



# VILLANOVA UNIVERSITY



STUDENT HANDBOOK  
**2018-2019**

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VILLANOVA UNIVERSITY

**STUDENT HANDBOOK**  
**2018 – 2019**



THE BLUE BOOK



# VILLANOVA UNIVERSITY

OFFICE OF THE VICE PRESIDENT  
FOR STUDENT LIFE

Dear Villanovan:

I am pleased to present you with the 2018-2019 edition of the Villanova University Student Handbook. Commonly known as the “Blue Book,” it is the official student handbook for Villanova University. We hope it will be a ready reference for information important to you during your stay at the University.

By attending Villanova, you become an integral part of an academic community dedicated to the pursuit of truth through peace and justice. These values are inherent in the Judeo-Christian tradition and form the nucleus of the Augustinian philosophy of education which we have highlighted throughout this publication. In order for peace and justice to prevail and truth to be pursued, all members of the University community must know what is expected of them so they may aspire to responsible and constructive membership and be prepared for the obligations and accountability that membership requires. Accordingly, this handbook outlines the regulations for which you will be responsible.

It is a pleasure to welcome you to the 2018-2019 academic year, and it is my prayer that this year and the years ahead will afford you every opportunity to mature intellectually, spiritually, emotionally and socially. The Division of Student Life is eager to facilitate achievement of these goals, and with your help, cooperation, and involvement we will no doubt be successful in that endeavor.

Rev. John P. Stack, O.S.A.  
Vice President for Student Life

# VILLANOVA

## *Villanova is a Catholic University*

*“A Catholic university pursues its objectives through the formation of an authentic human community animated by the Spirit of Christ. The source of its unity springs from a common dedication to the truth, a common vision of dignity of the human person, and ultimately the person and message of Jesus Christ, which gives the institution its distinctive character.”*

*Ex Corde Ecclesiae  
John Paul II*

## *Villanova is an Augustinian University*

*“Augustine believed in the power of a community dedicated to the collective pursuit of truth and Christian friendship. At Villanova, this spirit comes alive through the students, faculty, administrators, and Augustinian Friars who are united in a passionate pursuit of knowledge and service to others. This mutual commitment to Veritas, Unitas, Caritas—Truth, Unity, Love—serves as a living embodiment of the University’s Catholic and Augustinian mission and creates an environment that fosters exciting opportunities for learning and growth.”*

*Rev. Peter M. Donohue, O.S.A.  
President*

# ST. AUGUSTINE

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FOUNDER OF THE ORDER

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*“Late have I loved Thee,  
O, Thou Beauty ever ancient, ever new,  
Late have I loved Thee.”  
Saint Augustine of Hippo*



*M*ore than sixteen hundred years ago, the great Saint Augustine spoke about the beauty of God in a few words. These words, taken from his *Confessions* ( Book X, 27), have excited the minds and imaginations of millions of men and women who read or heard them throughout the ages.

The beauty which Augustine knew and loved in all created things – sun and stars, earth and seas, flowers and beasts – old and young – led him to that source of all beauty which Augustine called God.

For many graduates remembering their college days, the Villanova experience may have given them a hint of God’s beauty. Friendships begun, joys and sorrows shared, wisdom gained through knowledge – these are all parts of that beauty.

Recognized through the ages for his gigantic intellect, Augustine of Hippo has always been equally celebrated for the strength of his passionate desire for understanding. In mind and in heart, Augustine was well beyond the ordinary.

Augustine’s inquiring mind and his burning heart are symbolized on the seal of Villanova University. The seal shows a burning heart pierced by an arrow and resting on a book of sacred Scripture. In his garden at Milan, the command, *Tolle Lege, Tolle Lege* (“Take and Read, Take and Read”), came to Augustine as a divine message to seek God in the Scriptures, recalling the moment of his conversion. As he read, these words of Scripture pierced his heart with desire for God, the source of all wisdom and beauty. Taken together, his study of Scripture and his heart’s desire for its wisdom symbolize Augustine’s life-long search to know and love God.

The search for wisdom and beauty continues in the life of Villanova University. It is its own great beauty, ever ancient, ever new. The words of Villanova’s motto proclaim this ultimate ideal of a university education: to discover the meaning of life and the beauty of God in the search for Unity, Truth, and Charity.

# ST. THOMAS OF VILLANOVA:

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PATRON OF THE UNIVERSITY

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*“To give treasure away as Thomas of Villanova did,  
is the duty of the rich and the privilege of the wise”*



Villanova is a word that can stretch its meaning to enfold the unique experience of everyone who knows and loves the university. The name *Villanova*, meaning “new town” or “new house”, symbolizes for its students a new beginning. It is a place where ideas and attitudes greet students each year as they set out on a journey of discovery with new teachers and friends.

Some students may know little about Saint Thomas of Villanova, and many know nothing at all. The typical Villanova student knows that Thomas was the saint who “gave away” his name to the university. Few are aware that he was also a sixteenth-century bishop, Augustinian monk, renowned writer, education, and scholar.

This ignorance about the patron of Villanova is understandable. It is not important that we know so little about the life and deeds of Saint Thomas of Villanova. What really matters about Saint Thomas is that he was a good and generous man who loved the poor. That spirit of generosity is the same spirit which his name brings to Villanova University.

Pictures of Saint Thomas of Villanova tell that story well. They commonly show the saint of Valencia clutching a bag full of money, treasures, which he holds, not to keep, but to give away. For Thomas of Villanova, wealth had only one purpose. It was something he could share with the poor, with those who were in need.

That is the enduring value of education at Villanova University. Education means gathering the wealth of wisdom and learning, which students possess not for themselves, but to share with one another and, as Saint Thomas of Villanova did, to share with those who need it.

For over 150 years, the Villanova family has shared the adventure of learning. Together, they have gathered a wealth of knowledge-treasures of the mind and golden nuggets of truth.

To give treasure away, as Saint Thomas of Villanova did, is the duty of the rich and the privilege of the wise. Villanovans know that this wealth of learning, like love itself, is a gift which we possess never so much as when we give it away.

*Reverend Neil J. McGettigan, O.S.A., D. Min.*

# MISSION STATEMENT

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## *Heritage in Perspective*

Villanova University is a Catholic Augustinian community of higher education, committed to excellence and distinction in the discovery, dissemination and application of knowledge. Inspired by the life and teaching of Jesus Christ, the University is grounded in the wisdom of the Catholic intellectual tradition and advances a deeper understanding of the relationship between faith and reason. Villanova emphasizes and celebrates the liberal arts and sciences as foundational to all academic programs. The University community welcomes and respects members of all faiths who seek to nurture a concern for the common good and who share an enthusiasm for the challenge of responsible and productive citizenship in order to build a just and peaceful world.

### Enduring Commitments:

In pursuit of this mission, we commit ourselves to academic excellence, to our values and traditions, and to our students, alumni and the global community.

### To foster academic excellence, we:

- Create a diverse community of scholars, united and dedicated to the highest academic standards;
- Emphasize the liberal arts and sciences as our foundation and foster in our students active engagement, critical thinking, life-long learning and moral reflection;
- Concern ourselves with developing and nurturing the whole person, allowing students, faculty and staff to grow intellectually, emotionally, spiritually, culturally, socially and physically in an environment that supports individual differences and insists that mutual love and respect should animate every aspect of university life;
- Encourage interdisciplinary research, teaching and scholarship;
- Affirm the intrinsic good of learning, contemplation and the search for truth in undergraduate and graduate education;
- Support a curriculum that encourages both a global perspective and an informed respect for the differences among peoples and cultures.

### To honor our values and tradition, we:

- Believe that the dialogue between faith and reason drives the pursuit of knowledge and wisdom, and fosters St. Augustine's vision of learning as a community ethos governed by love;
- Seek to understand, enrich and teach the Catholic intellectual tradition through our curricula, scholarship and activities in ways that engage diverse religious, intellectual and cultural traditions in a vigorous and respectful pursuit of truth and wisdom in every area of humanity;
- Provide opportunities for students, faculty and staff to seek guidance from Catholic intellectual and moral traditions, while always welcoming people from all faiths, cultures and traditions to contribute their gifts and talents to our mission;
- Respect and encourage the freedom proposed by St Augustine, which makes civil discussion and inquiry possible and productive;
- Look to the Order of St. Augustine to preserve our Augustinian character, by showing appropriate preference to Augustinians in faculty and staff appointments, and by welcoming their presence and influence in our university community.

To serve our students, alumni and global community, we:

- Encourage students, faculty and staff to engage in service experiences and research, both locally and globally, so they learn from others, provide public service to the community and help create a more sustainable world;
- Commit to the common good, and apply the knowledge and skills of our students and faculty to better the human condition;
- Encourage our students and faculty to pursue virtue by integrating love and knowledge, and by committing themselves to research and education for justice, with a special concern for the poor and compassion for the suffering;
- Respect a worldview that recognizes that all creation is sacred and that fosters responsible stewardship of the environment;
- Include our alumni as an integral part of the Villanova community;
- Value highly our relationship with neighboring communities.

## STATEMENT OF COMMUNITY IDEALS AT VILLANOVA UNIVERSITY

Villanova University is a welcoming community, where in the spirit of Augustine, each member greets guests warmly and acknowledges each other as colleagues engaged in mutual service to our students and their parents. Respect for all is powerfully affirmed.

Villanova University is an educationally purposeful community which acknowledges that learning should be a primary goal of every activity, each interaction. Villanova University believes that each member of our community both teaches and learns from every other. It is in this unifying context that Villanovans must approach each other. Teaching and learning in this Catholic-Christian environment are paramount.

Villanova University is a selfless community, a place where individuals acknowledge and accept their responsibility to sacrifice self interest for the common good, and where the universal values of integrity, compassion, and humility guide decision making at every level of the institution.

Villanova University is a just community, a place where the sacredness of each person is honored, where favoritism, bigotry, and discrimination are categorically rejected.

Villanova University is a caring community, a place where the well-being of each member is sensitively supported, where service to others is strongly encouraged.

Villanova University is a celebrative community, which affirms the Catholic, Augustinian charism and our collegiate tradition.

Adapted from *Campus Life: In Search of Community*, Carnegie Foundation for the Advancement of Teaching. Steering Committee for Villanova Quality Improvement.

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# THE CREST OF THE UNIVERSITY

The crest of Villanova University is an adaptation of the seal of the Order of St. Augustine. Its design reflects the Catholic heritage of Villanova University, founded by the Friars of Saint Augustine, and dedicated to St. Thomas of Villanova, under the patronage of Our Mother of Good Counsel. The crest displays five elements with historical significance.



The motto of the University, “Veritas, Unitas, Caritas” or truth, unity, and love are the special virtues to which the University aspires and seeks to inculcate through every endeavor.

The book is symbolic of Augustine’s dedication to learning, and the Book of Scriptures through which Augustine began his conversion to Christianity. In Confessions, written by Augustine, he recounts hearing a voice which instructed him to take up and read, “Tolle lege, tolle lege.” At this invitation, he took up the Book, opened to the Epistle of St. Paul to the Romans, Chapter 13, and began his search for self-knowledge through a relationship with Christ.

The flaming heart symbolizes love of both God and neighbor which so characterized the life of Saint Augustine. The cross above the Book is symbolic of Augustine’s conversion and commitment to Christianity. The laurel wreath which frames the central elements is symbolic of the victory that can be gained through the pursuit of knowledge in the context of shared community.

The institution was established in 1842. The official school colors are navy blue and white.



# GOVERNANCE & ADMINISTRATION

Both the University's Mission Statement and its strategic plan commit the leadership of the institution to governance "by principles of collegiality," to "development of University policy through structures" and to "easy access of students to faculty, and of students and faculty to administrators." The primary structures are described here for your edification and to encourage your active involvement.

## BOARD OF TRUSTEES

The authority for the governance of Villanova University is vested in a self-perpetuating Board of Trustees consisting of not fewer than 20 or more than 40 members. At least nine shall be members in good standing in the order of St. Augustine. The Board of Trustees, insofar as possible, includes persons from widely different backgrounds and responsibilities. Generally speaking, membership on the Board is for a period of five years with eligibility for re-election. No person having served two successive terms, however, may be re-elected until they have ceased to be a member of the Board for at least one year. The following persons are current members:

RICHARD P. BRENNAN  
NANCE K. DICCIANI  
MICHAEL F. DIGREGORIO, O.S.A.  
DANIEL M. DILELLA  
PETER M. DONOHUE, O.S.A.  
FRANCIS J. DOYLE, O.S.A.  
CAROLYN N. EVERSON  
PETER L. FONG  
DARRYL J. FORD  
DOUGLAS GASTON, IV, ESQ.  
JUSTIN G. GMELICH  
PETER G. GORI, O.S.A.  
JAMES R. HALSTEAD, O.S.A.  
FRANCIS J. HORNE, O.S.A.  
HELEN M. HORSTMANN  
KERRY O. KITTLES  
SHEILA F. KLEHM  
TOM KLEIN

MICHAEL R. KOUREY  
RICHARD J. KREIDER  
PATRICK G. LEPORE  
NNENNA J. LYNCH  
ELIZABETH T. MAZZEO  
ROBERT J. MCCARTHY  
PATRICK MCMAHON  
KEVIN C. MULLINS, O.S.A.  
THOMAS M. MULROY  
JOSEPH L. NAROG, O.S.A.  
MARY D. NAYLOR  
JAMES V. O'DONNELL  
THOMAS M. QUINDLEN  
BERNARD C. SCIANNA, O.S.A.  
JOSEPH V. TOPPER, JR.  
THOMAS A. WAGNER, III  
SUSAN M. WARD

## STUDENT GOVERNMENT

This body is the official governmental organization for all Villanova students. It serves the community by assisting with issues and problems involving students and the Villanova community. It provides channels of communication between the students and the University. In order to guarantee effective and successful communication, all students are encouraged to vote for the representative of their choice each spring and to seek any elected or appointed position, if they meet the established criteria.

Membership consists of an elected president and vice president, elected class representatives, and elected student senators.

For additional information, contact the Student Government Office, 206 Dougherty Hall, 610-519-7203.

## GRADUATE STUDENT COUNCIL

Addresses a variety of shared interests of graduate students by offering social, academic, and community service activities throughout the school year.

Membership is open to all students enrolled in graduate programs within the College of Liberal Arts and Sciences. For more information, contact the Graduate Student Council Moderator, Dean Christine Palus, 610-519-7093, or email [grad-council@villanova.edu](mailto:grad-council@villanova.edu).



# IMPORTANT CONTACT INFORMATION

|                                  |              |
|----------------------------------|--------------|
| University Main Number . . . . . | 610-519-4500 |
| Student Health Center . . . . .  | 610-519-4070 |
| Facilities Services . . . . .    | 610-519-4420 |
| Public Safety . . . . .          | 610-519-6979 |
| EMERGENCY ONLY . . . . .         | 610-519-4444 |
| Snow Closing Info . . . . .      | 610-519-4505 |
| Bryn Mawr Hospital . . . . .     | 484-337-3000 |
| Radnor Police . . . . .          | 610-688-0500 |
| Bryn Mawr Fire Co. . . . .       | 610-649-4200 |
| Residence Life . . . . .         | 610-519-4155 |
| Dean of Students . . . . .       | 610-519-4200 |
| Counseling Center . . . . .      | 610-519-4050 |
| Arts & Sciences . . . . .        | 610-519-4600 |
| Nursing . . . . .                | 610-519-4900 |
| Engineering . . . . .            | 610-519-4940 |
| School of Business . . . . .     | 610-519-4330 |
| Student Involvement . . . . .    | 610-519-4211 |
| Student Life . . . . .           | 610-519-4550 |
| Falvey Library . . . . .         | 610-519-4271 |
| Dining Services . . . . .        | 610-519-7810 |
| Intercultural Affairs . . . . .  | 610-519-6633 |

## VILLANOVA SITE INDEX AND OFFICE DIRECTORY

[http://www1.villanova.edu/villanova/index\\_az.html](http://www1.villanova.edu/villanova/index_az.html)

The student handbook is a compendium of University Policies. The policies contained in this handbook may be amended during the course of the academic year, as deemed appropriate. If so, the updated policy takes precedence over this handbook.

# COMMUNITY POLICIES



## VILLANOVA UNIVERSITY

### *Augustine on Community*

*“All kinds of things rejoiced my soul in their company - to talk and laugh, to do other kindnesses, to read pleasant books together, to pass from lightest jesting to talk of deepest things, and back again; to differ without rancor, to teach each other and to learn from each other. These and such things kindled a flame that fused our very souls together and made us one out of many.”*

*St. Augustine, Confessions 4,8*

### *University Mission Statement*

*Villanova is committed to “developing and nurturing the whole person, allowing students, faculty and staff to grow intellectually, emotionally, spiritually, culturally, socially and physically in an environment that supports individual differences and insists that mutual love and respect should animate every aspect of university life”*

# COMMUNITY POLICIES

## CODE OF STUDENT CONDUCT

### Table of Contents

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- II. Student Procedural Rights
- III. Procedural Options
- IV. Sanctioning
- V. Disciplinary Records
- VI. Appeals
- VII. Extraordinary Procedures
- VIII. Student Organizations
- IX. Related Policies

*Note on gender-inclusive language: Portions of this Code utilizes they/them/their as singular pronouns.*

### STATEMENT OF PURPOSE

Because “Villanova University is a Catholic Augustinian community of higher education, committed to excellence and distinction in the discovery, dissemination and application of knowledge,” the institution presumes that all who voluntarily join our scholarly community do so for this primary purpose. Accordingly, rules and regulation governing conduct among community members are designed with the specific intention of enhancing the academic mission of the University.

Because Villanova University is a particularly unique but voluntary community, it depends on its membership to sacrifice, in some instances, individual preferences for the good of the greater whole. Moreover, it depends on its membership to commit itself to a degree of loyalty, a standard of behavior that not only maintains public order, but adheres to the principle that “mutual love and respect should animate every aspect of University life.”

The Code of Student Conduct exists for three distinct purposes. First, the Code helps to motivate good behavior, create community, and enhance respect for individual differences while emphasizing a commitment to the common good. Secondly, the Code represents limits, a description of behaviors that contradict the purpose and nature of Villanova University. Such behaviors violate presumptions of membership, and cannot be tolerated in an academic community. Finally, the Code and its imple-

mentation recognizes the basic student composition of the community corresponding behavioral dynamic. To this end, the Code's most important purpose is to facilitate personal growth through values education so that members of the student community are made ready to assume public responsibilities beyond the campus and in society. To accomplish these purposes, students who do not uphold the standards of the University, or who violate the provisions of the Code, or who fail to fulfill their obligations as members of this community will be held responsible and accountable for their conduct.

The Code and the Special Procedures Governing Proceedings Involving Allegations of Sexual Assault, Sexual Harassment and Other Sexual Misconduct set forth in Section V of the University's Sexual Assault, Sexual Harassment and Sexual Misconduct Policy will serve as the University's grievance procedures under Title IX of the Education Amendments of 1972 ("Title IX") for allegations of sexual assault, sexual harassment, or other sexual misconduct against any Villanova Student. Where appropriate in this Code, certain accommodations have been noted to facilitate the use of the Code to resolve such complaints of sexual misconduct in a manner consistent with Title IX.

The following guidelines have been established as behavioral expectations for continued membership in the Villanova community. The rationale for these is drawn directly from the University's Mission Statement. Each regulation is followed by a minimum sanction for the first offense or a range of sanctions which are intended to show the significance of the regulation to the community, and to alert its membership to the potential penalties for such behavior. However, the University may exercise its discretion in particular cases to impose a sanction either more or less severe than the stated range for a particular violation.

## **JURISDICTION**

The Code of Student Conduct applies to all students enrolled at Villanova University, with the exception of students of the School of Law, who are governed by School of Law policies and procedures. This includes students participating in Villanova University sponsored overseas study programs. The University has a vital interest in the character of its students and may regard their behavior as a reflection of a student's character and fitness to be a member of the student body. Accordingly, the Code of Student Conduct applies to conduct that occurs both on and off the Villanova campus, and the University reserves the right to discipline any student found responsible for violating the Code. The University will exercise its right to pursue violations of the Code and discipline students in cases where the conduct has an adverse impact on any member of the University community or the University. Students will be afforded the elements of process afforded by the Code. The University may impose sanctions up to and including expulsion, whether or not sanctions are imposed by Federal, State, or local authorities.

In the event that a student withdraws from the University with a disciplinary matter pending, or a student is on a leave of absence from the University and is alleged to have committed a violation of the Code of Student Conduct, the University retains jurisdiction over that person in the event that the student seeks readmission. All pending disciplinary matters must be adjudicated prior to the student's reenrollment in the University.

## POLICIES

The list of prohibited behaviors set forth in the following statements is intended to be illustrative only. The list is not intended to be all-inclusive. Other misconduct, irresponsible behavior, or behavior which is disruptive to the community including without limitation, violations of published University policies, rules or regulations, or criminal statutes, violates the Code whether or not a specific description of such misbehavior is set forth. Items that violate state or federal law, the provisions of this Code, or other policies or regulations published by the University will be confiscated by appropriate University personnel and not returned. These policies may be amended during the course of the academic year as deemed appropriate.

### I. CONDITIONS OF MEMBERSHIP

“The University community welcomes and respects members of all faiths who seek to nurture a concern for the common good and who share an enthusiasm for the challenge of responsible and productive citizenship in order to build a just and peaceful world.” Accordingly, Villanova confidently expects that all students will comport themselves in a manner that promotes the continuance and enhancement of the University's high purposes and its moral and religious traditions.

#### A. Identification

1. In an effort to provide adequate security for the members of the University community, every student must carry an identification card (Wildcard) issued by the University. Resident students are expected to carry room keys at all times.
2. Upon request, students must surrender their I.D. card to authorized personnel, (e.g., Public Safety Officers, Dean of Students, Residence Life Staff, or other University Officials). Students must provide accurate information and must comply with the directions of such officials in the performance of their duties. Furnishing false identification to a University official is likely to result in a minimum sanction of disciplinary probation plus other disciplinary measures.
3. Tampering with or falsification of the student I.D. (Wildcard) is a violation of the Code of Student Conduct. Students found responsible for such a violation are subject to a conduct notice and fine up to disciplinary probation plus other disciplinary measures. Flagrant violations may result in suspension.
4. Students may not lend their I.D. (Wildcard, driver's license or any other form of I.D.) to other students for purposes of falsely identifying that person, meal exchange, library usage or for another person to gain access into a residence hall or University building, or sporting event. Students found doing so are subject to sanctions listed in this Handbook.
5. Possession of an identification card that falsely identifies a student by name, age, date of birth, or photograph may result in disciplinary probation, plus other disciplinary measures.
6. Producing and/or distributing identification cards that falsely identify a person by age, date of birth, or photograph may result in suspension or expulsion.

