/careers">www.stvincent.edu/careers</a>
Courtney Baum, Director	724-805-2070
<b>Dean of Students, Alfred Hall</b>	<a href="https://www.stvincent.edu/Student_Life/Student_Life/">https://www.stvincent.edu/Student_Life/Student_Life/</a>
Robert Baum, Dean	724-805-2567
<b>Dean of Studies, Headmasters Hall</b>	<a href="http://www.stvincent.edu/academicsupport/">http://www.stvincent.edu/academicsupport/</a>
Alice Kaylor, Dean	724-805-2049
<b>Event &amp; Conference Services, Rogers Center</b>	<a href="http://www.stvincent.edu/events">www.stvincent.edu/events</a>
Kathleen Pantalone, Director	<a href="https://mysv.stvincent.edu/campusservices/events">https://mysv.stvincent.edu/campusservices/events</a>
	724-805-2225
<b>Facilities Management, Alfred Hall</b>	<a href="mailto:fmowic@email.stvincent.edu">fmowic@email.stvincent.edu</a>
Larry Hendrick, Director	724-805-4555
<b>Financial Aid, Alfred Hall</b>	<a href="http://www.stvincent.edu/Costs_and_Financial_Aid/">http://www.stvincent.edu/Costs and Financial Aid/</a>
	<a href="https://mysv.stvincent.edu/financialservices/finaid/">https://mysv.stvincent.edu/financialservices/finaid/</a>
	724-805-2500
<b>Fire Department, Alfred Hall</b>	
Terry Noel, Chief	724-805-2911
<b>Information Technology, Alfred Hall</b>	<a href="https://mysv.stvincent.edu/technologyservices/it/Pages/default.aspx">https://mysv.stvincent.edu/technologyservices/it/Pages/default.aspx</a>
Peter Mahoney, CIO	724-805-2382

<b>Multicultural Student Life, Carey Center</b> Alydia Thomas, Assistant Director	<a href="http://www.stvincent.edu/multicultural">http://www.stvincent.edu/multicultural</a> 724-805-2415
<b>Opportunity/Act 101, Placid Hall Annex</b> Nancy Rottler, Director	<a href="https://mysv.stvincent.edu/tutoring/Pages/default.aspx">https://mysv.stvincent.edu/tutoring/Pages/default.aspx</a> 724-805-2255
<b>Orientation Office, Carey Student Center</b> Deanna Wicks, Assistant Director	<a href="http://www.stvincent.edu/orientation">www.stvincent.edu/orientation</a> <a href="https://mysv.stvincent.edu/orientation/">https://mysv.stvincent.edu/orientation/</a> 724-805-2817
<b>Parkhurst Dining Service, Placid Hall</b> Reggie Esmi, General Manager	<a href="http://www.stvincent.edu/dining">www.stvincent.edu/dining</a> <a href="https://mysv.stvincent.edu/student-services/dining/">https://mysv.stvincent.edu/student-services/dining/</a> 724-537-4598
<b>Post Office, Headmasters Hall</b> Donna Werner, Post Master	724-805-2127
<b>Prevention Projects</b> Donna Kean, Executive Director	<a href="http://www.stvincent.edu/prevention">www.stvincent.edu/prevention</a> 724-805-2050
<b>Public Safety, Alfred Hall</b> Fr. Joseph Adams, OSB, Director	<a href="http://www.stvincent.edu/public_safety">www.stvincent.edu/public_safety</a> <a href="https://mysv.stvincent.edu/campus-services/public-safety/">https://mysv.stvincent.edu/campus-services/public-safety/</a> 724-805-2311
<b>Registrar Office, Alfred Hall</b> Celine Brudnok, Registrar	<a href="http://www.stvincent.edu/registrar">www.stvincent.edu/registrar</a> <a href="https://mysv.stvincent.edu/regrecords/">https://mysv.stvincent.edu/regrecords/</a> 724-805-2720
<b>Residence Life, Alfred Hall</b> Robert Baum, Dean of Students Alydia Thomas, Assistant Director Jamie Kensingler, Coordinator	<a href="http://www.stvincent.edu/reslife/">www.stvincent.edu/reslife/</a> <a href="https://mysv.stvincent.edu/student-services/reslife/">https://mysv.stvincent.edu/student-services/reslife/</a> 724-805-2567
<b>Service Learning, Alfred Hall</b> Kelly King, Director	<a href="http://www.stvincent.edu/service-learning">www.stvincent.edu/service-learning</a> <a href="https://mysv.stvincent.edu/sl/">https://mysv.stvincent.edu/sl/</a> 724-805-2758
<b>Student Affairs, Alfred Hall</b> Mary Collins, Vice President	<a href="https://www.stvincent.edu/Student_Life/Student_Life/">https://www.stvincent.edu/Student_Life/Student_Life/</a> 724-805-2567
<b>Student Conduct, Carey Center</b> Jenna Hogan, Associate Director of Residence Life and Student Conduct	724-805-2176 <a href="https://mysv.stvincent.edu/student-services/reslife/">https://mysv.stvincent.edu/student-services/reslife/</a>
<b>Student Government Association (SGA)</b>	<a href="http://www.stvincent.edu/sga">www.stvincent.edu/sga</a> <a href="https://mysv.stvincent.edu/sga/">https://mysv.stvincent.edu/sga/</a> 724-805-2539
<b>Study Abroad, Headmasters Hall</b>	<a href="http://www.stvincent.edu/studyabroad">www.stvincent.edu/studyabroad</a> 724-805-2828
<b>SVC Lost and Found</b>	<a href="https://mysv.stvincent.edu/campus-services/lostfound/">https://mysv.stvincent.edu/campus-services/lostfound/</a> 724-805-2564
<b>Wellness Center</b> Gretchen Flock, Director	<a href="https://mysv.stvincent.edu/student-services/wellness/">https://mysv.stvincent.edu/student-services/wellness/</a> 724-805-2115