## **B. Dishonesty**

1. Furnishing or conspiring to furnish false information to the University by forgery, alteration or misuse of, among other things, University documents or records is likely to result in suspension or expulsion.
2. Furnishing or conspiring to furnish to the University or its representatives, including but not limited to University Administrators, Conduct Review Officers or University Conduct Review Board members, a written or oral false statement is likely to result in suspension.

## **C. Use of Keys/Access Codes/Access Cards**

Unauthorized use, conspiracy or attempt at unauthorized use, distribution, duplication or possession of any key(s), access code(s) or access card(s) issued for any University building, laboratory, facility, room or elevator will result in disciplinary probation with loss of campus residency, significant fines, and/or suspension.

## **D. Use of Facilities**

1. Forcible entry, unauthorized entry, conspiracy or attempt at such entry into any building, student room, structure, facility or roof thereof, will most likely result in suspension.
2. Unauthorized entry to or use of University grounds is likely to result in disciplinary probation and other disciplinary measures.
3. Entry or attempted entry of any University residence hall after closing for breaks or after the scheduled visitation hours, except by residents of the hall through appropriately designated door, will result in fines, loss of campus residency, or suspension.
4. Propping open or otherwise tampering with any door in an attempt to defeat the closing or locking mechanism, or attempts to circumvent the security of doors may result in a \$300.00 fine, disciplinary room change, restitution, and/or the loss of campus residency.
5. All community members are expected to use doors designated as EXIT ONLY and EMERGENCY EXIT ONLY for only these purposes. Opening 'exit only' doors to provide access will be considered a violation of the Code subject to the penalties outlined in item D4.
6. Tampering with, in any way, a Wildcard access reader or supporting equipment, (door latches, wiring, alarms and/or security boxes) will result in disciplinary action up to and including suspension, the loss of campus residency, required community service, fines and/or responsibility for restitution.
7. The use of opposite gender bath and/or shower rooms is strictly prohibited.

## **E. Use of Parking Facilities**

University parking privileges are non-transferable. The fraudulent use or attempted fraudulent use of parking permits is likely to result in disciplinary probation, fine and/or suspension of privileges. See Public Safety Publications for additional details.

## **F. Compliance with Dining Services Contract**

Failure to abide by dining regulations, including, but not limited to engaging in food fights, other disruptive or disrespectful behavior, transferring meal cards, removal of food or utensils will result in a range of sanctions involving suspension of dining privileges up to and including suspension from the University.

## **G. Compliance with Housing Contract**

Violations of the Housing Contract or published rules and regulations for residence halls are subject to disciplinary action. Students for whom those contracts are applicable are responsible for understanding their rights and obligations under those contracts and regulations (See 'Residence Life Policies' in this publication).

## **H. Obligations for Implementation of the Code**

1. Students who fail to appear for a scheduled disciplinary meeting without prior permission from the Conduct Review Officer will automatically be found responsible for violating the alleged provision of the Code of Student Conduct. Students who fail to appear may be subject to a more severe sanction than that which would have been imposed for the alleged violation.
2. Failure to comply with an official request by a University Official is by itself subject to disciplinary action including a hold on records.
3. Failure to carry out the conditions of a disciplinary sanction will be considered a violation of the Code of Student Conduct and may result in a more severe sanction than the one already imposed.
4. Failure to pay disciplinary fines will result in the withholding of University records or transcripts, and may result in further disciplinary action.
5. Students suspected of violating the Code of Student Conduct are expected to cooperate fully with University officials in their efforts to obtain information, identification, and/or with the confiscation of prohibited items. Any lack of cooperation will be viewed as a serious violation of the Code.
6. Students identified as potential witnesses to alleged violations of the Code of Student Conduct are expected to participate fully in the process. Students who fail to comply may be in violation of the provisions of this paragraph and sanctioned appropriately.
7. Persons who participate in the conduct review process in any capacity (i.e., Complainant, Respondent, witness, etc.) should be free from harassment, intimidation, undue pressure or other unfair treatment before, during and after the process. Any conduct that can be reasonably viewed as an attempt to unduly influence the filing of a report, the filing of a complaint, or participation in the conduct review process will not be tolerated. Any adverse treatment of any person that can be reasonably viewed as directly related to their current or prior participation in the conduct review process will not be tolerated.

## **II. ENVIRONMENTAL EXPECTATIONS**

“Inspired by the life and teaching of Jesus Christ, the University is grounded in the wisdom of the Catholic intellectual tradition and advances a deeper understanding of the relationship between faith and reason.”

Creation of a safe and peaceful environment where both people and property are respected is the responsibility of every community member. Consistent with such an environment, illegal, offensive and dangerous behaviors, including but not limited to those listed below, are prohibited.

## **A. Alcohol**

Villanova University strives to develop and sustain a living and learning environment in which the full potential of its members may be realized. Therefore, the University aspires to the highest standards of academic excellence and is committed to the personal health and safety of all individuals. In pursuing these community goals, all students and student organizations are required to comply with applicable state laws and the following University policies regarding alcohol.

1. Any person under the age of 21 in the Commonwealth of Pennsylvania may not lawfully possess, consume, purchase, attempt to purchase or transport alcoholic beverages.
2. Furnishing alcohol to any person under the age of 21 or enabling underage alcohol consumption is strictly prohibited. Violations that result in, but not limited to, disorderly, disruptive or dangerous conduct, damages, injury, or other criminal activity will be considered more serious.
3. Regardless of age, the abusive or dangerous use of alcohol is prohibited on and off the campus, including but not limited to:
  - a. Intoxication that results in impaired motor skills or balance, slurred speech, disorientation, vomiting, blacking-out, passing-out, or other similar behavior.
  - b. Disruptive, disorderly, or dangerous conduct related to the consumption of alcohol.
  - c. Driving on or off the campus while under the influence of alcohol.
4. Residing on campus and the possession/consumption of alcoholic beverages on campus is a privilege and not a right. Therefore, regardless of age, the following policies apply within University residence halls and/or on University property:
  - a. The possession, consumption, or furnishing of alcoholic beverages that contain fifteen percent (15%) or higher alcohol by volume (e.g. hard liquor) is prohibited within University residence halls. This regulation applies to all students and their guests.
  - b. Consumption or possession of alcoholic beverages in open containers is prohibited in common areas of residence halls, including hallways, lounges, lobbies, stairwells, and bathrooms.
  - c. Alcoholic beverages may not be possessed or consumed in academic, administrative, or public areas of campus without authorization from appropriate University officials.
  - d. Common source containers of alcoholic beverages, including beer kegs and alcoholic punch (e.g. “jungle juice”), are prohibited in residence halls and on University property without authorization from appropriate University officials.

- e. The possession, consumption, or furnishing of alcoholic punch, caffeinated alcohol, powdered alcohol, grain alcohol, or gelatin shots is prohibited within University residence halls and on University property
  - f. Participation in drinking games, consuming shots of alcohol, and any type of binge drinking (e.g. chugging, “shot-gunning,” etc.) is prohibited in residence halls and on University property.
  - g. Possession or use of binge drinking paraphernalia or any instrument of alcohol abuse (e.g. funnels, beer pong tables, etc.) is prohibited in residence halls and on University property.
5. For students of legal age, the following policies apply within University residence halls and on University property:
- a. Students of legal age may possess and consume alcoholic beverages that contain less than fifteen percent (15%) alcohol by volume (e.g. most beer and wine) within their own University residence hall room/apartment, or within a room/apartment where at least one resident is of legal age and is present. At all times, alcohol use must be consistent with the concept of moderate and responsible consumption\*.
  - b. Students of legal age may transport in common areas of campus or University residence halls an amount of alcoholic beverages that contain less than fifteen percent (15%) alcohol by volume, in closed containers and in suitable packaging, consistent with the concept of moderate and responsible consumption.
  - c. Students of legal age may possess and consume alcoholic beverages at approved University functions and/or when served at a campus facility/event authorized to provide alcoholic beverages.
6. All student organization sponsored events where alcohol may be served must be approved by the appropriate University official and must follow all University policies and regulations. At all times, alcohol use must be consistent with the concept of moderate and responsible consumption. Furnishing alcohol to any person under the age of 21 or enabling underage alcohol consumption is strictly prohibited for student organizations.

*\*For purposes of this policy, moderate and responsible consumption is the expectation that using alcohol should always be in a manner that does not harm others and minimizes harm to the user. It includes, but is not limited to: setting limits (e.g. pacing and tracking drinks); taking precautions (e.g. eating before and during drinking); sensible decision-making (e.g. not drinking while on medication); and thoughtful consumption (e.g. avoiding hard liquor and drinking games). Conversely, using alcohol to the degree that one may endanger themselves or other persons or property, or otherwise disrupt the community is not considered moderate and responsible consumption.*

### **Enforcement and Sanctioning**

The University reserves the right to sanction students who violate the law and/or the above University alcohol policies (both on and off campus). Violations may result in a referral to Community Standards, educational follow-up, warnings, fines, disciplinary probation (plus other disciplinary measures) up to and including suspension or expulsion from the University. Typically, alcohol violations which

do not involve disruptive, disorderly, or dangerous conduct, and which are consistent with the concept of moderate and responsible consumption will result in less severe sanctions. Subsequent violations, excessive quantities of alcohol, and/or aggravating factors will result in more severe sanctions. Student organizations that violate the law and/or University alcohol policies are also subject to disciplinary action, up to and including suspension or loss of recognition.

1. While legal aged students are permitted to possess and consume alcoholic beverages with less than fifteen percent (15%) alcohol by volume in campus residence halls (as defined in policy #5 above), if at any time, and in the discretion of University staff, the possession or consumption exceeds the concept of moderate and responsible use, or if there is disorderly, disruptive, or dangerous behavior, the University reserves the right to take immediate corrective action, including but not limited to, the confiscation of alcoholic beverages and/or the dispersion of guests from a residence hall room/apartment. The University reserves the right to sanction students in cases of excessive, dangerous or abusive alcohol use, or for disorderly or disruptive conduct.
2. When a suspected policy violation is encountered by University staff in a residence hall room or apartment, University staff may enter rooms or apartments to address policy violations, confiscate containers of alcohol, whether full or empty, and/or to disperse guests, if appropriate. University staff may confiscate all alcohol present at the time of a violation regardless of the type of alcohol or the age of the residents. University staff may also, at the time and location of an alcohol violation and when students are present in the room, open and inspect refrigerator(s) and/or coolers (both personal and University-owned) in order to remove all alcohol from the premises. Students are expected to comply with University staff in their efforts. Failure to comply will result in more severe sanctions. Items found that violate the above policies will be confiscated by appropriate University personnel and not returned.
3. The University reserves the right to sanction all residents of a residence hall room/apartment where a violation occurs regardless if the alcohol containers are empty or full, decorative or otherwise, and whether or not the residents are present at the time of the violation.
4. All students found in violation of the alcohol policy must comply with all educational requirements specified by the Assistant Dean of Students for Alcohol and Drug Intervention and/or the Community Standards Coordinator. The Assistant Dean of Students for Alcohol and Drug Intervention and the Community Standards Coordinator will inform the Dean of Students of attendance, compliance and any other recommendations regarding the student.
5. Fines may be assessed, at the discretion of the Conduct Review Officer, for violations of the alcohol policy and will vary depending on the quantity and type of alcoholic beverages confiscated, whether full or empty. Violations involving alcoholic beverages that contain fifteen percent (15%) or greater alcohol by volume, or common source alcohol containers, or where there is disruptive, disorderly, dangerous, or uncooperative behavior will face more severe fines. For example, the fine for a 1.75L “handle” of liquor is \$300; and a common source alcohol container (e.g. a keg or “jungle juice” container) is \$500, per violation.

## **B. Drugs**

1. The sale, production and/or distribution of, as well as attempt and conspiracy to sell, produce, and/or distribute cocaine and its derivatives, marijuana, barbiturates, amphetamines, hallucinogens, other addictive or illegal substances, or prescription medications will result in suspension or expulsion.
2. Use or possession of cocaine and its derivatives, barbiturates, amphetamines, hallucinogens or other addictive or illegal substances will result in suspension or expulsion.
3. Use of prescription medications, without a valid prescription, may result in suspension or expulsion from the University.
4. Students with prescribed medications who misuse those medications may be in violation of the Code of Student Conduct and, if found responsible, will be sanctioned accordingly.
5. Use or possession of marijuana may result in disciplinary probation plus a fine of up to \$750.00, up to and including suspension or expulsion. The University reserves the right to sanction both the residents of the room where the violation occurs and/or those present at the time of the violation.
6. The University reserves the right to sanction students in cases where indicia of use are present, but where no marijuana is recovered. These indicia may include, but are not limited to: the odor of marijuana, the presence of drug paraphernalia, lack of cooperation or attempts to mask odors upon confrontation, deliberate attempts to block airways or other such similar behavior designed to avoid detection.
7. The University does not allow any form of drug paraphernalia on the grounds. Any student found in possession of drug paraphernalia (bongs, pipes, rolling papers, hookahs, grinders, scales etc.) is in violation of the drug policy. Sanctions may result in disciplinary probation, and a fine of up to \$500.00. Subsequent offenses may result in suspension from the University.
8. Driving on campus or in the local community while under the influence of illegal drugs or controlled substances will result in suspension from the University.

All students found in violation of the University Drug Policy must comply with any educational requirements specified by the Assistant Dean of Students for Alcohol and Drug Intervention.

When a student is placed on disciplinary probation, loss of good disciplinary standing, suspended or expelled for a drug related offense, the University reserves the right to notify a parent or legal guardian about the student's disciplinary status, consistent with the provisions of the Family Educational Rights and Privacy Act.

## **C. The Expectation of Responsibility for Alcohol and Drug Related Emergencies**

In keeping with Augustinian values that promote a caring community, the health and safety of students should be of paramount concern for all Villanova community members. As such, Villanova students are expected to exercise active care and concern and contact appropriate authorities in the event of any health or safety emergency, even if violations of the University alcohol or drug policy may have occurred in connection with such an emergency.

Since a student's concern of possible disciplinary action may unnecessarily deter their desire to seek emergency attention for themselves or others, the University has adopted an Expectation of Responsibility to remove barriers for students seeking emergency attention during alcohol and drug related incidents. This Expectation is intended to create an environment where students receive necessary care, and those involved are provided an opportunity for educational follow-up.

### ***Expectations***

In situations where someone requires emergency attention during an alcohol or drug related incident on or off campus, all students are expected to:

1. Immediately and proactively contact an appropriate authority (e.g. Public Safety, Resident Assistant, 911) to seek emergency attention.
2. Remain with the individual requiring emergency attention.
3. Fully cooperate with University officials and emergency responders.

### ***For Students Who Help Others***

A student who has sought assistance for another and met the Expectations as described above will be exempt from formal disciplinary sanctions for alcohol or drug policy violations related to the incident. The student may still be referred for educational follow-up or other administrative outcomes. Additionally, this policy does not prevent disciplinary action for violations of other University policies and does not prevent action by outside authorities.

### ***For Students Who Require Emergency Attention***

A student requiring emergency attention who has received support in accordance with the above Expectations may be referred for appropriate follow-up under the Code of Student Conduct for alcohol or drug policy violations related to the incident. However, the student will be exempt from any reportable sanctions (i.e. disciplinary probation), except as set forth below. The student may still be referred for educational follow-up, as well as other educational requirements, administrative outcomes, or non-reportable sanctions. This policy does not prevent disciplinary action for violations of other University policies and does not prevent action by outside authorities.

The Expectation of Responsibility is intended to create an environment where a student who has received emergency attention due to an alcohol or drug related incident will learn from their behavior. As such, the University reserves the right to sanction students with repeated alcohol or drug related incidents involving the need for emergency attention.

### ***Responding to Additional Violations***

The Expectation of Responsibility does not exempt any student from disciplinary sanctions for violations of other (i.e. non-alcohol or drug) policies related to the incident including, but not limited to, sexual misconduct, physical or psychological harm, hazing, disorderly or indecent conduct, failure to comply, theft, dangerous practices, or destruction of property. The University reserves the right to sanction students in cases of repeated or egregious violations, or where there may be an ongoing threat to the University community.

## ***Student Clubs and Organizations***

Student organizations are expected to take action in emergency situations both on and off campus. An organization's compliance with the above Expectations will be considered a mitigating factor when determining the University's response to an incident that merits disciplinary sanctions for the organization. In contrast, a student organization's failure to act in accordance with the above Expectations during an emergency situation, or any attempt to conceal such an incident, will be considered an aggravating factor and will undermine their status as a recognized organization.

### **D. Disorderly Conduct**

Disorderly Conduct includes, but is not limited to unruly gatherings, excessive noise, public drunkenness and other such behaviors which are disruptive to the life of the University community or which disregard the rights of members of the community. Violations are likely to result in disciplinary probation plus other disciplinary measures, up to and including suspension.

### **E. Indecent Conduct**

Conduct not in keeping with University community standards, including, but not limited to, conduct which is lewd or conduct that a reasonable person would find offensive, affronting, and/or alarming (e.g., streaking, exposing one's private parts, public urination, etc.), or conduct that is a violation of criminal statutes is likely to result in suspension or possible expulsion from the University. Depending on the nature of the incident, indecent conduct may be considered a violation of the University Sexual Assault, Sexual Harassment, or Sexual Misconduct Policy.

### **F. Dangerous Practices**

1. No student shall engage in any activity which shall endanger the health, safety, well-being, or property of themselves or another member of the University community or the institution. Such behaviors will result in sanctions ranging from disciplinary probation plus other disciplinary measures, up to and including suspension.
2. The sale, possession, production, purchase or use of any explosives, fireworks, incendiary devices, firearms, BB/pellet guns, paintball guns, weapons or reasonable facsimile thereof on University property are prohibited as are conspiracies or attempted activities of this nature and will result in sanctions ranging from disciplinary probation to expulsion.
3. Throwing objects, including but not limited to bottles, cans, food or trash, etc. constitutes a dangerous practice and will result in sanctions ranging from disciplinary probation plus other disciplinary measures, up to and including suspension.
4. Failure to abide by Residence Life regulations regarding dangerous practices including but not limited to those listed in the Residence Life section of this handbook may result in disciplinary probation plus other disciplinary measures, up to and including suspension.

### **G. Destruction of Property**

1. Intentionally, recklessly, or negligently, but not accidentally damaging, destroying, defacing or tampering with University property or the property of

another are all prohibited, as is the attempt to or conspiracy to damage, destroy, etc. Such behavior is likely to result in disciplinary action up to and including suspension, the loss of campus residency, required community service, fines and/or responsibility for restitution;

## **H. Theft, Attempted Theft**

1. Theft of property or services, attempted theft of property or services, possession of stolen property, or conspiracy to steal will result in sanction(s) ranging from suspension up to and including possible expulsion from the University.
2. The appropriation of, attempt to appropriate, or conspiracy to appropriate University property for private use, including but not limited to such items as dining room equipment, laboratory equipment, furniture or library books, cable, internet, and telephone systems are likely to result in disciplinary probation plus other disciplinary measures, up to and including suspension.
3. The unauthorized use of or attempted use of a Wildcard, Credit Card, Debit Card, Check, or the like to purchase goods or services or to obtain property will result in sanctions ranging from suspension up to and including expulsion from the University.

## **I. Gambling**

Villanova University expects students to abide by federal and state laws prohibiting illegal gambling. Such activity includes, but is not limited to: betting on, wagering on or selling pools on any athletic event; possessing on one's person or premises any card, book or other device for registering bets; knowingly permitting the use of one's premises or one's telephone, computer or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to sporting events. Students involved in illegal gambling, particularly bookmaking, are subject to suspension or expulsion from the University.

## **J. University IT Policies**

1. The Office of University Information Technologies (UNIT) maintains a variety of policies governing the use of University computing and communication resources. Every member of the University community is bound by them and is expected to be thoroughly familiar with them. Students in violation of these policies will be subject to the full range of disciplinary sanctions, up to and including expulsion. See "Computing Policies" in this publication.
2. Misuse of IT systems may include but is not limited to:
  - a. Unauthorized entry into a voice/email mailbox; or
  - b. Unauthorized use of another individual's username or password; or
  - c. Use of University telephone/email/internet to send abusive, harassing or obscene messages may result in disciplinary probation plus other disciplinary measures, up to and including suspension..

## **K. Conduct With Respect To Fire Safety**

1. Tampering with, misuse of, attempt to or conspiracy to misuse firefighting equipment (extinguishers, smoke detectors, alarms, or exit signs) will result in disciplinary probation and an automatic \$500.00 fine; it may also result in loss of campus residency plus other disciplinary measures.
2. The intentional misuse of or conspiracy to misuse any fire alarm system will result in suspension, as a minimum.
3. Propping, otherwise tampering with the proper operation of fire doors, or exiting through emergency-exit-only doors in non-emergencies will result in a \$300.00 fine.
4. Alarms: Students may not disregard a fire alarm or refuse to evacuate a building in which an alarm is sounding, regardless of its nature (drill, false alarm or actual alert). Residents who fail to evacuate a building in a voluntary and timely manner will be subject to a minimum fine of \$100.00 and other disciplinary action.

## **III. ACADEMIC EXPECTATIONS**

“Villanova University is a Catholic Augustinian community of higher education, committed to excellence and distinction in the discovery, dissemination and application of knowledge.” This community serves society by developing and sustaining an academic environment in which the potentialities of its members may be realized. Villanova is committed to those same high goals and standards of academic integrity and excellence as well as personal and corporate achievement that characterize all worthy institutions of higher learning.

In pursuing these academic goals, the University insists that the highest regard for integrity and fair competition both in and outside of the classroom be the rule. See Academic policies in this publication.