## COMMUNITY RESOURCES

### Transportation and Travel

Amtrak (train)	800-872-7245
Greyhound Bus Terminal (Monroeville)	412-856-3080
Greyhound Bus	800-231-2222
Majesty Limousine (Munhall)	412-462-4858
Mary Lee Travel Agency (Latrobe)	724-537-3301
Mountain View Tourways (bus)	724-537-5940
Veterans Cab Co. Inc. (Latrobe)	724-537-7708
Westmoreland County Transit Authority ( <a href="http://www.westmorelandtransit.com/">http://www.westmorelandtransit.com/</a> )	724-834-9282

### Medical

Alcoholics Anonymous (AA)	724-836-1404
Blackburn Center Against Domestic & Sexual Violence (24-hour hotline)	888-832-2272
Comprehensive Substance Abuse Services of SW PA	724-832-5880
Dr. Aldo Prosperi	724-537-0733
Dr. Donald Jakubek	724-537-0733
Dr. Michael Weinberg	724-537-0733
Gateway Outpatient Treatment	724-853-7300
Greater Pittsburgh Al-Anon	800-628-8920
Latrobe Area Hospital (emergency)	724-537-1187
MedExpress (Latrobe)	724-537-5064
Behavioral Health	724-532-1700

### Public Safety

Greensburg Police	724-834-3800
Latrobe Police	724-537-5526
State Police	724-832-3288

## Information Technology Acceptable Use Policy

### I. Applicability

The following is an articulation of the policies and procedures the Information Technology Department will employ in dealing with issues regarding the acceptable use of informational technology on the Saint Vincent campus.

This articulation applies to all members of the Saint Vincent community (employees and administrators of the College, Seminary, Archabbey and Parish, and students of the College and Seminary).

With respect to members of the Saint Vincent College Faculty, this document is not meant to conflict with, alter or modify in any way the policies and procedures set forth in Section 3.4.2 (Computer Usage) of the Faculty Handbook. To the extent that there is any perceived inconsistency between Section 3.4.2 and this document, the provisions of Section 3.4.2 prevail with respect to any matter dealing with a member of the College Faculty.

### II. General Principles

Electronic resources, including computer email, network servers/storage, web pages and Internet access that are provided to the members of the Saint Vincent Community are provided by Saint Vincent solely for the use of these members in carrying out the mission and purpose of the institution.

These resources are and remain at all times the sole property of Saint Vincent. Because these resources constitute a powerful tool in the hands of a user, Saint Vincent is obligated to ensure that they are used only for the proper purposes for which they have been provided. While Saint Vincent recognizes the value of privacy within this institution, and the related principles of academic freedom as they relate to members of the faculty, and will honor those ideals, there should be no expectation of privacy of information stored or sent through IT resources owned by Saint Vincent.