## **IV. RELATIONAL EXPECTATIONS**

Villanova University is committed to “developing and nurturing the whole person, allowing students, faculty and staff to grow intellectually, emotionally, spiritually, culturally, socially and physically in an environment that supports individual differences and insists that mutual love and respect should animate every aspect of university life.”

Among the strongest expectations for any voluntary community are those defining behaviors between and among its members. Because Villanova University is a God-centered community, it seeks to reflect the message of St. Augustine and the teachings of the Gospels. Therefore, insensitive, disrespectful, harassing, threatening, obscene or violent behavior is considered most offensive. Such behaviors, including but not limited to those listed below, are violations of this Code and strictly prohibited.

### **A. Discrimination**

Villanova University is dedicated to educating students of diverse racial and ethnic origins and to fostering broad appreciation for cultural and ancestral diversity.

Discrimination against any person on the basis of race, color, national origin, religion, sex, sexual orientation, age, veteran status, disability, or gender identity is not tolerated.

Discrimination on the basis of sex, including sexual assault, sexual harassment or other sexual misconduct, is addressed more fully in Section G (below) and in the University Sexual Assault, Sexual Harassment and Sexual Misconduct Policy.

Villanova University finds such discriminatory conduct particularly offensive and encourages students who feel that their rights as fully participating members of the community may have been restricted to seek remedy through the Code of Student Conduct, the Dean of Students, the Office of Intercultural Affairs or, in the case of sexual discrimination, the University's Title IX Coordinator. Students who engage in discrimination are subject to the full range of sanctions outlined in the Code of Student Conduct.

## **B. Racial Incidents and Harassment**

It is the policy of Villanova University to maintain an educational environment free of racial incidents and harassment on the basis of race, color or national origin.

Racial harassment includes:

1. Conduct consisting of different treatment on the basis of race; or
2. The existence of a racially hostile environment.

Such conduct or hostility is inconsistent with federal law and the University's objective to provide a nondiscriminatory educational environment and will not be tolerated. Students who engage in racial harassment are subject to the full range of sanctions outlined in the Code of Student Conduct.

Any questions or concerns regarding racial harassment in the University community should be directed to the Dean of Students Office or the Office of Intercultural Affairs. If it is determined that racial harassment has occurred, the University will take reasonable steps to eliminate such conduct and will attempt to prevent its recurrence.

## **C. Ethnic Intimidation**

The Commonwealth of Pennsylvania or federal laws consider certain crimes to be more serious when motivated by hatred or malice toward race, color, religion or national origin of another group. These underlying offenses include but are not limited to crimes against persons such as harassment, terroristic threats, assaults and damage to or vandalism of property. Victims should immediately report any such activities or crimes to the Dean of Students Office and Department of Public Safety.

## **D. Hazing**

Hazing is absolutely prohibited. For purposes of this Code of Student Conduct, the term 'hazing' means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of an individual or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating either under the sanction of or recognized as an organization by the University, or operating independently without such approval. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics; exposure to the elements; forced consumption of any food, liquor, drug or other substance; or any other forced physical activity which could adversely affect the physical health and safety of the individual; and shall include any activity which would subject

the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is indecent, obscene, or could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this Code, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be 'forced' activity, the willingness of an individual to participate in such activity notwithstanding.

In the case of individuals, sanctions may range from fines, probation or suspension to expulsion. In the case of organizations, sanctions may range from fines, probation or suspension of recognition, to withdrawal of recognition status. The prohibition against hazing applies to acts conducted on or off campus whenever such acts are deemed by the University to constitute hazing.

#### **E. Physical Harm**

1. Intentionally inflicting or attempting to inflict, or conspiring to inflict bodily harm upon any person or threatening to do the same; or
2. Taking any action for the purpose of inflicting bodily harm; or
3. Taking any reckless, but not accidental, action which results in bodily harm or could result in bodily harm to any person.

Sanctions may range from disciplinary probation plus other disciplinary measures, up to and including expulsion.

#### **F. Psychological Harm**

1. Intentionally inflicting, attempting to inflict, or conspiring to inflict mental harm upon any person; or
2. Taking any action for the purpose of inflicting mental harm; or
3. Taking any reckless, but not accidental, action which could result in mental harm to any person; or
4. Causing a person to believe that the offender may cause mental or bodily harm; or
5. Any act which demeans, degrades, or disgraces any person.

Sanctions may range from disciplinary probation plus other disciplinary measures, up to and including expulsion.

#### **G. Sexual Assault, Sexual Harassment and other Sexual Misconduct**

Acts of sexual assault, sexual harassment and other sexual misconduct are violations of this Code of Student Conduct and Title IX, and may constitute crimes. More detailed definitions are set forth in Section II of the University Sexual Assault, Sexual Harassment and Sexual Misconduct Policy, in this publication, which is incorporated by reference into this Code of Student Conduct. Resources and accommodations are available to individuals who experience sexual assault, sexual harassment, or other sexual misconduct, regardless of whether a formal complaint is filed under this Code.

Sanctions imposed on persons found responsible for acts of sexual assault, sexual harassment or other sexual misconduct include conduct notice, verbal warning, housing status advisory, probationary warning, disciplinary probation, loss of campus residency, loss of good disciplinary standing, suspension and expulsion. In conjunction with the sanctions above, students may be subject to one or more of the following other discipli-

nary measures: disciplinary fines; disciplinary residence hall room change; exclusion from University buildings; University events; intramural sports; extracurricular and residence hall activities; community service, restriction on housing lottery, no contact directives; Dean of Student hold on records; alcohol and drug education; anger and behavioral management classes; research and educational writing assignments; and other educational measures.

# IMPLEMENTING THE CODE OF STUDENT CONDUCT

Maintaining and implementing the Code of Student Conduct is the responsibility of every member of the University community. Students, staff and faculty should, through their behavior, reinforce the ideals expressed by the Code, and encourage every student to do likewise. Administratively, the Dean of Students Office, the Office for Residence Life, and the Department of Public Safety are primarily responsible for assuring compliance with the Code. In most instances, Residence Life staff, the Department of Public Safety, or police jurisdictions will report potential violations of the Code to the Dean of Students Office. The Dean of Students Office is responsible for reviewing student conduct in general, educating students to appropriate community standards, and as necessary assigning sanctions for the purpose of encouraging compliance with those standards.

For some incidents involving alcohol policy violations, the Conduct Review Officer may determine that the matter is more appropriately resolved external to the Code of Student Conduct and may refer the issue to the Community Standards Coordinator in the Office of Health Promotion.

While an alleged violation is being investigated and at any time during adjudication of the matter, the Conduct Review Officer may, at their discretion, put in place appropriate administrative measures to ensure the safety and well-being of the community, to preserve evidence, and to maintain the integrity of the Code of Student Conduct process.

When a report is filed and the investigation complete, the procedures set forth below shall constitute the University's grievance procedures for alleged violations of the Code of Student Conduct. The Special Procedures Governing Proceedings Involving Sexual Assault, Sexual Harassment and Other Sexual Misconduct are located in Section V of the Sexual Assault, Sexual Harassment and Sexual Misconduct Policy.

## I. INITIATING A COMPLAINT

Any University student, faculty member or staff member who believes that a student has violated the Code of Student Conduct may file a report with the Dean of Students Office, the Department of Public Safety, or with the Office for Residence Life.

### **Dean of Students Office**

Dougherty Hall  
Room 213  
(610) 519-4200

### **Department of Public Safety**

Garey Hall  
Ground Floor  
(610) 519-6979

### **Office for Residence Life**

Stanford Hall Ground Floor  
(610) 519-4150/4154

The individual filing the report is referred to in this Code as the Reporter. The individual who is alleged to have been subjected to the misconduct is referred to as

the Complainant. In some cases, the Complainant and the Reporter may be the same person. The University may act, in its sole discretion, as the Complainant through a designated staff member or members. After the report is made, the Department of Public Safety investigates the report, as necessary. If a complaint is filed, and once the investigation is complete, the Dean of Students and/or his or her designate (Conduct Review Officer) will review the complaint and determine whether or not, if proven, the allegations would constitute a violation of Code. If so, the Complainant will meet with the Dean of Students or the Conduct Review Officer to review the complaint and to discuss the procedures available to them. This meeting will take place promptly after a complaint is filed.

The individual complainant could:

1. Request the University to pursue action under the Code of Student Conduct; and/or
2. Make a report to the police department with jurisdiction; and/or
3. Make a statement for the record with the Dean of Students Office, Department of Public Safety, or the Office of Residence Life.

The individual Complainant will normally have three business days after this meeting to decide whether or not to request the University to pursue the complaint, although exceptions to this timeline may be granted in the discretion of the University. The University reserves the right to exercise discretion on taking disciplinary action against students.

## **II. STUDENT PROCEDURAL RIGHTS**

Once a complaint has been initiated under the Code, the Conduct Review Officer will schedule a meeting with the accused student (hereafter referred to as the "Respondent"). The Conduct Review Officer will provide the rights and options available as well as the potential sanctions for the alleged violation in question. During the meeting, the alleged violations of the Code of Student Conduct are discussed, and the Respondent is afforded the opportunity to review the facts which form the basis for the allegation. If a student fails to respond to notice of a meeting with the Conduct Review Officer, they may find the student responsible in their absence and sanction the student accordingly, and/or place a hold on the student's records until the meeting takes place.

### **Rights of the Respondent**

1. The right to choose whether or not to participate in disciplinary proceedings, with the understanding that findings and sanctions may be imposed with or without such participation;
2. The right to notice of the allegation that a violation of the Code has taken place;
3. The right to notification of disciplinary proceedings related to the complaint and of prompt time frames anticipated for major stages of the complaint process;

4. The right to notice of the factual allegations which form the basis for the complaint;
5. The right to a prompt and impartial response and resolution of complaints;
6. The right to have the University or Complainant bear the burden of proof by a preponderance of the evidence;
7. The right to present relevant statements, materials and witnesses during disciplinary proceedings;
8. The right to review all written statements and materials presented at the proceedings;
9. The right to notification of any finding of responsibility;
10. The right to be free from retaliation for participating in the University's investigation and fact-finding process; and
11. The right of appeal consistent with the provisions of this Code.

#### **Rights of the Complainant**

1. The right to choose whether or not to participate in disciplinary proceedings;
2. The right to notification of disciplinary proceedings and of prompt time frames anticipated for major stages of the complaint process;
3. The right to notice of the factual allegations based on any response by the Respondent;
4. The right to a prompt and impartial response and resolution of the complaint;
5. The right to present relevant statements, materials and witnesses during the disciplinary proceedings;
6. The right to review all written statements and materials presented at the proceedings;
7. The right to notification of the outcome of the complaint as set forth herein;
8. The right to be free from retaliation for filing a complaint or participating in the University's investigation and fact-finding process;
9. The right of appeal consistent with the provisions of this Code.

### **III. PROCEDURAL OPTIONS**

For incidents involving alcohol policy violations, the Conduct Review Officer will assess the level of severity of the incident, the type and quantity of alcohol present, attendant circumstance surrounding the incident, and the past behavior of the student(s) involved. Based on that assessment, the Conduct Review Officer

may refer the student to the Community Standards Coordinator for resolution of the matter external to the Code of Student Conduct. No disciplinary sanctions will be imposed. The goal is to educate and deter future violations of the Code of Student Conduct. At a minimum, the Community Standards Coordinator will meet with the student to discuss healthy decision making, alternative strategies, coping with peer pressure, and the short and long term impact of their behavior. This meeting is mandatory and failure to attend and comply will result in the Community Standards Coordinator referring the student back to the Conduct Review Officer for resolution under the provisions of the Code of Student Conduct.

If the University elects to pursue action under the Code of Student Conduct, the Conduct Review Officer will schedule a meeting with the Respondent, except in cases where the sanction is no greater than a Conduct Notice and/or a Disciplinary Fine that does not exceed \$150.00. In such cases, the University may elect to administratively sanction the student and notify him/her in writing. Upon receipt of notice of the sanction, the student may request a meeting be held if there is any objection to the imposed sanction.

If a student fails to respond to notice of a meeting with the Conduct Review Officer, they may find the student responsible in their absence and sanction the student accordingly, and/or place a hold on the student's records until the meeting takes place.

#### **A. Administrative Action**

During the meeting with the Conduct Review Officer, students suspected of a Code violation who accept responsibility for their behavior as documented will be sanctioned accordingly by the Conduct Review Officer and receive notice of the sanction(s) imposed. Acceptance of responsibility may be rejected by the Conduct Review Officer in any case that warrants additional investigation. Students who accept responsibility do not waive their right to appeal for review of the sanction as outlined in the Code.

#### **B. Administrative Review**

When students suspected of a Code violation deny responsibility or the facts of a specific incident are in question, the students may elect to have an administrative review by the Conduct Review Officer. The Conduct Review Officer will generally follow the procedures outlined for the University Conduct Review Board in conducting this proceeding. In their discretion, the Conduct Review Officer will review the matter in a manner chosen by the Conduct Review Officer that will endeavor to ensure fairness to all involved and issue sanctions accordingly.

#### **C. Conduct Review Board**

The Conduct Review Officer may at any time determine in their discretion that due to the seriousness of the potential sanctions, or the nature or complexity of the facts of the case, it would be beneficial to have the matter heard by a Conduct Review Board. The Conduct Review Officer may consult with appropriate University officials in making this determination. As an institution of higher education, the University Conduct Review Board proceedings are administrative in nature and designed to

determine responsibility for alleged violations. As such, the Board's procedures are governed by University policies, not by processes associated with the criminal justice system. A Conduct Review Board (Board) is generally composed of one student and two faculty/staff members. All Boards will have student body representation on them. All members of the Board shall be impartial with no conflict of interest between the Board member and any party. The Conduct Review Officer, as assigned by the Dean of Students, will facilitate the administrative and logistic needs of the Board and assure orderly proceedings and fairness is observed.

### **Conduct Review Board Procedures**

The Conduct Review Officer will inform the Complainant and Respondent of the Board's procedures and the date and time of the review. The Complainant and Respondent are expected to cooperate fully with the Board. If either party fails to appear at a scheduled proceeding, the Board may proceed without him/her.

The Complainant and/or the Respondent may challenge the composition of the Conduct Review Board if they believe that a conflict of interest exists with a Board member. The student making this challenge must submit a written request to the Conduct Review Officer with specific and verifiable documentation. All objections must be raised within three days of receiving notification of the composition of the Conduct Review Board. The Conduct Review Officer will make the determination whether to replace the Board member. The Complainant and Respondent may not contact members of the Board, or have third parties contact the Board, prior to the convening of the Board.

All proceedings shall be held in appropriate facilities designated by the Conduct Review Officer and shall be private. The Conduct Review Officer may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the Complainant, Respondent, and/or other witnesses during the disciplinary proceedings, as determined in the sole judgment of the Conduct Review Officer to be appropriate.

The University does not permit observers, relatives, or legal counsel for either the Complainant or the Respondent to participate at proceedings or be present in the room during proceedings.

In Board proceedings involving more than one Respondent, the Conduct Review Officer, in his or her sole discretion, may permit the proceedings concerning each student to be conducted either separately or jointly.

The Complainant and the Respondent may present statements concerning the alleged violation and may present relevant witnesses. The witnesses must be identified in advance, and their statements should be included in the investigation conducted by the Department of Public Safety. The Board may consider written statements or other supporting documentation. The Respondent and the Complainant may review all written statements and materials presented to the Board prior to the commencement

of the proceedings. During the proceedings, the Respondent, the Complainant and the witness will direct their comments only to the Board. Witnesses will provide information to and answer questions from the Board. Questions may be suggested by the Respondent and/or Complainant to be answered by each other or by other witnesses. In such instances, those questions will be directed to the Board rather than to the witness directly. The Board in its discretion will determine whether or not those questions are appropriate, relevant and not repetitious. This method is used to preserve the educational tone of the proceedings and to avoid creation of an adversarial environment.

Formal rules of evidence shall not apply. In the Board's discretion, evidence, including hearsay, shall be permitted if it is relevant, reliable, not unduly repetitious, and it is the sort of information on which responsible persons are accustomed to rely in the conduct of serious affairs. Evidence of character will not be considered by the Board in making factual determinations.

After all statements and materials have been presented, the Complainant and the Respondent may present final comments to the Board. Subsequently and in private, the Board will promptly determine by a preponderance of the evidence with a majority vote whether the Respondent has violated the Code of Student Conduct. The Board will make its decision known to the Conduct Review Officer. The Conduct Review Officer will promptly convey the Board's decision to both the Respondent and the Complainant. This notification will occur separately and nearly simultaneously. The Conduct Review Officer will then determine the sanction.

The University may maintain such records of the proceedings as the Conduct Review officer deems appropriate for the circumstances, which may include findings of fact. If, during the course of the proceedings, further violations of the Code of Student Conduct become apparent, the Board may recommend that such allegations be considered as a separate case.

Consistent with Federal regulations, for cases involving an alleged crime of violence, the Complainant will be informed of the final results of the disciplinary process.

#### **D. Mediation**

Villanova University may, at the discretion of the Dean of Students or their designate, require students to attempt to mediate the resolution of a complaint through the mediation procedure. Any Complainant or Respondent may request that the Dean of Students or their designate consider a complaint for referral to the mediation process. However, mediation will not be used for cases involving sexual assault, sexual harassment and other sexual misconduct. Additionally, mediation will not be used for cases that due to the severity or complexity of the matter, as determined solely at the discretion of the Conduct Review Officer, would be more appropriately resolved through other procedural options.

In the event the Dean of Students, or their designate, requires mediation of a particular complaint, the Dean of Students or their designate will appoint a mediator from the faculty or staff. After a mediator has been appointed, the mediator will meet with all relevant individuals involved. The mediator will help resolve concerns on an ad hoc and confidential basis. If, after reasonable efforts, the situation cannot be resolved by mediation in the opinion of the Dean of Students or their designate, the Dean of Students may pursue the complaint through the other procedural options provided for in the Code of Student Conduct.

#### **IV. SANCTIONING**

After the finding or admission of responsibility the Conduct Review Officer will impose sanctions after considering the following:

1. The nature of the violation and the circumstances surrounding it, including the actual or potential impact on the individuals involved and/or the community as a whole;
2. Statements made or evidence presented during disciplinary proceedings;
3. Prior disciplinary record of the student;
4. Disciplinary precedent;
5. Guidelines in the Code of Student Conduct.

The Conduct Review Officer may consult with other University officials as she/he deems appropriate.

##### ***Sanctions for Violations of the Code***

Sanctions serve to reinforce that students are held responsible and accountable for their behavior. This is accomplished by measures to educate, to deter future misconduct and to provide consequences for one's actions.

Villanova University reserves the right to notify parent(s)/legal guardian(s) about the disciplinary status of their son/daughter, to the extent consistent with the provisions of the Family Educational Rights and Privacy Act.

The following disciplinary sanctions shall comprise the range of official actions which may be imposed for violations of regulations. One or more may be imposed in response to a given situation.

##### ***Non-Reportable Sanctions***

The following sanctions provide notice to a student that a particular action or behavior was in violation of University policies, and therefore unacceptable. Continuation of similar behavior or future violations may result in more severe disciplinary action, including Reportable Sanctions. Non-Reportable Sanctions are not disclosed to external third-parties, except when required by law.

##### ***Conduct Notice***

A Conduct Notice is a written notification to a student that a particular action or type of behavior is in violation of University policy. This notification is typ-

ically delivered via University email and requires no in-person meeting with a Conduct Review Officer. Future violations may be cause for more severe disciplinary action.

#### *Verbal Warning*

A Verbal Warning is an official notice to a student that a particular action or type of behavior is not in keeping with the standards and expectations of the University. Future violations may be cause for more severe disciplinary action.

#### *Housing Status Advisory*

A Housing Status Advisory is an official notice to a student that a particular action or behavior has put their on-campus housing status in jeopardy. Future violations of University policies may result in a disciplinary room change, restrictions on housing selection, ineligibility to participate in a housing lottery, loss of campus residency, or more severe sanctions.

#### *Probationary Warning*

Probationary Warning is an official notice to a student that continued non-compliance with University policies will result in Disciplinary Probation or more severe sanctions.

### ***Reportable Sanctions***

The following sanctions are typically the outcome of serious or repeated violations of the Code of Student Conduct and impact a student's disciplinary status with the University, as well as impose other restrictions and/or conditions of membership. Reportable Sanctions are disclosed to authorized external third-parties for a stated period of time, in accordance with the Disciplinary Records policy.

#### *Disciplinary Probation*

Disciplinary Probation is an action which specifies that a student's continued membership at the University is in jeopardy. Additional offenses or violations of the conditions of probation will result in severe sanctions, including possible suspension or expulsion from the University. Disciplinary Probation lasts for a stated period of time, and during which time a student's eligibility for certain academic or extra-curricular organizations or programs may be restricted.

#### *Permanent Loss of Campus Residency*

An action which permanently excludes a student from residence on campus.

#### *Loss of Good Disciplinary Standing*

An action which excludes a student from all of the following: representing the University in intercollegiate and extracurricular activities; holding any elected or appointed office in a University recognized organization; being selected for certain committees or programs; membership in student organizations; and participation in non-academic activities and functions for a stated period of time. This sanction permits a student to pursue their academic course work without interruption. It is the strongest sanction short of suspension, and additional offenses or violations of the conditions of this sanction will result in suspension or expulsion.

### *Suspension*

Suspension is an action which excludes a student from registration, class attendance, residence on campus, and use of University facilities for a specific period of time. Suspended students are not permitted on the campus without prior approval of the Dean of Students. Upon termination of the period of suspension, the student shall be considered for readmission if:

1. The student is academically eligible for readmission; and
2. The student has complied with any conditions for readmission placed upon the student by the Dean of Students and/or their designate.

### *Expulsion*

Expulsion is an action which permanently excludes a student from registration, class attendance, residence on campus, and use of University facilities. Expelled students are not permitted on the campus for any reasons. Expelled students who enter the campus are subject to arrest.

### ***Other Disciplinary Measures***

In conjunction with the sanctions above, students may be subject to one or more of the following. These measures are not disclosed to external third-parties except when required by law.