### III. Account Access and Management

Access to the computer resources on the Saint Vincent network must be approved by the Information Technology Department which will assign accounts to individuals. An individual account may not be used by a person other than the one to whom it has been assigned. No one may attempt to gain unauthorized access to the account or files of another user.

The accounts of employees of Saint Vincent will be closed immediately upon their separation from employment unless arrangements are made with the employee's supervisor to permit access for an additional brief period. The accounts of graduates will remain active as long as the account is actively continued in use. An account which has been inactive for a period of approximately 12 months will be deleted. Students who leave Saint Vincent other than by graduation will have their accounts remain active for a period of time not to exceed 30 days after their last semester and will then be deleted.

### IV. Internet Use and Management

The electronic resources provided by Saint Vincent are to be used solely for the purpose of carrying out the mission and purpose of Saint Vincent. Any use of the account provided by Saint Vincent and/or the electronic resources otherwise made available that is contrary to the mission and purpose of the institution is strictly prohibited.

Users of the account and electronic resources of the Saint Vincent network ["users"] are reminded that they must comply with all state, federal and local laws, and the policies promulgated by Saint Vincent as articulated in the various Handbooks and otherwise.

Users may not use these resources for personal business ventures, commercial development, political endeavors or other wholly personal uses that are not consistent with the mission and purpose of the institution. Incidental and occasional personal use of email and electronic resources is permitted as long as it does not otherwise violate federal, state or local laws, or policies of the institution, otherwise significantly detract from the mission and purpose of the institution, increase security risks to the network or negatively impact the performance of the system on campus.

No user may upload or copy any files or programs that are designed to hinder, damage or disrupt the Saint Vincent computer resources.

Users are responsible for adherence to federal copyright laws. Saint Vincent will fully comply with any investigation of copyright violations brought to its attention.

Users are advised that most of the software available through the Saint Vincent network is protected by licensing agreements and that no individual may copy or distribute such materials to unlicensed users.

#### V. Enforcement

The Saint Vincent community is advised that Saint Vincent, as the owner of the electronic resources it otherwise provides to its members, reserves the right to track and analyze network traffic for routine administrative purposes to ensure the proper functioning of the network.

Additionally, Saint Vincent reserves the right to track and analyze network traffic, email messages and attachments, Internet sites visited, electronic files and data to ensure that they are being used solely for the purposes for which they have been provided. Tracking of this nature will be approved in advance by the Archabbot and either the President of the College, the Rector of the Seminary or the Prior of the Archabbey, depending upon the location of the computer to be monitored. Notice of the analysis and tracking will be given to the individual affected when feasible.

#### VI. Disciplinary Action

Any violation of the policies and procedures set forth herein will be immediately referred for possible disciplinary action to the supervisor having jurisdiction over the alleged offender. The Information Technology Department will provide technical support in determining whether such an offense has taken place.

Disciplinary actions will proceed in the manner prescribed by the Handbook and policies of the relevant segment of the community in which the violation took place. In addition to any other discipline that may be imposed for a proven violation, the individual violator may be denied or severely limited in their further access to the electronic resources of the institution.

#### VII. Service Management

Requests for service, training, reporting problems, etc., should be handled by calling the IT Service Desk at (724) 805-2297, stopping by the IT Service Desk on the ground floor of Alfred Hall, or by email to [servicedesk@stvincent.edu](mailto: servicedesk@stvincent.edu). Each request will be logged through the IT Service Request database to insure a proper response.

Users must note that when a Saint Vincent device is being serviced or replaced by the IT Service Desk, non-Saint Vincent related software could be removed unless specific to the proper needs of the department. Favorites, Instant Messaging software, Web software, Music, Videos, etc., may fall into this category.

When personally-owned devices are being serviced, the IT Department will make a best effort attempt to troubleshoot these devices for users, but users must sign a Liability Waiver releasing the Information Technology Department and Saint Vincent for liability for any loss of software, files or data that may occur during the repair or reconfiguration of these devices.

All users should be aware that the maintenance of electronic devices by the IT Department may require department personnel to have access to the files of said devices. Any user-specific service conducted by the IT staff outside of the Service Desk area (in a user's office or work space) will be conducted in the presence of the user or their designee. If questionable material is discovered during any such service, IT personnel will immediately advise the CIO who will thereafter refer the findings to other appropriate supervisory officials of Saint Vincent.

Users must recognize that network service may be intentionally interrupted from time to time for maintenance purposes. Every effort will be made to have all planned interruptions occur during non-peak hours, with sufficient notice provided to all users affected by the outage. However, service may have to be interrupted during peak hours if warranted, and IT will make every effort to give adequate notification if at all possible.

Because of a limited amount of disk space available on the network, from time to time restrictions/quotas may be placed on how much material individuals may store on the system. Requests for additional disk space or instruction on other methods for archiving data can be made by submitting an IT Service Request via email or by calling the IT Service Desk.

To reduce security risk, "personally" owned laptops, macbooks, etc. are not to be connected to the network jacks via a patch cable in the classrooms, computer labs, or offices, unless it is under the direction of the IT Department. Mobile devices should only use the wireless network provided by the College or the 3rd party Resnet provider. Laptops and other mobile devices that are "property of the College" should be connected by patch cable to the network jack if at all possible when the device is in an office or classroom and a network jack is available because it allows for more efficient processing and better security. However, if wireless is the only feasible option, College owned devices should connect to the SVC wireless network (not the guest option), which requires an ID and password. Connecting via a network jack or SVC network wireless ensures the device will

receive auto-updates of the latest antivirus and O/S patches. Additionally, the wireless signal should be turned off when the device is connected by cable. Having both connections active can cause problems with the laptop or mobile device, and it can also cause problems on the network.

## APPENDIX B

### NOTICE OF RIGHTS UNDER FERPA AND ITS IMPLEMENTING REGULATIONS

The Family Educational Rights and Privacy Act (FERPA), enacted by 20 U.S.C. § 1232g, is a conditional funding law that prohibits federal education funding to educational agencies or institutions unless certain policies involving inspection, review, access, and protection of student education records are in place. 20 U.S.C. § 1232g(e) mandates that institutions of higher education effectively inform students of the rights accorded to them by FERPA. This notice is meant to inform students pursuant to 34 C.F.R. § 99.7, the implementing regulation of 20 U.S.C. § 1232g(e), of these rights.

#### A. Student Rights under FERPA

1. Eligible students are afforded certain rights with respect to their education records. An “eligible” student” under FERPA is a student who is 18 years of age or who attends a postsecondary institution. As used in this notice, “student(s)” means “eligible student(s).”
2. All students at Saint Vincent College have the right to inspect and review their education records within 45 days after the day Saint Vincent College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request or an in-person verbal request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. The student may be required to show proof of identification at the time of or prior to inspection. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
3. All students at Saint Vincent College have the right to seek amendment of their education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Saint Vincent College decides not to amend the record as requested, Saint Vincent College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
4. All students at Saint Vincent College have the right to provide written consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA and 34 C.F.R. § 99 authorize disclosure without consent. Consistent with FERPA and its implementing regulations, Saint Vincent College may, without written consent of the student, disclose the following:
  - i. Directory information, as defined in § C.3 of this notice, containing personally identifiable information about a student unless that student opts out of directory information disclosure under the procedures outlined in § C.4 of this notice; and
  - ii. Education records containing personally identifiable information under the conditions specified in 34 C.F.R. § 99.31. Those conditions are listed in § D.1 of this notice.
5. All students at Saint Vincent College have the right to file with the Family Compliance Office of the Department of Education under 34 C.F.R. §§ 99.63 and 99.64 concerning alleged failures by the educational institution to comply with the requirements of FERPA and 34 C.F.R. § 99. The address of the Family Compliance Office is: Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202.
  - i. A complaint must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA or 34 C.F.R. § 99. has occurred. A complaint does not have to allege that a violation is based on a policy or practice of the educational institution, other recipient of Department of Education funds under any program administered by the Secretary, or any third party outside of an educational institution.
  - ii. A timely complaint is defined as an allegation of a violation that is submitted to the Family Compliance Office within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation. The Family Compliance Office may extend this time limit for good cause shown.