1. **Disciplinary Fines:** Payment by the student of reasonable monetary fines to the Bursar's Office. These monetary payments may be for punitive purposes or for purposes of restitution because of damage to persons or property; or misappropriation of property.
2. **Disciplinary Residence Hall Room Change:** An action which requires a student to vacate their current room and relocate to another room because of disciplinary reasons.
3. **Restrictions on Housing Selection:** An action which may exclude a student from participation in a particular housing lottery, or affect his or her ranking within a particular lottery, or affect eligibility to live in certain residence halls.
4. **Exclusion from University Property, University Buildings, University Events, Intramural Sports, Extracurricular and/or Residence Hall Activities** for a stated period of time.
5. **Community Service:** An action that requires a student to give a specific number of hours of uncompensated service to some task recognized as valuable to the University community. The Conduct Review Officer will make the particular assignment of duties. The person under whose direction the work is done shall certify to the Conduct Review Officer when the work has been completed. Failure to complete the service within a specific period of time will result in additional disciplinary action. The Conduct Review Officer has the discretion to assign work in the community-at-large or on-campus service.

6. **Dean of Students Hold on Records:** A hold may be placed on the academic records of any student who fails to comply with any requirements imposed following a violation of the Code of Student Conduct. A hold may prevent, among other things, class registration, the release of transcripts, and the award of a diploma. Students who are suspended or expelled from the University are subject to a hold to prevent class registration.
7. **Educational Measures:** An action that requires the student to complete an educational task as assigned by the Conduct Review Officer or the Dean of Students. Failure to complete this assignment within a specific period of time will result in additional disciplinary action. They include but are not limited to research and educational written assignments, alcohol and drug education, and anger and behavioral management classes.
8. **Temporary Loss of Campus Residency** is an action which excludes a student from residence on campus. A student who loses campus residency may be considered for future on-campus accommodations at the discretion of the Dean of Students.
9. **No Contact Directive:** This is an official notice to a student that they may not communicate or interact with another individual. This directive may prohibit contact of any kind including, but not limited to, in-person, by phone, text message, social media, or any other electronic means. This also includes contact through third-parties.
10. **Other Administrative Measures,** as appropriate

## **V. DISCIPLINARY RECORDS**

### **A. Retention of disciplinary records**

In compliance with various federal, and state laws, and the Code of Federal Regulations, as a general rule student conduct records are retained by the University for seven years after a student graduates. However, the University reserves the right to retain conduct records as the University deems appropriate (i.e., litigated cases). In cases resulting in a student's disciplinary separation from the University (i.e., expulsion), the records are kept indefinitely. The University may also keep records of conduct matters that remain unresolved or pending at the time a student left or withdrew from the University.

Relevant information concerning sexual assault, sexual harassment or other sexual misconduct, whether or not a complaint was initiated under the Code of Student Conduct, will be provided to the Title IX Coordinator by the Dean of Students.

### **B. Disclosure of disciplinary records**

Disclosure of disciplinary records to external third-parties will only be in accordance with federal law and the Student Records Policy contained in the Student Handbook. Referrals to the Community Standards Coordinator are not disclosed. Disclosure of specific sanctions will follow the below guidelines:

1. Non-Reportable Sanctions (Conduct Notice, Verbal Warning, Housing Status Advisory, and Probationary Warning) are not disclosed, except as required by law.
2. Sanctions of Disciplinary Probation will be disclosed for one (1) year after completion of the sanction.
3. Sanctions of Loss of Good Standing and Permanent Loss of Campus Residency will be disclosed for two (2) years after completion of the sanction.
4. Sanctions of suspension will be disclosed for five (5) years after completion of the sanction.
5. Sanctions of expulsion will be disclosed indefinitely.
6. Other disciplinary measures are not disclosed, except as required by law.

## **VI. APPEALS**

The Dean of Students or their designate (hereafter referred to as the “Dean of Students”) will review appeals regarding decisions made by a Conduct Review Officer or a University Conduct Review Board. The Dean of Students may consult with other University officials as they deem appropriate. All decisions made by the Dean of Students are final, including whether or not an appeal is procedurally permitted.

During the appeal process, students may be subject to certain restrictions impacting such things as: class attendance; on-campus housing; participation and/or membership in organizations, athletic events/teams/clubs, and/or extracurricular activities; attendance at University events/functions; and access to University buildings.

### **A. Appeal for New Disciplinary Proceeding**

The Respondent and the Complainant have the right to file a written appeal for a New Disciplinary Proceeding to the Dean of Students. Appeals for a New Disciplinary Proceeding may be filed only for the following reasons:

1. Material procedure defect in the original disciplinary proceeding, or
2. Presence of new material evidence that was not available through no fault of the appealing party at the time of the original disciplinary proceeding.

The student filing the appeal must submit a typewritten appeal within two business days of notification of the outcome of the disciplinary proceedings stating the specific reason and justification for the appeal. The Dean of Students will review the appeal promptly and notify the student, who has filed the appeal, of the outcome.

### **B. Appeal for Review of Sanction**

The Respondent has the right to file a written appeal to the Dean of Students

where the sanction is expulsion, suspension, or permanent loss of campus residency, and the student filing the appeal believes that the sanction is disproportionate to the offense. Other sanctions are not subject to review. Review of the sanction may occur only after the disciplinary proceedings have been completed and a sanction has been imposed. For the purposes of this sanction review, the Dean of Students will accept as binding the previous decision that the Respondent has violated the Code of Student Conduct.

The student filing the appeal must submit a typewritten appeal within two business days of notification of the sanction stating the reason why the sanction is disproportionate to the offense. He or she must schedule a date and time to discuss the appeal with the Dean of Students within five business days of notification of the sanction. Parents or guardians are permitted to participate in this discussion. The Dean of Students will review the sanction appeal and advise the student filing the appeal of their decision in writing.

Consistent with Federal regulations, for cases involving an alleged crime of violence, the Complainant may be informed of the final results of disciplinary process.

## **VII. EXTRAORDINARY PROCEDURES**

In exceptional circumstances, including circumstances which may involve sexual assault, sexual harassment, and other sexual misconduct, the University may have an obligation to act before a disciplinary proceeding can be held, or to postpone its own hearing in favor of some other course of action. In such cases, the following procedures may apply:

### **A. Hold On Records**

At any time after a possible violation of the Code of Student Conduct comes to the attention of the Dean, the Dean may place a 'Dean of Students Hold' on the academic records of a student in order to preserve the status quo pending the outcome of proceedings under the Code of Student Conduct. A Hold may prevent, among other things, registration, the release of transcripts, and the award of a diploma.

### **B. Pending Criminal Or Civil Proceedings**

The University may proceed under the Code of Student Conduct regardless of possible or pending civil claims or criminal charges arising out of the same or other events. The Dean, with the concurrence of the Vice President for Student Life, after consulting with the General Counsel and considering all the circumstances, shall determine the appropriate timing for proceeding against a student who also faces related charges in a civil or criminal tribunal. If the University defers proceeding with a case against a student facing related charges in a civil or criminal tribunal, the University may subsequently proceed under the Code of Student Conduct irrespective of any time limitations set forth elsewhere in the Code. In the event a student is suspended in accordance with this Code's interim suspension provisions and the University defers proceeding under the conditions described in this paragraph regarding pending civil claims or criminal charges, the interim suspension may continue in place pending the

outcome of the pending civil claims or criminal charges and the University's subsequent proceedings under the Code of Student Conduct.

Students who plead guilty, plead nolo contendere, or who are found guilty of violating State, Federal or Local law, are in violation of this Code, and the University may, in its discretion, impose sanction(s) without an additional disciplinary proceeding. Students retain the right to appeal only the sanction consistent with this Code. Students found not guilty, or cases where criminal charges are dismissed, or cases where students are accepted for the Accelerated Rehabilitative Disposition (ARD) program or similar such programs are still subject to the provisions and procedures of the Code of Student Conduct.

### **C. Interim Suspension**

A student may be suspended on an interim basis when, in the judgment of University officials:

1. An individual poses a threat to himself, herself, or the community; or
2. The student has been charged with a crime of a serious nature; or
3. The University determines there is a reasonable basis to believe the student has committed a serious violation of the Code of Student Conduct.

If an individual has been suspended because they pose a threat to himself, herself, or the community, and if the behavior will not be pursued by the University as a violation of the Code of Student Conduct, the Dean of Students (or their designate) will meet with the individual to determine the appropriateness of returning to the University.

If the behavior will be pursued by the University as a violation of the Code of Student Conduct, then a disciplinary proceeding in accordance with the procedures outlined in the Code of Student Conduct will be held as soon as possible to determine the final outcome of the case, except where the University defers proceeding in light of pending civil claims or criminal charges as described in Section VII (B) above.

When in the judgment of University officials there is reasonable basis to believe a student may have committed a crime of a serious nature or a student is alleged to have committed a serious violation of the Code of Student Conduct (except for cases involving complaints of sexual assault, sexual harassment and other sexual misconduct), the student may be suspended on an interim basis for a period of up to 90 days in order to await the determination of the Complainant and /or local governmental authorities as to whether criminal charges or Code of Student Conduct charges will be brought against the student Respondent. If criminal charges are not initiated within the 90 day period, the provisions of Section VII (B) regarding Pending Criminal Proceedings shall apply.

For cases involving complaints of sexual assault, sexual harassment and other sexual misconduct, the University, after considering all the circumstances, shall determine the appropriate timing for placing a student on an interim suspension and proceeding against such student.

## VIII. STUDENT ORGANIZATIONS

Students who choose to participate in student organizations are given a special trust. By choosing to represent the University as members of the organization, they commit to high standards of accountability with regard to that trust. Student organizations, their officers and their members may be held collectively or individually responsible for violations of the Code of Student Conduct or the specific regulations governing student organizations. While group membership shall not serve to release an individual from personal responsibility, collective group responsibility may be found for some violations committed by individual group members at the University's discretion without additional hearing.

### **Student Organization Procedural Rights**

When a student organization is charged with a violation of the Code of Student Conduct, the student organization will be referred to a Conduct Review Officer. At all phases of the disciplinary review, the student organization will be represented by the current president of the organization.

During the meeting with the Conduct Review Officer, they will explain the rights and options available as well as describe potential sanctions for the alleged violation in question. Student organizations suspected of a Code violation that accept responsibility for their behavior as documented will be sanctioned accordingly by the Conduct Review Officer and receive notice of the sanction(s) imposed. Acceptance of responsibility may be rejected by the Conduct Review Officer in any case that warrants additional investigation. Student organizations that accept responsibility do not waive their right to appeal for review of the sanction as outlined in the Code.

When student organizations suspected of a Code violation deny responsibility or the facts of a specific incident are in question, the student organization may elect to have an administrative review by the Conduct Review Officer. In their discretion, the Conduct Review Officer will review the matter in a manner chosen by the Conduct Review Officer that will endeavor to ensure fairness to all involved and issue sanctions accordingly.

The Conduct Review Officer may determine in their discretion that due to the seriousness of the potential sanctions, or the nature or complexity of the facts of the case, it would be beneficial to have a proceeding before the Conduct Review Board.

Student organizations in violation of University rules and regulations are subject to a maximum sanction of termination of recognition from the University, or any lesser sanction, including but not limited to, restriction or suspension of the privilege to sponsor and/or promote programs/events, the loss of funds allocated by the University, restitution for damages, and loss of facilities use.

Greek organizations in violation of the University policy are subject to a maximum sanction of termination of recognition from the University or any lesser sanction, including but not limited to, denial of new member recruiting and education privileges, restitution for damage, loss of facilities use, and restriction or suspension of the privilege to sponsor and/or promote programs/events. In all cases where applicable, the national sponsoring organization will be sent a written notification of sanctions imposed.

Student organizations have the right to appeal as outlined in the Code of Student Conduct. The Dean of Students will review appeals in cases where the sanction is termination of recognition or suspension of recognition, and the student organization believes that the sanction is disproportionate to the offense. Other sanctions are not subject to review.

Students who fail to comply with a disciplinary sanction imposed upon a student or Greek organization are subject to suspension from the University.

## **IX. RELATED POLICIES**

### **A. Student Crime Reporting Policy**

The University encourages students to report criminal activity immediately to the Department of Public Safety. Public Safety officers are on-duty 24 hours a day, seven days a week to respond to reports of crimes on campus. There are several ways to contact Public Safety to report a crime:

- By phone, by calling (610) 519-4444;
- In person, by visiting the Public Safety Department in Garey Hall;
- By activating a campus emergency phone;
- Through the Department of Public Safety website found at:  
<http://www1.villanova.edu/villanova/publicsafety.html>

### **B. Child Abuse Reporting Policy**

Any student of Villanova University who accepts responsibility for a child as an integral part of a program, activity or service sponsored by the University or comes into direct contact with a child as part of their employment with Villanova, and has reason to believe that the child has been subjected to child abuse, must report the information to the Pennsylvania Department of Human Services (“DHS”) toll-free ChildLine at (800) 932-0313. A child is any individual under age 18. Proof that abuse or neglect occurred is not required, and any uncertainty to report suspected abuse or neglect should be resolved in favor of making a report. Within 48 hours of the oral report, the student must follow up with a written report to DHS or the county agency assigned to the case and provide a copy of the report submitted to DHS to the University’s Public Safety Director (610-519-6982; [david.tedjeske@villanova.edu](mailto:david.tedjeske@villanova.edu)) or, in his absence, the Executive Vice President (610-519-4532; [ken.valosky@villanova.edu](mailto:ken.valosky@villanova.edu)). For additional information regarding what is meant by “child abuse” and the obligation to report child abuse, see the University’s Child Abuse Reporting Policy (the “Policy”) available on the University website at <http://www1.villanova.edu/content/dam/villanova/president/uco/ChildAbuseReportingPolicy.pdf> or contact the University’s Public Safety Director (610-519-6982; [david.tedjeske@villanova.edu](mailto:david.tedjeske@villanova.edu)).

### **C. Assessment of Administrative Fines**

A variety of offices may assess fines as part of regular management practice. These include but are not limited to parking fines, damage assessments in

residence halls, book return penalties in the library, and service charges for returned checks in the bookstore. Assessment of these types are governed by departmental or University policy, and are outside the purview of the Code of Student Conduct. Questions concerning the assessment of such fines should be addressed directly to the department of origin.

#### **D. Background Checks**

Students seeking to engage in certain activities involving minors or activities involving export controlled items may be required to complete and submit certain background checks. The applicable policies may be found at:

Minors in Villanova University Programs Policy

<http://www1.villanova.edu/content/dam/villanova/president/uco/MinorsPolicy.pdf>

Background Check Policy

[http://www1.villanova.edu/dam/villanova/hr/documents/VUBC\\_Policy.pdf](http://www1.villanova.edu/dam/villanova/hr/documents/VUBC_Policy.pdf)

# COMPLIANCE WITH UNIVERSITY POLICY

Students attending Villanova University must comply with the regulations promulgated in the University Bulletin, the Villanova University Student Handbook and other official documents, policies or regulations published by the University as a condition for successful completion of the program of studies at the University.

## COMPLIANCE WITH UNIVERSITY IT POLICIES

The Office of Information Technologies (UNIT) maintains a variety of policies governing the use of University computing and communication resources. Every member of the University community is bound by these policies and is required to review them at least annually. Persons found in violation of these policies will be subject to the full range of disciplinary sanctions, up to and including expulsion. In order to retain necessary flexibility in administration of policies, the University reserves the right to interpret, revise, or delete any of the provisions of these policies, as the University deems appropriate in its discretion. All changes in policy are approved by appropriate governing bodies of the University prior to publication. Complete copies of all University computing policies are available on the UNIT website to include, but not limited to: copyright infringement and illegal file sharing; email policy; use of computing and information resources; and web policy.

## CREATING A COMMUNITY OF RESPECT

### *Vision*

As members of a Catholic and Augustinian University, each Villanovan is responsible for creating a community, where mutual love and respect for individual differences guide our community life.

### *Community Ideals:*

As a member of this community

1. I work to create a welcoming community where the dignity of each person is valued and respected.
2. I am committed to an educational environment where teaching and learning are at the center of who I am and what I do.
3. I embrace selfless action in the interest of the common good with integrity, compassion and humility guiding my decisions and behavior.
4. I acknowledge that respect, justice and love define us as a community and are the standards by which I measure the success of my interactions.
5. I contribute to the community through active participation in campus life and service to others.

I acknowledge that Villanova University's Catholic and Augustinian identity calls me to integrate these ideals into my daily life.

Maintaining these community ideals is the responsibility of every member of the University community. Students, staff and faculty should, through their behavior, reinforce the ideals expressed in this document and encourage all members of

the community to do likewise. In support of this, the Office for Intercultural Affairs assists the community in providing an inclusive educational experience grounded on Augustinian principles. The Center's task is to promote a respectful environment, intercultural awareness and community outreach.

**Office of Intercultural Affairs**

Dougherty Hall  
610-519-6633

When these ideals are not upheld, each person in the community is affected and the value of every member is diminished. In situations where adherence to these ideals is in question, the following resources are available and are responsible for resolution of concern and complaints.

**Violations of the Code of Student Conduct**

Dean of Students Office, 213 Dougherty Hall  
610-519-4200

**Instances of Discrimination or Harassment in On-Campus Employment**

**Department of Human Resources**

610-519-7900

**Additional Resources for Instances of Discrimination or Harassment**

**Sexual Harassment**

Kathleen Byrnes  
202 Dougherty  
610-519-4248

**Affirmative Action**

Ellen Krutz  
610-519-4237

See also Title IX Notice at:

<https://www1.villanova.edu/villanova/studentlife/health/promotion/sexualassault/titleIX/titleixnotice.html>

## **DINING SERVICES**

A Nutritionist and Registered Dietician are available to students to discuss special dietary requirements and nutritional needs. Vegetarian, Vegan, Gluten Free, and Fair Trade options are available in all dining locations. Visit the Villanova Dining Services website for more information. Call 610-519-4170 with questions concerning special dietary needs.

Meal plans are required of all students living in residence halls and are available to students living off campus and in the West Campus Apartments. Because meals in dining halls are offered on an unlimited seconds basis, meal privileges are not transferable, and food may not be taken from these facilities. Please refer to the Code of Student Conduct - Compliance with Dining Services Contract, and other publications by this department for additional detail, including the Dining Services website: <http://www1.villanova.edu/villanova/services/dining.html>

## **DRUG FREE SCHOOLS**

The Policy on Drug Free Schools and Drug Free Workplace is the University's response to federal legislation, the Drug-Free Schools and Communities Act Amendments of 1989. It is distributed annually to all students, faculty and staff in an effort to educate our community about the continuing commitment to achieve a drug-free environment and to provide effective resources for our community.

For further information or for additional copies of the policy, see <http://www1.villanova.edu/villanova/president/higheredact.htm/> or contact the Department of Human Resources or the Dean of Students office.

## **EQUAL OPPORTUNITY POLICY**

Villanova University is an Equal Opportunity Employer and encourages the recruitment of qualified candidates for student and employment positions. As a federal contractor, Villanova University has an Affirmative Action Plan which is overseen by the University's Affirmative Action Officer in the Department of Human Resources. The University encourages members of all diverse groups to seek employment with the University through the Human Resources Department. Inquiries concerning equal opportunity policies may be referred to Ms. Ellen Krutz, the University Affirmative Action Officer and Associate Vice President for Human Resources who also serves as the University's Compliance Coordinator for Title IX and Section 504 of the Rehabilitation Act, c/o Office of Human Resources, (610) 519-4237, [ellen.krutz@villanova.edu](mailto:ellen.krutz@villanova.edu)

See also Non-discrimination Policy below.

## **ETHICSPPOINT HOTLINE**

The University has established a Hotline administered by EthicsPoint, a third-party provider, available 24/7 to report concerns on an anonymous basis. The Hotline allows a student or employee to report any instance of misconduct in the academic or workplace setting, such as fraud, mismanagement of funds or other violation of law or University policy, including the Code of Student Conduct. The Hotline, administered by EthicsPoint, also provides a student or employee anonymous reporting options for complaints involving the violation of the University's Sexual Assault, Sexual Harassment and Sexual Misconduct Policy. For details, the Sexual Assault, Sexual Harassment, and Sexual Misconduct Policy, Section IV. C. Anonymous Reporting. The Hotline may be accessed at: <https://secure.ethicspoint.com/domain/media/en/gui/35905/index.html>

## **HEALTH RECORDS**

Villanova University requires that students maintain an official health record at the Health Center. Students who fail to submit a completed health record will have a registration hold placed on their student accounts. Health records are subject to Pennsylvania state law (specifically 35 P.S. Section 10101) which states that any minor who is eighteen years of age or older, or has graduated from high school, or has married, or has been pregnant, may give effective consent to medical, dental and health services for himself or herself, and the consent of no other person shall be necessary.

Information contained in this record will only be released to the student or an attending physician if consent to release the information to another person is provided by the student.

## **ILLEGAL, DISHONEST, OR FRAUDULENT CONDUCT**

Villanova University is committed to upholding the highest standards of honest behavior, ethical conduct and fiduciary responsibility with respect to University funds, resources and property. The University also expects members of the University community to comply with all state, local and federal statutes, rules and regulations when conducting University business. To that end, the University prohibits and does not tolerate illegal, dishonest or fraudulent conduct of any nature. All members of the University community are expected to uphold this policy.

Violation of this Policy by students will result in appropriate disciplinary action, up to and including expulsion.

A complete copy of the Policy Prohibiting Illegal Dishonest or Fraudulent Conduct can be found at: <http://www1.villanova.edu/villanova/hr/policies/university/illegalconduct.html>.

### **Complaint Procedure, Investigation and Corrective Action**

The University encourages any person who believes that an incident of illegal, dishonest or fraudulent conduct has been committed to report the incident immediately in accordance with the Complaint Procedure outlined in the Policy.

The University has also established a Hotline for reporting concerns on an anonymous basis at any time. The Hotline is provided through EthicsPoint, a third-party provider, and can be accessed at:

<https://secure.ethicspoint.com/domain/media/en/gui/35905/index.html>

### **Retaliation Prohibited**

The University prohibits and does not tolerate retaliation against any individual who files a complaint of illegal, dishonest or fraudulent conduct; is involved as a witness or participant in the complaint or investigation process; or refuses to engage in illegal, dishonest or fraudulent conduct.

## **LIFE THREATENING EMERGENCIES AND SERIOUS PSYCHOLOGICAL CONCERNS**

Villanova is a caring community where the well-being of each member is sensitively supported, and where the creation of a safe and peaceful environment is essential to fulfilling the mission and values of the University. The University strives to balance the concerns for the health and safety of the individual student with those of the larger campus community. In situations in which the University considers a student's behavior to pose a threat to themselves or others, or judges that a student is unable to cope with life or college-related issues, or when a student causes disruption within the University's community environment (as determined in the judgment of the University) that is not addressed in the Code of Student Conduct, the University has an obligation to intervene and a compelling interest to help a student resolve those issues.

In such cases, the Dean of Students or their designee will consult with appropriate members of the University community to determine which course or courses of action to pursue. The Dean of Students may meet with the student, and may require that the student receive an evaluation by the University Counseling Center as well as require the student to authorize the University Counseling Center to share the results and recommendations of their evaluation with the Dean of Students. If a student refuses to participate in the evaluation or to authorize the release of the evaluation results, the Dean of Students may restrict the student's access to educational programs and activities, University services, and entry to the campus.

The Dean of Students will use the Counseling Center's evaluation and recommendation, along with other relevant factors, to determine if a student (1) may remain in attendance without conditions or restrictions or (2) may require a reasonable accommodation or accommodations in order to continue in attendance, or (3) may not continue in attendance or participate in educational programs and activities, use University services, or continue to reside on campus. The Dean of Students may meet with the student and, if needed in his or her judgment the student's parent(s)/legal guardian(s), to discuss any accommodations, conditions or restrictions necessary in order for the student to remain enrolled at the University. Failure to comply with these conditions/restrictions may result in the student being asked or required to leave the University.

In cases the Dean of Students determines are severe, the Dean of Students may separate the student from the University through an Involuntary Leave of Absence. In this event, a hearing will be held between the Dean of Students and the student, and the student's parent(s)/legal guardian(s) may attend. If a student is separated from the University with an Involuntary Leave of Absence, the student will be required to undergo a thorough, off campus, psychological assessment/evaluation at the student's expense. The student will not be considered for readmission to the University unless and until a report of the assessment/evaluation (which supports readmission) is provided to the Dean of Students. The Dean of Students may require a written acknowledgement from the student's parent(s) or legal guardian(s), confirming that the student is approved by the parent(s) or legal guardian(s) to return to the campus. The Dean of Students will consult with appropriate University officials in determining if the student should be reinstated.

This policy is not intended to be punitive. Rather, it is intended to confirm that every reasonable effort is made to insure that each student is physically and emotionally healthy enough to benefit from their attendance at the University and to be a contributing member of the University community.

## **MEDICAL LEAVE OF ABSENCE (VOLUNTARY) POLICY (MLOA)**

A student may experience physical or psychological conditions that significantly impair the student's ability to function successfully or safely in his or her role as a student. In such cases, the student may decide that time away from the University for treatment and recovery can help restore functioning to a level that will enable

the student to return to the University and perform successfully in and out of the classroom. The University has an interest in students receiving appropriate care not only for their own wellbeing, but also for the well-being of the larger community with whom the student interacts.

When a student initiates a MLOA, Villanova University may establish criteria regarding the student's eligibility for returning to the campus community. The criteria include, but are not limited to, compelling evidence that the condition that precipitated the need for the MLOA has been sufficiently treated or ameliorated to the point where it will no longer adversely affect the student's or the community's safety or functioning.

#### Criteria for Approval of a MLOA

Three steps are required for approval of a MLOA.

- The student must schedule an appointment with the Student Health Center or the University Counseling Center for a MLOA evaluation.
- The student must schedule an appointment with the Dean of Students or appropriate academic Dean in the student's college to discuss and review the MLOA request.
- The student must complete the MLOA Request Form and submit one copy to the Dean of Students or the appropriate academic Dean.

The MLOA request may be made at any time during the semester, but must be completed no later than the last day of classes in a semester, including the requisite evaluation and any related paperwork for the Dean's office. Requests not completed by the last day of classes will be considered late requests and will be considered for the following semester barring exceptional circumstances.

The Dean of Students or the academic Dean's office will make the final determination whether the MLOA will be granted, in consultation with University's health professionals. The Dean's office granting the leave will specify the terms of the MLOA including conditions for return to the University following the leave. At a minimum, a MLOA will be for one semester and, depending on the timing of the request and the nature of the circumstances, the MLOA may involve additional semesters to allow sufficient time for full recovery, a sustained period of stability, and to increase the student's opportunity for success upon their return to the University. When the student seeks to return to the University, the Dean's office granting the leave will determine whether the student has satisfied the conditions and is permitted to return.

## **NON-DISCRIMINATION POLICY**

Villanova University is an equal opportunity employer and educational institution. There shall be no discrimination against any employee, applicant for employment or any student on any basis prohibited by law, including race, color, national origin, religion, sex, age, sexual orientation, gender identity, veteran status, or dis-

ability. This non-discrimination policy applies to all educational policies and programs and to all terms and conditions of employment, which include (but are not limited to): recruitment, hiring, training, compensation, benefits, promotions, disciplinary actions and termination. See also Equal Opportunity Policy above.

The full text of the policy can be found at:

[https://www1.villanova.edu/villanova/hr/policies/university/discrimination\\_harassment.html](https://www1.villanova.edu/villanova/hr/policies/university/discrimination_harassment.html)

Any violations of this policy or questions about its application should be reported to Ms. Ellen Krutz, the University Affirmative Action Officer and Associate Vice President for Human Resources who also serves as the University's Compliance Coordinator for Title IX and Section 504 of the Rehabilitation Act, c/o Office of Human Resources, (610) 519-4237, [ellen.krutz@villanova.edu](mailto:ellen.krutz@villanova.edu)

## **NON-HARASSMENT POLICY**

It is the University's policy that all employees and students should be able to enjoy and work in an educational environment free from harassment of any nature. Harassment based on personal characteristics such as race, color, national origin, religion, gender, sexual orientation, age, veteran status or disability violates this policy. "Harassment" is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual, and that has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment; or has the purpose or effect of unreasonably interfering with an individual's employment or academic performance.

Any questions regarding this policy should be directed to the Dean of Students Office or the Affirmative Action Officer, Department of Human Resources.

The full text of the policy can be found at:

[https://www1.villanova.edu/villanova/hr/policies/university/discrimination\\_harassment.html](https://www1.villanova.edu/villanova/hr/policies/university/discrimination_harassment.html)

Retaliation against someone for bringing a concern forward or cooperating in the investigation of a complaint is a violation of this policy.

## **NON-PAYMENT OF AMOUNTS DUE**

In the event that in the University's judgment a student has failed to pay tuition, room and board, fees, fines or other amounts or charges due to the University by the date due, the University may, in its discretion, refuse to permit registration for classes or for space in the residence halls and the University may withhold transcripts and the award of the University's degree and diploma.

## **NON-SOLICITATION POLICY**

To avoid disruption of business operations or disturbance of faculty, staff, visitors, and students, the University has implemented a Non-solicitation Policy pro-

hibiting Solicitation or Commercial Solicitation except under limited circumstances with prior written approval from the appropriate University official. Solicitation shall include, canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, and the like of any kind on University property or using University resources (including without limitation bulletin boards, computers, mail, e-mail and telecommunication systems, and domain names, photocopiers and telephone lists and databases). Commercial Solicitation means peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on University property or using University resources. Solicitation and Commercial Solicitation performed through verbal, written, or electronic means are covered by the Non-solicitation Policy. Items to be distributed or offered for sale, which contain University trademarks, names (including building names) or design elements (T-shirts, posters, etc.), must be approved by the Office of University Communication.

Any Solicitation or Commercial Solicitation undertaken by a student, registered student club, or student organization, whether it be charitable, academic related or for other purposes, must be approved by the Office of Student Involvement, conducted in compliance with the Student Handbook and procedures established by the Office of Student Life, and comply with all applicable laws and University policies, including, without limitation, copyright, trademark and other intellectual property laws and safety and product liability laws. Solicitation by vendors, students or student organizations that relate to the promotion or consumption of alcoholic beverages or tobacco, or products that are contrary to the policies or mission of the University are prohibited. Individual students may not engage in solicitation for personal profit. Residence Halls are restricted areas and generally are not to be used for solicitation unless pre-approved by the Office of Residence Life.

Solicitation for Campus Ministry service activities must be pre-approved by the Office of Campus Ministry.

Solicitation for the Center for Peace and Justice activities must be pre-approved by the Center for Peace and Justice.

Any Solicitation or Commercial Solicitation undertaken by a student or student organization at a University athletic event or facility must be approved by the Athletic Department, and must be conducted in compliance with the Solicitation at Athletic Events policy established by that department.

Student violators of the Non-solicitation Policy and/or procedures are subject to disciplinary action under the Code of Student Conduct.

Inquiries regarding the Non-solicitation Policy should be directed to the Office of Student Involvement.

The University recognizes the value of charitable organizations and encourages students to be active participants in organizations that support or contribute to the mission of the University. With the exception of University authorized charitable

giving campaigns such as the United Way, any charitable organization that wishes to solicit funds for a charitable donation must be sponsored by a recognized student organization, and obtain the approval of the Office of Auxiliary Services. The organization will be provided with a stamp or certification of approval. In addition any Solicitation or Commercial Solicitation by a charitable organization at a University athletic event or facility requires the prior approval of the Athletic Department, and must be conducted in compliance with the Solicitation at Athletic Events policy established by that department.

## NON-STEREOTYPICAL COMMUNICATIONS

All written and oral communication of administrators, faculty, staff, and students are to be consistent with the belief that all persons are sacred. Language used should respect the dignity and inherent worth of every individual regardless of age, ethnic or racial identification, gender, mental or physical ability, religious persuasion, sexual orientation, and social class. To be encouraged is a language which does not perpetuate stereotypes or unfairly characterize any individual on the basis of group identification.

## PARKING POLICY

### Resident Students

It is the policy of Villanova University that only junior and senior resident students are eligible to park vehicles on University parking lots or parking areas.

Non-eligible resident students should not bring their vehicles to campus or park in the residential areas surrounding Villanova University. This practice causes difficulties for local homeowners and local township police. Students are encouraged to utilize the Zip-Car share program, and/or Public Transportation (trains, trolleys and busses with stops at Villanova) in order to reduce traffic congestion. Students may also request a security escort for safety concerns.

Exceptions to this policy are made only for those with extenuating circumstances. ***Current and ongoing construction will greatly reduce the number of exceptions granted.*** To be considered for an exception to the parking policy, freshman and sophomore resident students must submit an on-line appeal to the Parking Office **before** the vehicle is brought to campus. The link for the parking request appeal form can be found on our web site @ <https://www1.villanova.edu/villanova/parking/regulations.html>

Documentation from a physician (including a detailed treatment schedule), or a University department (only credit bearing internships will be considered), should be mailed to the Parking Office and will be attached to your appeal for verification. **NO TEMPORARY PERMITS WILL BE ISSUED UNLESS PERMISSION HAS BEEN GRANTED IN ADVANCE.** This includes periods before and after holidays and breaks.

For additional information please feel free to contact the Parking Office at 610-519-6992, during normal business hours or visit our website <http://www.villanova.edu/publicsafety/services/parking/>

## **Commuters**

All commuting students will be permitted to register for a parking permit, providing they have no outstanding citations. All vehicles must display valid parking permits when parking on campus. Parking Permits are not transferable.

## **Motorcycles and Motorbikes**

Only those students eligible to purchase a parking permit for a vehicle may purchase a motorcycle parking permit. The permit allows parking in the Main lots, Jake Nevin Field house lot (along the iron fence), and the Law School lots. No motorcycle or motorbike may be parked inside a building. Violations will result in towing at the owner's expense, in addition to a fine. Additionally, miniature electric or gas powered motorcycles are not permitted on the campus. Call Public Safety for additional information.

## **Parking Registration**

Web based parking registration is available to junior and senior resident students and all commuting students by logging on to myNOVA and accessing NOVASIS/Personal Information/Register for Parking. Eligible commuting students who complete the form on line will have the parking permit price automatically billed to their student account. Parking permits are available for pick up during normal business hours in the Parking Office which is located in Garey Hall. Any questions regarding web based parking registration should be directed to the Parking Office at 610-519-6992.

## **Citations and Appeals**

Violations of parking regulations may result in a citation and immobilization of said vehicle at the owner/driver's expense, as well as the revocation of the owner/operator's parking permit without refund. Fraudulent registration of a vehicle (the use of deception for unjust advantage) or display/possessing a manufactured parking permit may result in the issuance of a \$500.00 citation, immobilization of the vehicle, as well as loss of parking privileges for one year. Such cases will also be referred to the Dean of Students Office. Individuals receiving a citation for inappropriate operation or illegal parking, must pay the Bursar's Office either by mail or in person in Kennedy Hall, or may appeal the citation within fifteen (15) working days. Appeal forms are available on line @ <http://www.villanova.edu/publicsafety/forms.htm?page=pkviolation.htm>

Students are responsible for insuring their guests and visitors observe all University regulations. Acquaint yourselves with and observe all posted signs concerning parking on University property. For complete details on parking regulations, refer to the University Parking Regulations pamphlet available from the Department of Public Safety - Parking Office or by visiting our web site at: <https://www1.villanova.edu/villanova/parking/regulations.html>

If you have questions or need assistance during normal business hours, please contact the Parking Office in Garey Hall at 610-519-6992.

## **Immobilization (Booting) and Towing**

Any motor vehicle operated or parked on campus which is in violation of parking regulations may be immobilized.

Vehicles immobilized pursuant to these regulations will be charged a fee of a \$100.00 for removal as well as \$15.00 per day for each 24 hour period the booting device is left on the vehicle. Operators of vehicles that have been immobilized should not attempt to move their vehicle, since this may cause damage to the vehicle. Vehicles that have been immobilized may also be removed from campus at the discretion of the Parking Office.

### **Shuttle and Transportation Services**

For your convenience the Department of Public Safety offers an on campus shuttle service. On-campus shuttle stops are designated by signage at various locations. For further information on shuttle services or schedules please contact the Parking Office or visit our web site. The University has developed a car share program with Zipcar and can be accessed through the Student Life webpage.

All students are encouraged to utilize the campus shuttle service, the Zip Car share program, public transportation and/or the Public Safety Escort Service as an alternative to bringing a vehicle to campus. There are two SEPTA train stations on campus: The R5 Paoli/Thorndale Regional Rail as well as the R100 Norristown High Speed lines. SEPTA trains travel to 30th Street Station in Philadelphia as well as the Philadelphia International Airport. Villanova students can therefore leverage a wide array of public transportation resources from campus property. In addition, several independently operated local taxi companies also provide service to the campus. On weekends, two University shuttle services are available for students who want to travel to the King of Prussia Mall.

## **PERSONAL PROPERTY AND INSURANCE**

Villanova University assumes no responsibility for the loss, damage or theft of students' personal possessions at any time, including those times when students are attending or absent from the University. Students are encouraged to inventory their personal possessions periodically, engrave their names on all personal possessions, and record the serial numbers of personal possessions, keeping them in a safe place. Moreover, students are encouraged to obtain personal property insurance for their personal possessions. Students should understand that Villanova University's insurance program covers only University property and does not extend to the personal property of students, even if the student resides on campus.

Likewise, the University's automobile insurance only applies to vehicles owned, leased, or rented by the University. Damage to students' personal vehicles while parked or driven on campus, should be covered by the vehicle owner's personal automobile insurance policy.

## **PERSONAL RISK**

Students participating in University athletic or other activities do so at their own risk. The University assumes no responsibility for accident, loss, injury, or death resulting from such activities.

## **PHOTOGRAPHY AND VIDEO APPEARANCES**

Students attend many events on campus and off campus, including educational, athletic and social events at which photographs or video recordings may be taken either by or on behalf of University personnel or by other students or unaffiliated third parties. Attendance at such an event is deemed to constitute consent by and on behalf of the student to the use of the student's image, voice or likeness in any live or recorded transmission or photographic reproduction of such event in any media, for any purpose whatsoever, including the commercial purposes of the University, its sponsors, licensees, advertisers and broadcasters.

## **RESIDENCE LIFE**

The Office for Residence Life is committed to providing students with a residential experience that enhances and extends the educational mission of the University by promoting positive opportunities for personal development, and facilitating a strong sense of community responsibility among residents. The Office believes that the development of a successful residential community depends on the willingness of its members to commit themselves to the common good of all and to compromise individual preferences, as required, to maintain fairness and order. In keeping with that belief, students are expected to familiarize themselves with and adhere to the following policies, procedures and regulations governing residential living at the University. Students in violation of these policies, procedures, and regulations may be subject to disciplinary action under the Code of Student Conduct. These policies may be amended during the course of the academic year as the University deems appropriate.

### **I. RESIDENCY REQUIREMENTS**

#### **A. Assignments**

Housing assignments are the exclusive responsibility of the Office for Residence Life. The Office reserves the right to change or modify housing assignments and fill housing vacancies as necessary. Students may not change assignments without authorization in writing from the Office for Residence Life. Students who change assignments without authorization are subject to a \$100 per day fine. Attempts to fraudulently manipulate the housing assignment process may result in disciplinary action. In order to maintain an assignment, the University housing space must be a student's primary place of residence while classes are in session. Residents who are not living in the space they were assigned or who allow others to occupy the space assigned to them will be subject to disciplinary action and/or termination of their housing contract. Unless otherwise approved residency in Villanova University on-campus housing is restricted to full-time, undergraduate students taking at least 12 credit hours. The University does not provide family, graduate student or married student housing, except for designated University employees.

#### **B. Move In/Move Out**

Move-In and Move-Out dates and times are established and promulgated by the Office for Residence Life. Students must move-in/move-out in accord with these dates and times. Failure to do so may result in a \$100.00 per day

fine. The Office for Residence does not permit students to access their residence halls/apartments prior to scheduled move-in dates or remain in their housing assignments beyond scheduled move-out dates unless a University staff or faculty member has officially requested their participation in an approved, University-sponsored and supervised activity. All University policies and the provisions of the housing contract are in effect for all students given permission to arrive early or remain late.

#### C. Lounge Utilization/Furniture

As residential lounges are provided for the use of all building residents, groups are usually not permitted to reserve those spaces for private or restricted activities. Exceptions may be made when the appropriate Area Coordinator for Residence Management determines that an activity is of potential benefit to the residents of a particular building. Lounge and public area furniture may not be moved into rooms or apartments for personal use. Each resident found with lounge or public area furniture in their room or apartment is subject to disciplinary action and/or a fine of \$50.00 for each occurrence.

#### D. Personal Property

Students are required to remove all personal property and furnishings (e.g., couches, chairs, rugs, electrical appliances) from their room/ apartment prior to check-out at the end of each academic year. Items that remain become the property of the University and will be removed. Residents will be assessed a \$50.00 fine (per resident) and a labor charge for the removal and disposal of all personal items remaining after checkout. The University assumes no legal obligation to pay for loss of, or damage to, items of student's personal property occurring on campus or in its buildings or storage areas. It is highly recommended that students insure their own personal property via their parent's homeowners insurance or a renters/tenants insurance policy. Personal property must be stored in residence hall rooms/apartments. Students are not permitted to store personal property in hallways, lounges, bathrooms, stairwells, laundry rooms or other common areas. Additionally, personal property may not be stored in exterior areas adjacent to residence halls. Personal property found in these areas is subject to confiscation and disposal.

#### E. Pets

For health and safety reasons, pets of any kind are not permitted in the University residence halls or apartments. Residents found in violation of this policy will be subject to a fine of \$50.00 per day and disciplinary action. Exceptions may be granted by Residence Life for service or support animals required to assist students with documented needs.

#### F. Room Changes

Residents interested in changing their housing assignments must obtain and complete a room change request online. In all cases, changes must be approved by Residence Life. In the event that a request is precipitated by a roommate conflict, room changes will normally only be approved after other methods of resolving the conflict have been attempted. Mediation of conflicts may be sought from the Residence Life staff, but every effort should be made

by the residents to resolve issues amongst themselves. If conflict resolution is unsuccessful, the student initiating the request will be granted a room change, subject to availability. Students changing assignments in the absence of authorization may be subject to a \$100 per day fine, reassignment, disciplinary action and/or termination of their housing contracts.

#### G. Room Condition/Damage Assessments

The condition of residence hall rooms and campus apartments are assessed by Residence Life staff prior to student occupancy and documented on a Room Condition Form. Students are provided with the opportunity to review the Room Condition Form and may make necessary adjustments for a period of time following check-in. Students who make no changes during the allotted time period agree to the form in its entirety.

During occupancy, personal construction of any kind (i.e., shelves, lofts, platform beds and similar items) is prohibited. Residents may not drill holes or permanently attach any objects to walls, floors, ceilings or doors. Decorations should be mounted to walls so as to avoid marring painted surfaces when removed. Tape, duct tape, nails, tacks and screws are prohibited, as they damage wall surfaces. Residents may not attach stickers to doors, walls, furniture or windows and may not affix any items to the exterior of room doors and areas adjacent to room doors, including memo boards. Residents may not paint any area of university housing facilities. Unauthorized painting will result in a \$100.00 fine and attendant charges for repainting of the area.

Residents are expected to return their rooms/apartments to their original conditions upon departure. Prior to the close of the academic year, students will be provided with detailed information concerning expectations for the condition of their room/apartment and building common areas at the time of departure. After check-out, rooms/apartments will be evaluated against information contained in the Room Condition Form. Occupants will be held individually or jointly responsible for unauthorized changes, damages or missing furniture that were not specified on the original Room Condition Form. Residents of a building or sub-section of a building may be held financially responsible for damages to common areas and equipment (e.g., hallways, lounges, lavatories), when the students responsible for those damages do not claim responsibility and cannot be identified.

#### H. Room Furnishings

Room furnishings provided by the University must remain in rooms and/or apartments at all times. At no time may students remove room furnishings, including but not limited to mattresses and desk chairs, from their rooms.

Temporary removal of furniture is usually not permitted. Requests for exceptions should be submitted in writing to the Office for Residence Life. If exceptions are approved, the resident is responsible for storing and returning the furniture in question.