## **B. Education Records**

1. FERPA protections extend to education records. Therefore, it is important for students to know what constitutes an “education record” within the meaning of FERPA. 34 C.F.R. § 99.3 defines education records as follows:

- i. The term “education records” means those records that are:
  - a. Directly related to a student; and
  - b. Maintained by an educational institution—i.e. Saint Vincent College—or by a party acting for the institution.
- ii. The term “education records” does not include
  - a. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
  - b. Records of the law enforcement unit—i.e. the Department of Public Safety at Saint Vincent College—if those records, files, documents, or other materials are
    - (1) Created by a law enforcement unit;
    - (2) Created for a law enforcement purpose; and
    - (3) Maintained by the law enforcement unit.
  - c. Records of a law enforcement unit does not mean
    - (1) Records created by a law enforcement unit for a law enforcement purpose that are maintained by a component of the educational institution other than the law enforcement unit; or
    - (2) Records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a disciplinary action or proceeding conduct by the educational institution.
  - d. Records relating to an individual who is employed by an educational institution that
    - (1) Are made and maintained in the normal course of business;
    - (2) Relate exclusively to the individual in that individual’s capacity as an employee; and
    - (3) Are not available for any other purpose.
  - e. Records relating to an individual in attendance at the institution who is employed as a result of his or her status as a student are education records and thus are not excepted under (3)(i–iii) of this subsection.
  - f. Records on a student attending an educational institution that are
    - (1) Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her capacity or assisting in a paraprofessional capacity;
    - (2) Made, maintained, or used only in connection with treatment of the student; and
    - (3) Disclosed only to individuals providing the treatment. For the purpose of this definition, “treatment” does not include remedial educational activities or activities that are part of the program of instruction at the institution.
  - g. Records created or received by an educational institution after an individual is no longer a student in attendance and that are not directly related to the individual’s attendance as a student.
  - h. Grades on peer-graded papers before they are collected and recorded by a teacher.

## **C. Directory Information**

1. FERPA requires Saint Vincent College, with certain exceptions, to obtain written student consent prior to disclosing personally identifiable information about the student. However, Saint Vincent College may disclose “directory information” without written student consent unless the student has advised Saint Vincent College to the contrary in accordance with College procedures. The primary purpose of directory information is to allow Saint Vincent College to include this type of information from students’ education records in certain school publications. Examples include, but are not limited to, the following:

- News releases informing the public about events at Saint Vincent College
- Dean’s Lists and other honors/recognitions
- Updates regarding athletics and athletes
- Commencement programs

2. Directory information can also be disclosed to outside organizations without a student’s prior written consent.

3. Saint Vincent College’s definition of directory information is modeled after the definition contained in 34 C.F.R. § 99.3:

- i. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.
- ii. Saint Vincent College considers the following information pertaining to a student to be directory information:
  - Name
  - Address (local, home, and email)
  - Telephone listing (local, mobile, and home)
  - Photograph
  - Date and place of birth
  - Major field of study
  - Class level
  - Enrollment status (e.g., undergraduate or graduate, full-time or part-time);
  - Dates of attendance
  - Participation in officially recognized activities and sports
  - Weight and height of members of athletic teams
  - Past and present participation in officially recognized activities and sports
  - Degrees, honors, and awards received
  - Previous institutions attended
  - Home parish, church, synagogue, mosque, temple, or any other place of worship
- iii. Directory information does not include a student's
  - a. Social security number; or
  - b. Student identification (ID) number, except as provided in (1) and (2) of this subsection
    - (1) Directory information includes a student ID number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user; and
    - (2) Directory information includes a student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

4. If a student does not want Saint Vincent College to disclose directory information from his/her education records without his/her prior written consent, he/she must notify Saint Vincent College by filing a written statement in the Registrar's Office by the end of the first week of each semester. Failure to file a written statement may result in the routine disclosure of directory information.

5. A student may not opt out of directory information disclosures to (1) prevent Saint Vincent College from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled; or (2) prevent Saint Vincent College from requiring a student to wear, to display publicly or to disclose a student ID card or badge that exhibits information that may be designated as directory information.

#### **D. Disclosure of Education Records Notice**

1. FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent of the student –

- i. To other school officials, including teachers, within Saint Vincent College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
  - a. Saint Vincent College defines "school official" in the following way: A school official is a person



# ALMA MATER

Saint Vincent, Saint Vincent

Our Mother and our guide!

To honor and love thee

Shall ever be our pride.

Thy guiding hand hath shaped our course

On life's unruly sea;

Until the end with grateful hearts

We shall be true to thee.