#### I. Room Selection Process

Current residential capacity permits the University to offer students admitted as full-time residents three years of continuous on-campus residency. A

fourth year of residency will be provided to those students who were admitted to the University as first-time (non-transfer) students under a special program that guaranteed an additional year of on-campus housing. Other 4th year students may request housing via a lottery process. Students who transfer to the University are not guaranteed on-campus housing, but may be offered residency on a space available basis. If a student withdraws from university housing for any reason and desires to return, they are no longer guaranteed residency and will be housed on a space-available basis.

First-year college students are assigned to rooms and buildings using a variety of criteria. Upper-class students are provided with the opportunity to participate in a class-specific room selection process that utilizes a computerized, randomly generated number to determine the order in which residence hall rooms and/or apartments are selected for the following academic year. Previous housing assignments, assignment to a “triple”, difficulties with roommates, academic standing, participation in special activities and other factors are not considered when generating selection times. Residence Life reserves the right to over-ride housing selections and address housing concerns, as needed.

The Office for Residence Life normally maintains a waiting list for students who desire on-campus residency, but were admitted to the University as commuters or are not otherwise guaranteed housing. In years where overcrowding is anticipated, a wait list may not be maintained. A housing assignment made via the waiting list is valid only until the end of the academic year in which it was made. Students who receive on-campus residency via the waiting list are considered “temporary residents” and are not eligible for on-campus housing or participation in the housing selection process for the following year.

#### J. Semester Break Periods

Students are not permitted to remain in the residence halls during semester break periods without authorization from the Office for Residence Life.

Requests must be made in accord with Residence Life procedures and must state the reason for the request. The Office for Residence Life reserves the right to approve or deny requests as necessary. Residents who attempt to remain in the halls without authorization are subject to disciplinary action and a fine of \$100.00 per day.

Depending on the length of the break and the demand for housing, students may be permitted to remain in their current housing assignment or may be asked to consolidate into another hall for reasons of safety and security. The schedule for the opening and closing of residence halls during semester break periods shall be determined by the Office for Residence Life.

All University policies and the provisions of the housing contract remain in effect for all students remaining on campus during break periods and senior week.

#### K. Terms of Occupancy

In signing a University Housing Contract, students agree to occupy the

space they have been assigned on or after the date specified by Residence Life and to vacate their assignment within 24 hours of their last examination for the semester, conclusion of a full-time academic internship, graduation, suspension, withdrawal, leave of absence or other termination of full-time student status. When vacating a residential assignment, students are responsible for returning the space to its original condition.

## **II. BEHAVIORAL RESPONSIBILITIES**

Living in community requires sensitivity toward and respect for the needs of others. As the primary enterprise of the University is education, behaviors considered appropriate in other settings may be inappropriate or insensitive in a residential community that must be supportive of the educational goals of its constituents. In keeping with these premises, the following policies are intended to protect the right of each student to enjoy an educationally purposeful residential environment. In addition to these policies, the provisions of the Code of Student Conduct and all university policies are in effect at all times in the residence halls and students are expected to comport themselves accordingly.

### **A. Academic Atmosphere**

As residential living is intended to complement a student's academic pursuits, other activities are appropriately subordinate to an individual's desire to study. Toward that end, each residence hall and apartment will maintain "Quiet Hours" from 8:00 p.m. to 8:00 a.m., Sunday through Thursday and 11 p.m. to 8 a.m. on weekends. During those hours, residents are expected to refrain from any activity which is disruptive to the residential community. Residents should minimize noisy activity in hallways or lounges, keep noise in their own rooms to a minimum, keep room doors closed if speakers, televisions, etc. are in use and to maintain the volume of that equipment at a non-intrusive level. During exam periods residence hall "Quiet Hours" will be extended to include 24 hours of each reading and exam day.

When "Quiet Hours" are not in effect, consideration and respect for others should continue to guide a resident's behavior and activities. Therefore, behavior which is disruptive to the residential community is prohibited at all times. Radios, stereos, musical instruments and other sound-amplification equipment should be utilized at levels that do not disturb other residents, faculty and/or University neighbors. These items may be banned or confiscated if they become cause for complaint or disruption. The placement of speakers in room or hallway windows for the purpose of directing music or noise into public areas is prohibited.

### **B. Disruptive Behavior**

The University reserves the right to reassign or temporarily revoke on-campus housing or take other appropriate action as deemed necessary, without a formal hearing, for those students whose behavior is considered disruptive or potentially detrimental to the individual, roommates, and/or others in the residential community..

### **C. Sexual Activity**

As a Catholic and Augustinian institution of higher learning, Villanova

University adheres to the Church's teachings with respect to sexual intimacy, specifically, that a genuine and complete expression of love through sexual union requires a commitment to living and sharing of two persons in marriage. Accordingly, the University reserves the right to take action under the Code of Student Conduct for students found in violation of this policy, particularly, in those cases that involve disruption to roommates or the residential community.

#### D. Unauthorized Recording Equipment

As it is an infringement upon the privacy of others, the use of hidden/unauthorized surveillance equipment (e.g., cameras, video cameras, webcams, tape recorders or other similar recording/monitoring devices) is strictly prohibited in the residence halls.

### III. SAFETY AND SECURITY RESPONSIBILITIES

The Office for Residence Life expects all members of the Villanova University community to be active participants in the creation and maintenance of a secure and safe residential environment. Toward that end, both residents and non-residents are expected to adhere to the following policies and guidelines and to accord them their highest priority.

#### A. Dangerous Practices

The following are defined as particularly dangerous behaviors in a residential community. Students found engaging in these behaviors may be subject to disciplinary action.

- blocking or preventing the use of room doors, hallways, exit doors and stairwells;
- any action which compromises the security of residents including, but not limited to, propping open or otherwise tampering with the locking mechanism of interior or exterior doors;
- constructing any object or modifying the residence hall in any way that may contribute to fire hazard, physical danger or unsafe conditions;
- entering or misusing restricted areas such as roofs, balconies, fire escapes, attics, work rooms or storage areas;
- possession, use or storage of flammable/combustible materials or liquids, or other heat producing materials, combustible liquids, or devices, including outdoor grills;
- individual or group activities that may lead to injury or destruction of property including, but not limited to, ball games and sports played within the hall;
- removal of or damage to exit signs, emergency phones or other safety/security notices or devices;
- tampering with fire safety equipment such as extinguishers, smoke detectors, alarms and sprinklers;
- projectiles involving gunpowder or other propellants;
- any object or substance thrown with the potential of defacing or damaging personal or University property or causing personal injury or disruption;

- tampering with interior and/or exterior door locks.
- The use of hoverboards is strictly prohibited in the residence halls. Hoverboards may not be used, plugged in or charged in any of our on-campus facilities.

## B. Electrical Appliances

Because of their potential contribution to accidental fires and unsanitary health conditions and in an effort to conserve energy, the following electrical appliances are restricted or prohibited in all University residences. Students found in violation of these policies will be subject to immediate confiscation and disposal of the appliance(s), and referral for disciplinary action.

- Hot plates, induction cooktops, space heaters and any appliance with an open heating element are prohibited.
- Toaster ovens are permitted in the apartments, but are not permitted in the traditional residence halls.
- All lamps and appliances should be UL approved. Halogen lamps are prohibited;
- Air conditioners are prohibited. Students requiring air conditioning due to documented medical necessity should contact the Office for Residence Life.
- Refrigerators are restricted to one 5-cubic foot unit per residence hall room.
- Extension cords and surge protectors must be UL approved. Extension cords/plugs should not be placed under carpets, tacked or stapled. Major appliances should not be plugged into extension cords.
- Plug adapters should be UL approved and not rated less than 125 volts/15 amperes. Residents should employ the prudent use of surge protectors to protect property from unexpected electrical damage.
- Heavy drawing appliances (irons, hair dryers, televisions, refrigerators, microwaves) should be plugged directly into socket outlets and unplugged when not in use.

## C. Elevator Access

Some residence hall elevators are restricted to business use by University employees. Residents with medical or physical need to use an elevator may obtain access by submitting a request to the Office for Residence Life. Misuse of elevator access privileges may result in disciplinary action.

## D. Fire Safety

*Alarms:* Students may not disregard a fire alarm or refuse to evacuate a building in which an alarm is sounding, regardless of its nature (drill, false alarm, or actual alert). Residents who fail to evacuate a building in a voluntary and timely manner will be subject to disciplinary action as outlined in the Code of Student Conduct.

*Candles/Open Flames:* Candles (of any type or form, whether decorative or functional), open flames, potpourri burners and the use of incense, are all prohibited in University residence halls and apartments. The University

reserves the right to sanction the residents of a room or apartment where a violation occurs whether or not the residents are present at the time of the violation. Prohibited items will be confiscated and not returned. Violations may result in disciplinary action as outlined in the Code of Student Conduct.

*Equipment:* Tampering with or misuse of fire safety equipment (extinguishers, fire hoses, smoke detectors, alarms, sprinklers, exit signs) is considered to be exceptionally dangerous behavior in a residential community and represents a serious breach of community safety standards. Students found responsible for tampering with or misusing fire safety equipment will be subject to disciplinary action as outlined in the Code of Student Conduct.

When individuals responsible for activating a false fire alarm or damaging a fire extinguisher fail to claim direct responsibility for that behavior, cannot be identified by Residence life staff and are not identified by the residents of the building in which the vandalism occurred, the fines in question may be assessed against the entire hall.

*Holiday Decorations:* Due to potential fire hazards, the use of holiday decorations MUST adhere to the University guidelines. No live trees, wreaths or garland (treated or untreated) are permitted. Decorative lights must be UL-Approved and may not be placed on the outside of doors, windows or buildings. It is against policy to leave decorative lights on when no one is present in the room to attend to them. Decorative lights may not be hung from ceilings, nor may they obstruct doors or windows. Decorations should be flame retardant and must not be placed on the exterior of room doors; near or over electrical outlets; on or near light fixtures, fire safety equipment, or radiators or heating vents/units.

#### E. Food Preparation/Storage/Trash Disposal

Storage and extensive preparation of food in residence halls frequently contributes to electrical overload as well as fire hazard, sanitary and health concerns. As a result, meal preparation in traditional residence halls should be kept to a minimum and students are expected to use the University meal plan as provided. In the interest of controlling pests, all food items kept in residence hall rooms should be kept in tightly sealed plastic containers and trash should be emptied regularly in designated common trash disposal areas.

#### F. Guests and Visitation

The University's policies on guests and visitation are anchored in a concern for residence hall security, the privacy rights of roommates and building residents, and the maintenance of an atmosphere conducive to academic achievement.

The misuse of guest and visitation policies or visitation hours constitutes a violation of the Code of Student Conduct. Such behavior may result in disciplinary action, including reassignment or the revocation of campus residency of all parties involved. The University reserves the right to revoke guest and visitation privileges for individual students and/or rooms/apartments as necessary.

## Policies:

1. Guest visits should be of limited duration, regardless of the hour, day or night. For purposes of this policy, a guest is defined as a person who is not the current resident of the room in which they are present. Consideration for roommates and other building residents dictate that visits not infringe on another's rights to privacy, sleep and quiet study space. If the presence of a guest infringes on the rights of the roommate or building residents, then the guest must leave.
2. Roommates must complete and submit to their Resident Assistant a written roommate living agreement that addresses the presence of guests in the room and is consistent with the policies stated above. Failure to comply may result in revocation of guest privileges for residents of the room/apartment.
3. Overnight visits should only occur on a limited and infrequent basis. Overnight visits must be in accord with roommate living agreements and visitation hours and should not exceed two consecutive nights. Visitation to the extent of co-habitation is not permitted and constitutes a violation of the Code of Student Conduct.
4. Residents should accompany non-university visitors, as well as visitors who do not reside in the same residence hall, at all times. Residents may be held personally accountable for damages and/or violations of University policy by their guests.
5. The use of opposite Gender bath and shower rooms is strictly prohibited for all residents and guests.
6. For reasons of safety and security, children under the age of sixteen (16) may not be present in University resident hall rooms or common areas for any purpose or period of time unless accompanied by a parent or legal guardian, or as a direct consequence of participation in a recognized University program or activity specifically designed to include children. Children, even those accompanied by a parent or guardian, are not permitted in the residence halls for extended periods of time.

## Visitation Hours:

**First-Year Residents:** The University has an obligation to assist new students in their transition from living at home to living in a campus residential community. Accordingly, visitation hours for first-year college students are established as follows:

*Same Gender Guests:* Guests of the same Gender are permitted to visit first-year college student rooms at all times, provided that the visits are consistent with the roommate living agreement and the policies stated above.

*Opposite Gender Guests:* Guests of the opposite Gender are permitted to visit first-year college student rooms during the following hours only, provided that the visits are consistent with the roommate living agreement and the policies stated above.

- Weekdays (Sunday to Thursday) - 10:00 a.m. until midnight;
- Weekends (Friday and Saturday) - 10:00 a.m. until 2:00 a.m.

Weekday visitation hours will apply during New Student Orientation, Reading Day, and evenings prior to final examinations.

Weekend visitation hours will apply on the following dates:

- Sunday prior to Labor Day
- Sunday prior to Martin Luther King Day

Guests of the opposite gender are permitted in designated building lounges outside of these hours, provided that they are accompanied by a current resident of that building and that their presence is not disruptive to the residential community.

Designated lounges in halls housing first-year college students are as follows:

Caughlin Hall – 1st floor lounge  
 Moriarty Hall – 1st floor lounge  
 Good Counsel Hall – 2nd & ground floor lounges  
 O’Dwyer Hall – 1st floor lounge  
 McGuire Hall – 1st floor lounge  
 St. Monica – 1st floor lounge  
 Katharine Hall – 1st floor lounge  
 Stanford Hall – 2nd floor lounge

The presence of opposite gender guests in first-year college student rooms outside of established hours is a violation of the Code of Student Conduct. Students in violation of this policy will be referred to the Dean of Students Office and subject to disciplinary action.

*Upper Class Residents:* All guests are permitted to visit upper class resident rooms/apartments at all times, provided that the visits are consistent with the roommate living agreement and the policies stated above.

#### G. Room Entry

The University reserves the right to enter, search and inspect rooms and all contents of the room without prior permission from residents. Whether the University decides to enter, search and inspect a room will be determined at the sole discretions of University Officials. University Officials include members of the Villanova University Police Department whose presence is requested to assure the safety and welfare of other University Officials entering the room. Situations which may result in the University searching the contents of a room include, but are not limited to: if the University has reason to suspect that an emergency situation exists; if it has reason to suspect a violation of University policy; to determine the well-being of residents; to locate persons or missing property; to complete fire safety inspections; to facilitate maintenance; or to insure that safe and sanitary conditions exist. No community member may install additional locks, latches, or other devices that may impede access by University officials or modify their room locks or combination in any way.

Room inspections will be conducted prior to Fall, Winter and Spring Breaks, and as necessary by University staff or Township personnel or their independent contractors, to ensure that safe and sanitary conditions are being maintained. Students who persist in maintaining unsafe or unsanitary conditions after being asked to correct deficiencies may be subject to disciplinary action and/or loss of their campus residency.

Prohibited or illegal items discovered during these inspections or fire safety inspections will be confiscated, not returned, and turned over to the Villanova Police Department when appropriate.

#### H. Wildcards/Room Combinations

Residents are responsible for using Wildcards or room combinations in a manner that does not jeopardize the safety or security of individuals or property. Residents are expected to carry their Wildcards at all times when outside of their rooms and to keep interior room doors locked as appropriate. Residents who become locked out through failure to carry their Wildcard may be assessed a fine per occurrence. Room combinations should not be shared with anyone and Wildcards should not be lent to anyone. Residents of a room may be held accountable for violations of the Code of Student Conduct that occur in their room whether or not they are physically present at the time of the violation. A lost Wildcard should be reported immediately to Residence Life, Public Safety or The Wildcard Office.

#### **Smoking Policy**

All residence halls and apartments are smoke free. Smoking, including electronic or tobacco-free cigarettes and vaping are strictly prohibited in all areas (public areas and student rooms) of these buildings. While the use of smokeless tobacco is not prohibited, individuals who use these products are responsible for proper disposal. In accord with University policy, smoking is permitted outside of residence halls, provided the person is 25 feet from an entrance or exit, air intake duct or window.

#### **Windows, Window Screens and Window Displays**

Under no condition should windows be blocked or window screens removed, nor should windows be used as a method of access or egress from Residence hall rooms, except in case of emergency. Electrical cables, wires or antennae should not be hung outside of windows. Removal of screens from rooms, lounges, bathrooms, hallways, or stairwells, or the opening of security screens is prohibited. Banners, signs or window decorations may not be hung on the exterior of buildings or windows. Material hung on the interior of windows and displayed toward public areas must be in keeping with the values and standards of the University community. As alcohol consumption is an inhibitor of academic accomplishment and a primary factor in vandalism, disorderly conduct and other unacceptable behavior, window displays involving alcohol containers (bottles, cans, cups, etc.) are not permitted in University residence halls. Students in violation of these policies will be fined and/or referred for disciplinary action.

## IV. PUBLICITY AND SALES IN THE RESIDENCE HALLS

### A. Publicity

All advertising prepared for distribution or posting in the residence halls must be stamped “Approved for Posting” by the appropriate University department and must be posted in appropriate designated areas within the residence halls.

With the exception of floor/building notifications posted by the resident assistants, advertising or publicity exclusively intended for the residents of an individual building must be approved and stamped for posting by the

Coordinator for Residence Management responsible for the area of the campus in which the hall is located.

Advertising or publicity for events open to all residents and/or members of the general campus community must be approved and stamped for posting by the Student Involvement Office.

The University reserves the right to remove all postings that do not comply with this policy.

### B. Sales and Solicitation (also see Non-Solicitation Policy)

Students and student organizations, including Hall Councils, are not permitted to infringe upon the privacy of residents in University residence halls, apartments and common lounge areas for the purpose of raising funds or generating revenues. In accordance with University policy, all fund-raising and revenue generating activities in the residence halls/apartments must be approved by the Office for Residence Life. Hall Councils interested in sponsoring fund-raising activities are expected to submit proposals through the appropriate Residence Life staff member. Sales of items using residence hall names, depictions of residence halls or other references to residence halls is strictly prohibited without prior approval of the Office for Residence Life. Residents may not operate “for profit” or “not for profit” business ventures from their room.

## SEXUAL ASSAULT, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT

**(This entire policy, to include appendices, can be found at:  
[www.villanova.edu/sexualassault](http://www.villanova.edu/sexualassault))**

### I. INTRODUCTION

Villanova University seeks to foster and maintain a community of mutual respect and concern for all of its members. There can be no greater violation of the terms of that community, or of the essential dignity of any member of it, than an act of sexual assault, sexual harassment, or other forms of misconduct described in this Policy (referred to as “sexual misconduct”). These acts constitute the deepest affront to University standards and will not be tolerated in any form.

All members of this community—students (current and applicants), faculty, staff, applicants for employment, persons doing business with or acting on

behalf of the University, and visitors to campus—are protected under this Policy and share in responsibility for creating and maintaining an environment that promotes the safety and dignity of each person. Towards that end, this Policy provides the framework for eliminating sexual assault, sexual harassment, and other sexual misconduct from our community, preventing its recurrence, and addressing its effects.

Pursuant to Title IX of the Education Amendments of 1972 (Title IX), Villanova prohibits all forms of sexual harassment, including sexual assault and other forms of sexual misconduct. Any person found responsible for such violations will face disciplinary actions up to and including dismissal or expulsion from the University. Acts of sexual assault or sexual misconduct may also be prosecuted under the Pennsylvania Criminal Code. This Policy applies to all on-campus conduct, as well as any off-campus conduct that has an adverse impact on any member of the University community or the University.

Should an incident of sexual assault, sexual harassment, or other sexual misconduct occur, the University has both reporting procedures and support resources in place so that a person does not need to face the effects of such an incident alone. The first concern is for the safety, health, and well-being of those affected. Confidential and non-confidential (yet private) options for support and reporting are available both on and off campus (Section IV & Appendix A).

All members of the University community have an obligation to assist in preventing harassment. Responsibilities include: (1) participating in periodic training to learn how to recognize and report concerns; (2) conducting themselves in a manner that does not violate this policy; (3) intervening when possible to prevent harassment of another; (4) reporting incidents and assisting victims to report; (5) respecting the privacy rights and confidentiality rights of those involved; and (5) cooperating in University investigative and disciplinary procedures.

When an incident is reported, the University will respond promptly and equitably to all allegations of sexual assault, sexual harassment, or other sexual misconduct to ensure the safety of the reporting person and the Villanova community in order to provide an environment that is free from gender and sex discrimination.

Anyone making a report, filing a complaint, or participating in the investigation or resolution of an allegation of sexual assault, sexual harassment, or other sexual misconduct is protected by law and this Policy from retaliation (see Section II.A.). The University will take prompt responsive action to all reports of retaliation.

When used in this Policy, a reporting person is a person who notifies the Title IX Coordinator, or other Villanova authority, of an act of sexual assault, sexual harassment, or other sexual misconduct. When the reporting person is also the person who experienced the misconduct, the reporting person is also referred to as a Complainant. A Respondent refers to the person reported to have committed the act of sexual assault, sexual harassment, or other sexual misconduct.

## II. PROHIBITED CONDUCT AND DEFINITIONS

The University expects all members of the Villanova community to conduct themselves in a manner consistent with the Villanova Mission Statement and its Enduring Commitments available at [http://www1.villanova.edu/villanova/president/about\\_university/mission/html](http://www1.villanova.edu/villanova/president/about_university/mission/html), the *Environmental and Relational Expectations* as described in the Code of Student Conduct, the Human Resources Handbook, and the Faculty Handbook.

Villanova University prohibits sexual assault, sexual harassment, and other sexual misconduct, as detailed in the definitions below and as further clarified in some instances under Federal and Pennsylvania law. The University reserves the right to address behavior regardless of whether the conduct also violates federal, state and/or municipal civil or criminal law. Pennsylvania criminal law definitions can be found in Appendix E.

### A. PROHIBITED CONDUCT

**SEXUAL ASSAULT.** Having or attempting to have sexual intercourse or sexual contact with another person without consent. This includes sexual intercourse or sexual contact achieved by the use or threat of force or coercion, where a person does not consent to the sexual act, or where a person is incapacitated. Sexual assault includes rape, fondling, incest and statutory rape, defined as follows:

- **Rape – Attempted or Actual Penetration(s):** Having or attempting to have non-consensual vaginal, anal, or oral penetration, however slight, with any object or body part, with another person.
- **Fondling – Non-Consensual Sexual Contact:** The touching of the private body parts of another for the purpose of sexual gratification forcibly and/or against that person's will; or not forcibly or against the person's will where the person is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity. This can include causing the other to touch the harasser's private body parts.
- **Incest** – Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – Statutory rape is sexual intercourse with a person who is under the statutory age of consent. In Pennsylvania, individuals under 13 years of age can never consent to intercourse; individuals younger than 16 years of age can never consent to intercourse with a partner more than four years their senior. For more about consent, see Part B below.

**SEXUAL EXPLOITATION.** Sexual exploitation is an act or omission to act that involves taking non-consensual, unjust, humiliating, or abusive sexual advantage of another, either for personal advantage or to benefit or advantage anyone other than the Complainant. Examples of sexual exploitation include but are not limited to the following:

- Creating a picture(s), movie(s), webcam, tape recording(s), graphic written narrative(s), or other means of memorializing sexual behavior or a state of undress of another person without the other's knowledge or consent;
- Sharing items described in the paragraph above beyond the boundaries of consent where consent was given. For example, showing a picture to friends where consent to view it was given for oneself only;
- Observing or facilitating observation by others of sexual behavior or a state of undress of another person without the knowledge or consent of that person;
- Voyeuristic behaviors, such as watching another person or persons, without their consent, while they are undressing, undressed, or engaged in sexual activity;
- Engaging in sexual behavior with knowledge of an illness or disease that could be transmitted by the behavior without full and appropriate disclosure to the partner(s) of all health and safety concerns;
- Engaging in or attempting to engage others in "escort services" or "dating services" which include or encourage in any way sexual behavior in exchange for money;
- Intentionally, knowingly, or surreptitiously providing drugs or alcohol to a person for the purpose of sexual exploitation; or
- Exposing another person to pornographic material without the person's advanced knowledge or consent.

**STALKING.** Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear for their safety, or the safety of others, or suffer substantial emotional distress. The course of conduct means two or more acts in which the stalker follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or make unwelcome contact with another person.

**SEXUAL HARASSMENT.** Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other physical, visual, or verbal behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education; or
- Submission to or rejection of such conduct by a person is used as the basis for employment or academic decisions affecting the person; or
- Such conduct has the purpose or effect of:

- o Unreasonably interfering with a person's academic or professional performance; or
- o Creating an intimidating, hostile, or demeaning employment or educational environment.

A single isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical.

Examples of potentially sexually harassing behaviors include, but are not limited to, the following:

- Unwelcome sexual advances, sexual innuendo, or requests for sexual favors in person, by phone, by electronic message or photo, written words or images such as graffiti, and social media postings;
- Unwelcome behavior of a sexual nature by a faculty member, coach, or other staff person directed towards a student, a colleague, or other community member;
- A person in a position of authority (such as a faculty member, coach, supervisor) suggesting that an educational or employment benefit will result from submission to some unwelcome behavior of a sexual nature or will be denied for refusal to engage in sexual activity;
- Repeated sexual remarks, offensive stories, remarks about sexual activity or experiences, sexual innuendoes or other suggestive comments that are unwanted and unwelcome by another;
- Displaying or showing pictures, cartoons, or other printed materials of a sexual nature in the workplace or in an educational setting where there is insufficient academic relevance;
- Exposing the private parts of one's body to another person, or in public forums.

**DATING VIOLENCE.** Includes physically, sexually, and/or psychologically abusive behavior that arises in the form of a direct violent act, or indirectly as acts that expressly or implicitly threaten violence. Dating violence also occurs when one partner attempts to maintain power and control over the other through one or more forms of abuse, including sexual, physical, verbal, or emotional abuse. Specifically, dating violence is violence or the threat of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship is determined based upon the length of the relationship, the type of the relationship and the frequency of interaction between the persons involved in the relationship.

**DOMESTIC VIOLENCE.** Includes physically, sexually, and/or psychologically abusive behavior that arises in the form of a direct violent act, or indirectly as acts that expressly or implicitly threaten violence. Domestic violence also occurs when one partner attempts to maintain power and control

over the other through one or more forms of abuse, including sexual, physical, verbal, or emotional abuse. Specifically, domestic violence is a crime of violence committed by a current or former spouse or intimate partner, or by a person with whom the Complainant shares a child in common. Domestic Violence also includes a crime of violence against a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under domestic or family violence laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the Commonwealth of Pennsylvania.

**SEXUAL MISCONDUCT.** The term sexual misconduct is a comprehensive term that encompasses any unwelcome conduct of a sexual nature and includes dating violence, domestic violence, sexual assault, sexual exploitation, sexual harassment and stalking.

**RETALIATION.** Retaliation is defined as attempts or acts to seek retribution including, but not limited to, any form of intimidation, reprisal, harassment, or intent to prevent participation in University proceedings under this Policy. Retaliation may include continued abuse or violence, other harassment, and slander and libel. Retaliation may be committed by any person or group of people, not just a Respondent or Complainant. It may be committed against the Complainant, Respondent, or any person or group of people involved in the investigation and/or in the resolution of an allegation of sexual assault, sexual harassment, or other sexual misconduct. Retaliation could occur before, during or after an investigation and/or University proceedings.

## **B. DEFINING KEY TERMS USED IN THIS POLICY**

**ALCOHOL and OTHER DRUGS:** Sexual assault, sexual harassment, and other sexual misconduct are never excused because a person is intoxicated or impaired by alcohol or other drugs and does not diminish one's responsibility to obtain consent. The University considers sexual contact while under the influence of alcohol or other drugs to be risky behavior because people may abuse the impaired condition of another to commit sexual violence. Alcohol and other drugs impair a person's decision-making capacity, awareness of the consequences, and ability to make informed judgments. The use of alcohol or other drugs can limit a person's ability to freely, affirmatively, and clearly give consent and can create an atmosphere of confusion over whether or not consent has been freely, affirmatively, and clearly sought or given. The perspective of a reasonable person will be the basis for determining whether a Respondent should have been aware of the extent to which the use of alcohol or other drugs impacted a Complainant's ability to give consent.

**BYSTANDERS:** Bystanders are individuals who witness emergencies, criminal events or situations that could lead to criminal events and by their presence may have the opportunity to provide assistance, do nothing, or contribute to the negative behavior.

**COERCION:** Consent must be freely given. Consent is not freely given if it results from the use or threat of physical force, intimidation, or coercion,

or any other factor that would compromise someone's ability to exercise their own free will to choose whether or not to have sexual contact. Coercion includes the use of pressure and/or oppressive behavior, including express or implied threats of harm or severe and/or pervasive emotional intimidation, which (a) places a person in fear of immediate or future harm or physical injury or (b) causes a person to engage in unwelcome sexual activity. A person's words or conduct amount to coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance that impairs the person's ability to give consent.

**COMPLAINANT:** Refers to the person who reports that they have been the subject of sexual assault, sexual harassment, or other sexual misconduct.

**CONSENT:** Consent is an explicitly communicated, reversible mutual agreement in which all parties are capable of making a decision. Consent is informed, voluntary, and actively given. Consent exists when all parties exchange mutually understandable affirmative words or actions indicating their agreement to participate voluntarily in sexual activity.

The following further clarifies the meaning of consent:

- Each participant in a sexual encounter must obtain consent for all sexual activities. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.
- Consent consists of an outward demonstration indicating that a person has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- If at any time it is reasonably apparent that either party is hesitant, confused, or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.
- Consent may be withdrawn by either party at any time. Once withdrawal of consent has been expressed through words or actions, sexual activity must cease.
- A person who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware, or otherwise physically impaired is considered unable to give consent. For example, a person who is asleep or passed out cannot give consent.
- People with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates consent to engage in sexual activity.

**DEPUTY TITLE IX COORDINATOR:** The Title IX Coordinator is supported by several Deputy Title IX Coordinators, all of whom are knowledgeable and trained in state and federal laws that apply to matters of sexual assault, sexual harassment or other sexual misconduct, as well as University policy and procedure. A list of Deputy Title IX Coordinators can be found in the “Title IX Notice” in Appendix C.

**DISCLOSURE:** When a person shares that they have experienced sexual assault, sexual harassment or other sexual misconduct.

**INCAPACITATION:** People are incapacitated when they are not able to make rational, reasonable judgments and therefore are incapable of giving consent. Incapacitation is the inability, temporarily or permanently, to give consent, because the person is mentally and/or physically impaired due to alcohol or other drug consumption, either voluntarily or involuntarily, or the person is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. In addition, people are incapacitated if they demonstrate that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason.

**INTERIM MEASURES:** Following a report of sexual assault, sexual harassment or other sexual misconduct, the University will provide interim support and reasonable protection against further acts of misconduct, harassment, or retaliation as needed, as well as provide services and resources to provide a safe educational and employment environment. More information about Interim Measures can be found in Appendix B.

**REPORT:** A formal record regarding a sexual assault, sexual harassment or other sexual misconduct.

**REPORTING PERSON:** Refers to the person who is reporting that they are aware of or have witnessed a sexual assault, sexual harassment or other sexual misconduct, as defined in this policy.

**RESPONDENT:** The person who is reported to have committed acts of sexual assault, sexual harassment, or other sexual misconduct.

**RESPONDENT RESOURCE COORDINATOR TEAM:** The University has designated the Respondent Resource Coordinator team to provide information on resources for students accused of sexual assault, sexual harassment, or other sexual misconduct. The Respondent Resource Coordinator will assist a Respondent with: obtaining emotional support through counseling; navigating the disciplinary process; and assisting with other questions and concerns. Members of the Respondent Resource Coordinator Team do not act as legal counsel and generally are unable to serve as Advisors in University disciplinary proceedings.

**SEXUAL ASSAULT RESOURCE COORDINATOR (SARC) TEAM:** The University has designated the Sexual Assault Resource Coordinator team to provide immediate assistance and support to any student

who has experienced sexual assault, sexual harassment, or other sexual misconduct. The Sexual Assault Resource Coordinator on call at the time of the contact may meet with the person, provide information about safety, emotional and physical well-being, on campus and community resources, possible interim measures, and review the person's options to address the complaint under this Policy. The Sexual Assault Resource Coordinator team also provides ongoing support and assistance through any University and/or criminal justice review, investigation, or resolution process. The University's Sexual Assault Resource Coordinator on-call can be reached at 484-343-6028 and is available 24 hours/day.

**SEXUAL HARASSMENT COMPLAINT OFFICER:** The Sexual Harassment Complaint Officer or their designee will typically oversee the investigation of all reports of sexual harassment (as defined above) involving a Respondent who is a University employee (faculty or staff). The Sexual Harassment Complaint Officer may be assisted in the investigation by the Human Resources and/or Public Safety Departments.

**TIMELY WARNING:** If a report under this Policy discloses a serious or continuing threat to the University campus community, the University may issue a timely warning, known as a "Safety Alert" to the community to protect the health or safety of the broader campus community. Any such warning to the campus community, when determined by the University to be appropriate under the circumstances, is limited to a brief account of the incident, a description of the assailant when needed to apprehend, and the name of any person who has been arrested and charged with a crime. The Safety Alert will not include identifying information of the reporting person and/or Complainant.

**TITLE IX COORDINATOR:** The Title IX Coordinator oversees the University's centralized review, investigation, and resolution process for reports of sexual assault, sexual harassment, and other sexual misconduct, and coordinates the University's compliance with Title IX. See Appendix C for the complete Title IX Notice.

**TITLE IX INVESTIGATOR:** The Title IX Investigator conducts prompt and impartial administrative investigations of all sexual misconduct reports where the Respondent is a current student, and sexual misconduct reports (other than sexual harassment as defined above) where the Respondent is a University employee.

### **III. BYSTANDER INTERVENTION**

Bystanders play a critical role in the prevention of sexual violence. The University strongly encourages all community members to take reasonable and prudent actions to prevent or stop an act of sexual assault, sexual harassment, or other sexual misconduct. Each situation is unique and each person has different strengths when it comes to intervention. Taking action may include:

- Direct intervention: approaching one of the key people involved in the situation and attempting to prevent the situation from escalating further

- Delegating: involving other people to prevent a situation from worsening. This can include recruiting friends, Public Safety or law enforcement.
- Distracting: altering the flow, interrupting or shifting a situation to prevent something from worsening.

When considering options, it is most important for students to make the safest choice available to interrupt or intervene in situations that could result in acts of sexual assault, sexual harassment or other sexual misconduct. Community members who choose to exercise this positive moral obligation will be supported by the University and protected from retaliation.

#### **IV. HOW AND WHEN TO REPORT AN INCIDENT OF SEXUAL ASSAULT, SEXUAL HARASSMENT, OR OTHER SEXUAL MISCONDUCT**

All members of the University community (unless required to maintain confidentiality by law) are expected to report information about any incident of sexual assault, sexual harassment, or other sexual misconduct involving a student, staff or faculty member, regardless of where and when the incident happened. Specifically, all employees (except for confidential resources listed in Section B) have been designated as “responsible employees” and must report any and all incidents to the Title IX Coordinator or Deputy Coordinator (as outlined in the Title IX notice contained in Appendix C), regardless of whether or not the person witnessed the incident or learned of it through the Complainant or a third party. The Title IX Coordinator or Deputy will report incidents occurring on or near campus to Public Safety consistent with a federal law known as the Clery Act. The Clery Act requires colleges and universities to maintain statistics of serious crimes reported on and near campus, including incidents reported under this Policy. The report to Public Safety will typically include the general nature of the incident, date, time of day, and location, as well as other information needed to assess whether an on-going threat is present in order to evaluate whether a timely warning (or “safety alert”) should be issued. In addition to complying with the Clery Act, this information helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off campus so that the Title IX Coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses.

Villanova is committed to supporting the rights of a person reporting an incident of sexual assault, sexual harassment, or other sexual misconduct to make an informed choice among options and services available both on and off campus. Complainants have the option to, and are encouraged to, notify law enforcement. This includes notifying Public Safety and/or the police department with jurisdiction, and to file a simultaneous criminal and University complaint. It also includes receiving assistance from Villanova in making the report. Complainants may also decline to notify campus or law enforcement officials.

The University will respond to all reports in an integrated, consistent manner that treats each person with dignity and respect and will take prompt responsive action to end the misconduct, prevent its recurrence, and address its effects.

## A. MAKING A REPORT

To make a report, a person has several options:

To initiate a criminal complaint through law enforcement, the person should contact:

|  |                   |
|--|-------------------|
| Law Enforcement                                  | 911               |
| Villanova University Department of Public Safety | 610-519-5800      |
| Radnor Police Department                         | 610-688-0503      |
| Lower Merion Police Department                   | 610-649-1000      |
| Conshohocken Police Department                   | 610-828-4032/4033 |
| Upper Merion Police Department                   | 610-265-3232      |
| Tredyffrin Police Department                     | 610-647-1440      |

To initiate a Title IX (administrative) complaint through the University, the person should contact the Title IX Coordinator or Department of Public Safety as follows:

**Ms. Ryan Rost, Title IX Coordinator**  
610-519-8805  
ryan.rost@villanova.edu

**Ms. Kim Carter, Title IX Investigator  
& Deputy Title IX Coordinator**  
484-343-6926 (24/7)  
kim.carter@villanova.edu

**Department of Public Safety**  
610-519-4444 (24/7 emergency)  
610-519-5800 (24/7 non-emergency)

Any person seeking information and options on how to proceed may also contact:

**Sexual Assault Resource Coordinator**  
484-343-6028 (On-Call 24/7)

The Sexual Assault Resource Coordinator (SARC) on call at the time of the contact may meet with the person, provide information about safety, emotional and physical well-being, on campus and community resources, possible interim measures, and review the person's options to address the complaint under this Policy. The Sexual Assault Resource Coordinator also provides ongoing support and assistance through any University and/or criminal justice review, investigation, or resolution process. **The SARC may talk with a person and generally only report that an incident occurred without revealing any personally identifying information about the person.** Members of the SARC team do not act as legal counsel and generally are unable to serve as Advisors in University disciplinary proceedings.

Any person may report an incident of sexual misconduct. Complaints may be pursued through the criminal process and/or through the University disciplinary process consecutively or concurrently. In instances of sexual harassment as defined in II. A. above, a person may also report to the Sexual Harassment Complaint Officer, identified in the Title IX Notice (and included in Appendix C of this Policy).

The University encourages people to seek immediate medical treatment (see below) and to make a prompt report to law enforcement in response to an incident of sexual assault or other sexual misconduct in order to address immediate safety concerns, allow for the preservation of evidence, and trigger a prompt investigative and remedial response. When the incident is reported to a campus resource, the University will help the person get to a safe place and assist the Complainant in seeking immediate medical attention or in reporting an allegation to law enforcement. The University will provide transportation to the hospital, assist with notification of law enforcement, and provide information about the University's resources and complaint process. The University will also provide appropriate interim measures, as needed, to help ensure the safety and well-being of the parties affected. See Appendix B for more details on Interim Measures.

The University's Department of Public Safety may conduct criminal investigations and/or administrative investigations of sexual misconduct reports. Criminal investigations are conducted for sexual misconduct reports that occur on campus property, except in cases where the identity of the suspect is unknown to the Complainant. In those cases, the Radnor Township Police Department conducts the investigation. The Department of Public Safety employs trained criminal investigators that can collect evidence, conduct an investigation, and initiate a criminal prosecution. The Department of Public Safety also conducts administrative investigations into allegations of sexual misconduct, which would include acts consistent with criminal sexual assault. These investigations are conducted by trained personnel within the Department of Public Safety who are not sworn police officers. While the administrative and criminal investigators are housed in the same unit of the University, the investigations are separate and apart, and serve different purposes.

When contacting the Department of Public Safety, a Complainant may seek a criminal investigation, administrative investigation, or both. A Complainant is not required to consent to a criminal investigation in order for an administrative investigation to occur, or to receive services under Title IX. When conducting both the criminal and administrative investigations simultaneously, information is shared between investigators, who will typically work together throughout the investigation. A Complainant may always choose to participate, or withdraw their participation, from either investigative process.

The Department of Public Safety does not have the authority to conduct criminal investigations for reports of sexual misconduct that occur off-campus, but can conduct administrative investigations of off-campus incidents. Several municipalities are located in the surrounding area, and determining which police department has authority to investigate depends upon where the incident occurred.

## B. CONFIDENTIALITY AND PRIVACY CONSIDERATIONS

The University is committed to protecting the privacy of all people involved in a report of sexual assault, sexual harassment or other sexual misconduct. Information related to a report to the University of sexual assault, sexual harassment or other sexual misconduct will be kept private by the University unless disclosure is required by law; thus, it will be shared only with those University officials with a legitimate interest in order to assist in the investigation and/or in the resolution of the matter. Under no circumstances will the University release the name of the Complainant to the general public without the express consent of the Complainant.

Whenever a report of sexual assault, sexual harassment or other sexual misconduct is made, Villanova has an obligation to take steps to ensure it is providing a safe, non-discriminatory environment for all members of the Villanova community. If a Complainant discloses an experience of sexual misconduct and requests that no further investigation into a particular incident be conducted or disciplinary action taken, the University will weigh the Complainant's request against its obligation to provide a safe and non-discriminatory environment for the University community, as explained in Section C below.

In conducting an appropriate investigation, University investigators and administrators are sensitive to the privacy of those involved. Incidents will always be handled as private matters; confidentiality cannot be guaranteed unless disclosed only to a confidential resource (listed below). To conduct an effective investigation and fully assess the ongoing safety of the community, it may be necessary to gather information related to the incident. The Complainant is always free to decide whether and how they want to be involved in the investigation and the disciplinary process, if any, that follows. When a person requests that their name not be shared as part of an investigation, that request will be considered, balancing the need for a meaningful investigation.

1. Counselors/therapists at the University Counseling Center and priests acting in a pastoral capacity. Confidential Resources. The University provides confidential resources who are outside the official reporting channels. Any community member may seek advice and counseling confidentially, including about sexual assault, sexual harassment or other sexual misconduct, by speaking to those University employees.

Note that confidentiality will be maintained by a counselor or therapist under all circumstances except when there is an immediate threat of serious harm to a person. This means that, in almost all circumstances, these people are not required to report any information to anyone without permission.

2. Nurses and Nurse Practitioners at the Student Health Center and the Sexual Assault Resource Coordinator (SARC) team. The University has designated these employees to provide immediate assistance and support to any person wishing to make a report of sexual assault, sexual harassment, or other sexual misconduct. These people are

required to share disclosures of sexual misconduct with the Title IX Coordinator, but generally only report that an incident occurred without revealing any personally identifying information about the person, if requested by the reporting person. These reports to the Title IX Coordinator will include the general nature of the incident, date, time of day, and location, as well as other information needed to assess whether an on-going threat is present in order to evaluate whether a timely warning should be issued.

3. All other employees. As noted in Section IV, all employees (except for confidential resources listed above) are required to share disclosures of sexual misconduct with the Title IX Coordinator. These reports to the Title IX Coordinator will include the name of the reporting person, general nature of the incident, date, time of day, and location, as well as other information needed to assess whether an on-going threat is present in order to evaluate whether a timely warning should be issued.

Note that physicians at the Student Health Center (M.D.s and D.O.s) are generally required by Pennsylvania law to make a report to the police department with jurisdiction, any time they receive a report of an injury caused by a criminal act, including sexual assault.

In all cases, these reports will prompt an investigation by the University to address and remedy the situation. Complainants may still decide whether and how they want to be involved in any next steps. Without the cooperation of the Complainant, investigations may be limited. As such, the University's ability to meaningfully investigate the incident and pursue disciplinary action against the Respondent may be limited based on the information provided.

Should there be a continuing threat to the community, a campus-wide timely warning, also known as "safety alert," could be issued in order to protect the community. Safety alerts do not contain identifying information about the reporting person. When an ongoing threat to the safety of campus exists, the University will use the procedures set forth in Section C to determine whether appropriate actions to address the situation must be taken.

Regardless a Complainant's involvement in an investigation, resources found in Appendix A and interim measures described in Appendix B, remain available to that person. Off-campus resources are also available and do not typically involve the University without the Complainant's consent. Some are also confidential.

### **C. WHEN THE COMPLAINANT REQUESTS LIMITED OR NO FURTHER ACTION**

If a Complainant reports an incident of sexual assault, sexual harassment or other sexual misconduct and requests that no further investigation or disciplinary action be taken, the University must weigh that request against its obligation to provide a safe, non-discriminatory environment for all students and employees, including the Complainant.

If the University honors the request, a Complainant should understand that the University's ability to meaningfully address the incident and pursue disciplinary action against the Respondent may be limited.

Although rare, there are times when the University may not be able to honor a Complainant's request in order to provide a safe, non-discriminatory environment for all community members.

When weighing such a Complainant request, the Title IX Coordinator or Deputy Coordinator(s) will consider a range of factors, including the following:

- The risk that the Respondent will commit additional acts of sexual or other violence, such as:
  - o whether there have been other sexual violence complaints about the same Respondent;
  - o whether the Respondent has a history of arrests or records from a prior school indicating a history of sexual and/or physical violence;
  - o whether the Respondent threatened further sexual violence or other violence against the Complainant or others;
  - o whether the sexual violence was committed by multiple perpetrators;
- whether the sexual violence was perpetrated with a weapon;
- whether the Complainant is a minor;
- whether the University possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras, eye-witnesses or, physical evidence);
- whether the Complainant's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group).

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary action and/or involve the law enforcement agency with jurisdiction. If none of these factors is present, the University will likely respect the Complainant's request for no further action.

When the University determines that it cannot honor a Complainant's request for no further action (i.e., no investigation), the University will inform the Complainant and will share the University's reasoning for needing to take some action. In such cases, the University will only share information with those needing to know in order to conduct the needed investigation and University's response to the report of sexual assault, sexual harassment or other sexual misconduct.

Whether a report results in an investigation or not, the University will remain ever mindful of the well-being of those involved and take ongoing steps to prevent retaliation. The University will take action to assist those involved consistent with their wishes. A variety of interim measures are avail-

able to those involved as outlined in Appendix B (including emotional support, adjustment to housing or class schedule, etc.). The Sexual Assault Resource Coordinator and Respondent Resource Coordinator Teams are available to assist Complainants and Respondents, respectively, in determining what measures are helpful or needed and will assist in the implementation of such interim measures .

Finally, the University is committed to a safe environment for all students and employees and to addressing issues of sexual assault, sexual harassment or other sexual misconduct. Reports of such misconduct, provide the University with the opportunity to consider broader remedial action including increased monitoring of campus locations, additional education and prevention efforts, and climate assessments.

#### **D. ANONYMOUS REPORTING**

Although the University encourages a Complainant to talk with someone directly, the University does provide an anonymous on-line reporting option, [www.villanova.ethicspoint.com](http://www.villanova.ethicspoint.com) and an anonymous phone reporting option (855-236-1443). This report will prompt an investigation. However, the University's ability to respond effectively may be limited by the level of information provided and/or the anonymity of the complaint. All anonymous reports of sexual misconduct will be referred to the Title IX Coordinator.

#### **E. MEDICAL CARE AND PRESERVING EVIDENCE**

A person's physical well-being should be addressed as soon as possible, whether or not that person wishes to make a report to the University or law enforcement. A medical provider can provide emergency and/or follow-up medical services, and meet two goals: first, to diagnose and treat the full extent of any injury or physical effect and second, to properly collect and preserve evidence. Following an incident of sexual assault, evidence is best preserved for proof of a criminal offense within 96 hours of the assault. In the event of a report immediately following an incident of sexual assault, a Complainant is encouraged to seek medical attention as soon as possible, and even before any shower, bathing, douching, brushing of teeth, drinking, or change of clothing. Similarly, any clothing, towels or bedding should remain untouched pending collection by law enforcement. Whether or not a person has chosen how to proceed at the time of the medical examination, taking the step to gather evidence will preserve the full range of options to seek resolution through the University's complaint processes or through the pursuit of criminal investigation.

Please note that under Pennsylvania law, a medical provider is required to notify law enforcement of a reported sexual assault under most circumstances. Although the medical provider will provide information to law enforcement, and the University encourages the Complainant to report the incident to law enforcement (it is often easier to relay the incident once to several people than repeatedly to different constituents), the Complainant may always, at any time, decline to speak with a law enforcement officer and decide on the extent of their participation in a criminal prosecution.

Contact information for medical care is as follows and more detailed information can be found in Appendix A of this Policy:

|   |               |
|---|---------------|
| Villanova Student Health Center             | 610-519-4070  |
| Bryn Mawr Hospital                          | 484- 337-3000 |
| Lankenau Medical Center                     | 484-476-2000  |
| Philadelphia Sexual Assault Response Center | 215-425-1625  |

## **F. WHAT HAPPENS FOLLOWING A DISCLOSURE OR REPORT**

### **(1) In General**

When an incident of sexual misconduct is disclosed to the University, the University will conduct an investigation. Students, faculty and staff may be asked to participate in an investigation, and when asked, they are expected to find time to meet and share information with the investigator. The Assistant Director of Public Safety (to whom the Title IX Investigator reports) will typically oversee the administrative investigation of all sexual misconduct reports where the Respondent is a current student, and sexual misconduct reports (other than sexual harassment as defined in Section II. A. above) where the Respondent is a University employee. The Sexual Harassment Complaint Officer or their designee will typically oversee the investigation of all reports of sexual harassment (as defined in Section II. A. above) involving a Respondent who is a University employee (faculty or staff). The Sexual Harassment Complaint Officer may be assisted in the investigation by the Human Resources and/or Public Safety Departments. The Director of Public Safety & Chief of Police or their designee oversees the criminal investigation of all sexual misconduct reports conducted by the Department, regardless of the Respondent's affiliation with the University. Normally, the investigation will include interviewing the parties, interviewing witnesses as appropriate, and collecting relevant documentary, electronic, or other evidence. A criminal investigation may also include the collection of physical and/or forensic evidence, and that evidence may also be presented in an administrative hearing.

At the conclusion of the investigation, reports are shared with the University authorities empowered to act on violations of University policy. The specific resolution process will be determined by the role of the Respondent, as specified in this Policy:

- Complaints of sexual assault, sexual harassment or other sexual misconduct against a student will be addressed under the Code of Student Conduct (Special Procedures) and the investigator's report will be shared with the Conduct Review Officer. These procedures are set forth in full in the Code of Student Conduct (Special Procedures), except for Law students, who have a separate procedure set forth in the Law School Student Handbook; and
- Complaints of sexual harassment (as defined in Section II. A. above) against any faculty member or other employee will be addressed under

the Sexual Harassment Complaint Procedures.

- Complaints of other forms of sexual misconduct (e.g. sexual assault, stalking, dating violence and domestic violence) against any faculty member or other employee will be addressed through the normal University disciplinary processes. If the Complaint alleges both sexual harassment and other forms of sexual misconduct, the University shall determine the appropriate process for addressing the Complaint.

For additional information on reporting, see the Title IX Notice, also included here in Appendix C.

## (2) Time Frame for Resolution

Generally speaking, the University will promptly complete the administrative investigation and resolution of all reports. Periodic updates as to the status of the review or investigation may be provided to both the Complainant and Respondent. Each case is unique, and the process for handling the matter will be impacted by factors such as the complexity of the investigation, the scope of the allegation, the parties' schedules and availability, the academic calendar and any concurrent criminal investigation. Although cooperation with law enforcement may require Villanova to temporarily suspend its investigation, the University will promptly resume its Title IX investigation as soon as it is notified by law enforcement that the agency has completed the evidence gathering process. Villanova will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation and, if needed, will take immediate steps to provide interim measures for the involved parties. In the event that the investigation and resolution require additional time, the University will notify all parties of this need and best efforts will be made to complete the process in a timely manner. In no case will these time frames delay University-provided support services, resources or other measures.

## (3) Timely Warning

If a report under this Policy discloses a serious or continuing threat to the University campus community, the University may issue a timely warning, known as a "Safety Alert" to the community to protect the health or safety of the broader campus community. Any such warning to the campus community, when determined by the University to be appropriate under the circumstances, is limited to a brief account of the incident, a description of the assailant when needed to apprehend, and the name of any person who has been arrested and charged with a crime. **The Safety Alert will not include identifying information of the victim.**

## G. REPORTING TO LAW ENFORCEMENT

The University process and the criminal justice process are separate and independent courses of action. A Complainant who wishes to pursue a criminal complaint is encouraged to make a report to law enforcement. Incidents occurring on campus are within the jurisdiction of Villanova University Department of Public Safety. Actions occurring off campus are within the jurisdiction of one of several surrounding townships, most of which are listed above (Section A "Making a Report"). If the Complainant does not know in

which municipality the incident occurred, the Complainant should contact the Sexual Assault Resource Coordinator, Public Safety or 911 for assistance. Upon request, the Sexual Assault Resource Coordinator or a representative of the Department of Public Safety can accompany a Complainant to the police department with jurisdiction and assist a Complainant in making a criminal report. Notifying municipal law enforcement will generally result in the Complainant, and in some cases the Respondent, being contacted by a municipal police officer. The police will determine if a criminal investigation will occur and if the case will be referred for prosecution. Unless there are compelling circumstances, the University will typically not file an independent police report without the consent of the Complainant.

#### **H. WAIVER OF VIOLATIONS OF ENVIRONMENTAL EXPECTATIONS FOR GOOD FAITH REPORTING**

Consistent with the University's Mission and belief that all members have an obligation to promote and protect the health, safety, and welfare of our community, the University strongly encourages all community members to report incidents of sexual assault, sexual harassment, and other sexual misconduct so that those affected can receive support and resources. A student who reports such misconduct in good faith, either as a Complainant or a third party witness, will not be subject to disciplinary action for their own personal consumption of alcohol or other drugs in violation of the University's Environmental Expectations as described in the Code of Student Conduct. The University may, however, initiate an educational discussion about the use of alcohol or drugs and their impact or pursue other educational remedies.

Submission of a good faith complaint, concern, or report under this Policy will not affect a Complainant's employment, grades, academic standing, or work assignments. However, a person found to have made a false complaint or report, or to have knowingly and willingly given false information during an investigation, will be subject to disciplinary action. A good faith complaint that is not substantiated does not constitute a false report.

#### **I. Resources for Respondents**

A University Respondent Resource Coordinator is available to provide information on resources for students accused of sexual assault, sexual harassment, or other sexual misconduct. The Respondent Resource Coordinator will assist a Respondent with: obtaining emotional support through counseling; navigating the disciplinary process; and assisting with other questions and concerns. Members of the Respondent Resource Coordinator Team do not act as legal counsel and generally are unable to serve as Advisors in University disciplinary proceedings.

Respondents can contact the following for information on University's procedures, rights and responsibilities of the Complainant and Respondent, prohibition on retaliation and for assistance in obtaining University resources:

Respondent Resource Coordinator Team                      (610) 519-8807  
respondentresource@villanova.edu

Title IX Coordinator, Ms. Ryan Rost (610) 519-8805  
ryan.rost@villanova.edu

Dean of Students Office (610) 519-4200  
deanofstudents@villanova.edu

Members of the Respondent Resource Coordinator Team are required to share reports of sexual misconduct with the Title IX Coordinator. Respondents are encouraged to utilize confidential counseling services at the University Counseling Center. Note that confidentiality will be maintained by a counselor or therapist under all circumstances except when there is an immediate threat of serious harm to a person. This means that, in almost all circumstances, these people are not required to report any information to anyone without permission. Appointments are available Monday – Friday during normal business hours and can be scheduled by calling (610) 519-4050 or in person on the 1st Floor of the Health Services Building. Priests acting in a pastoral capacity are also available as confidential resources.

## **V. SPECIAL PROCEDURES GOVERNING PROCEEDINGS INVOLVING ALLEGATIONS OF SEXUAL ASSAULT, SEXUAL HARASSMENT AND OTHER SEXUAL MISCONDUCT**

### **IMPLEMENTING THE CODE OF STUDENT CONDUCT**

When a report has been filed and the investigation is complete, the procedures set forth below shall constitute the University’s Title IX grievance procedures for addressing alleged violations of the Policy on Sexual Assault, Sexual Harassment and Sexual Misconduct (See [www.villanova.edu/sexualassault](http://www.villanova.edu/sexualassault)) where the accused is a student. See “Title IX Notice” in this publication for the University’s Title IX Coordinator and Deputy Coordinators for this purpose.

### **REPORTING SEXUAL ASSAULT, SEXUAL HARASSMENT OR OTHER SEXUAL MISCONDUCT**

Any University student, faculty member or staff member or individual who has been subjected to a sexual assault, sexual harassment or other sexual misconduct and who believes that a current student has violated the University’s Policy on Sexual Assault, Sexual Harassment and Sexual Misconduct, may file a report with the Dean of Students Office, the Department of Public Safety, the Office for Residence Life, the Title IX Coordinator, or a Deputy Title IX Coordinator.

#### **Dean of Students Office**

Dougherty Hall  
Room 213  
(610) 519-4200

#### **Department of Public Safety**

Garey Hall  
Ground Floor  
(610) 519-4444

#### **Office for Residence Life**

Stanford Hall  
Ground Floor  
(610) 519-4150/4154

#### **Title IX Coordinator**

Tolentine Hall  
Room 204  
(610) 519-8805

#### **Deputy Title IX Coordinators**

See [http://www1.villanova.edu/content/dam/villanova/hr/documents/title\\_IX\\_notice.pdf](http://www1.villanova.edu/content/dam/villanova/hr/documents/title_IX_notice.pdf) for complete list with contact information.

The individual making the report is referred to in this Code as the Reporter. The individual who is alleged to have been subjected to sexual assault, sexual harassment or other sexual misconduct is referred to as the Complainant. In addition, the University may, in its sole discretion, pursue a violation of the Code of Student Conduct as the Complainant. After a report of sexual assault, sexual harassment or other sexual misconduct is received, the Reporter and/or the Complainant, if known, will be contacted by the Title IX Investigator, Department of Public Safety designate and/or a Sexual Assault Resource Coordinator in order to provide information on the process, resources that are available for the Complainant and to determine the extent of an investigation, or notify local police after consulting with the Complainant.

After the report is made and the Department of Public Safety investigates the report, the Complainant will be consulted about pursuing a complaint with the Dean of Students Office. If the Complainant chooses to pursue the matter administratively through the Code of Student Conduct, the Dean of Students and/or his or her designate (Conduct Review Officer) will review the investigation and determine whether or not, if proven, the allegations would constitute a violation of the Code. If so, the individual Complainant will meet with the Dean of Students or the Conduct Review Officer to review the complaint and to discuss the procedures available to them. This meeting will take place promptly after a complaint is filed.

The individual complainant could:

1. Request the University to pursue action under the Code of Student Conduct (which also constitutes the University's Title IX grievance procedures); and/or
2. Make a report to the police department with jurisdiction; and/or
3. Make a statement for the record with the Dean of Students Office, Department of Public Safety, or the Office of Residence Life.

The individual Complainant will normally have three business days after this meeting to decide whether or not to request the University to pursue the complaint; however, this time frame may be relaxed in recognition of the unique and complicated dynamics that often confront an individual following an incident of sexual assault, sexual harassment or other sexual misconduct. The University will provide the individual with resources and information to assist in making an informed and supported choice as to how to proceed. In the event an individual chooses not to initiate or pursue a complaint under the Code of Student Conduct, the University will still take prompt and responsive action to address the report of sexual assault, sexual harassment or other sexual misconduct in a manner consistent with the individual's wishes to the extent possible, and the protection of both individual and broader campus safety. The University reserves the right to exercise discretion on taking disciplinary action against students.

Generally speaking, the University will complete disciplinary proceedings involving sexual assault, sexual harassment or other sexual misconduct in a prompt and timely fashion. All time periods for disciplinary proceedings may be extended by the University in its sole discretion based on the complexity of the case, the seriousness of the offense or other extenuating circumstances.

## **STUDENT PROCEDURAL RIGHTS**

Once a Complainant has decided to pursue the complaint through the Code of Student Conduct, the Conduct Review Officer will promptly meet with the accused student (hereafter referred to as the “Respondent”). During this meeting, the Respondent is notified of the alleged violation(s) of the Code and afforded the opportunity to review the facts which form the basis for the allegation. The Conduct Review Officer will explain the rights and options available as well as describe potential sanctions for the alleged violation in question. If a student fails to respond to notice of a meeting with the Conduct Review Officer, they may find the student responsible in their absence and sanction the student accordingly, and/or place a hold on the student’s records until the meeting takes place.

If a Respondent chooses to withdraw from the University subsequent to the filing of a report, the investigation and proceedings may continue and they may be found responsible in their absence. In these instances, the student will no longer be eligible to register or attend classes, reside on campus, use University facilities, and may not be on campus for any reason(s).

### **Rights of the Respondent**

1. The right to choose whether or not to participate in disciplinary proceedings, with the understanding that findings and sanctions may be imposed with or without such participation;
2. The right to notice of the allegation that a violation of the Code has taken place;
3. The right to notification of disciplinary proceedings related to the complaint and of prompt time frames anticipated for major stages of the complaint process;
4. The right to notice of the factual allegations which form the basis for the complaint;
5. The right to a prompt and impartial response and resolution of complaints;
6. The right to have the University or Complainant bear the burden of proof by a preponderance of the evidence;
7. The right to present relevant statements, materials and witnesses during disciplinary proceedings;
8. The right to review all written statements and materials presented at the proceedings;
9. The right to notification of any finding of responsibility;
10. The right to have an Advisor;
11. The right to be free from retaliation for participating in the University’s investigation and fact-finding process; and
12. The right of appeal consistent with the provisions of this Code.

### **Rights of Complainant**

The Complainant will be entitled to exercise the following procedural rights when pursuing a complaint against another student for alleged violations of

the Code of Student Conduct:

1. The right to choose whether or not to participate in disciplinary proceedings;
2. The right to notification of disciplinary proceedings and of prompt time frames anticipated for major stages of the complaint process;
3. The right to notice of the factual allegations based on any response by the Respondent;
4. The right to a prompt and impartial response and resolution of the complaint;
5. The right to present relevant statements, materials and witnesses during the disciplinary proceedings;
6. The right to review all written statements and materials presented at the proceedings;
7. The right to notification of the outcome of the complaint as set forth herein;
8. The right to have an Advisor;
9. The right to be free from retaliation for filing a complaint or participating in the University's investigation and fact-finding process; and
10. The right of appeal consistent with the provisions of this Code.

## **PROCEDURAL OPTIONS AND PROCESS FOR DISCIPLINARY RESOLUTION**

Resolution of alleged violations of the Sexual Assault, Sexual Harassment and Sexual Misconduct Policy will occur by administrative action, administrative review, or a Conduct Review Board as determined by the Conduct Review Officer in consultation with appropriate University officials. This determination will be based on: the seriousness of the alleged violation(s); the seriousness of potential disciplinary outcomes; the complexity of the facts of the case; and whether the Respondent has accepted responsibility. The Conduct Review Officer will endeavor to ensure fairness to all involved and issue sanctions accordingly. Mediation will not be used for resolution of these matters.

All parties involved in a disciplinary proceeding are required to keep the information learned in preparation for the proceedings and at the proceedings private. Consistent with the Family Educational Rights and Privacy Act (FERPA) regulations, Conduct Review Board members may not share any copies of documents unless otherwise required by the law. All copies provided must be returned to the University at the conclusion of the proceeding and any appeals.

If the Complainant and/or the Respondent intend to have their Advisor accompany them to any meetings with the Conduct Review Officer, he or she must provide the name and contact information of the Advisor to the Conduct Review Officer at least three business days prior to the meeting.

## **A. Administrative Action**

If a Respondent admits responsibility and the facts of the case are not in dispute, the Respondent will be sanctioned accordingly by the Conduct Review Officer. The Conduct Review Officer will provide both parties notice of the sanction(s) imposed. Acceptance of responsibility may be rejected by the Conduct Review Officer. Respondents who accept responsibility do not waive their right to appeal for review of the sanction as outlined below.

## **B. Administrative Review**

If a Respondent denies responsibility the matter may be adjudicated through an administrative review by the Conduct Review Officer as determined by the Conduct Review Officer in consultation with appropriate University officials. The Conduct Review Officer will meet with the Complainant and Respondent, separately, to explain the process. The investigative report is reviewed in advance and will serve as evidence in the proceedings. Both parties will have notice of the proceedings, the opportunity to review the investigative report in advance, and the opportunity to present relevant information and/or witnesses to the Conduct Review Officer. The Conduct Review Officer will follow the general procedures outlined for the University Conduct Review Board in conducting this proceeding. The role of the Advisor will follow the guidelines as outlined for the University Conduct Review Board. The Conduct Review Officer will determine responsibility and render a decision as to what sanctions, if applicable, may be implemented. The Conduct Review Officer will provide both parties notice of the sanction(s) imposed. Both parties have the right to appeal as outlined below.

The Conduct Review Officer may at any time refer the matter to a Conduct Review Board after consultation with appropriate University officials.

## **C. Conduct Review Board**

As an institution of higher education, the University Conduct Review Board proceedings are administrative in nature and designed to determine responsibility for alleged violations. As such, the Board's procedures are governed by University policies, not by processes associated with the criminal justice system. A Conduct Review Board (Board) is generally composed of a chair of the Board, who is normally an attorney (Chair), one student and two faculty/staff members. All Boards will have student body representation on them. All members of the Board shall be impartial with no conflict of interest between the Board member and any party. All members of the Board shall receive appropriate training on the dynamics of sexual assault, sexual harassment or other sexual misconduct prior to serving on the Board of any case involving such allegations.

The Chair shall actively participate in Board proceedings, ask questions, run the proceedings, advise the Board on procedural and legal issues and draft the decision reached by a majority of the Board. The Chair may, or may not be an employee of the University and shall be a non-voting member of the Board. The Conduct Review Officer, as assigned by the Dean of Students, will facilitate the administrative needs of the Board and be present during the proceedings to provide assistance to the Board.

## **Conduct Review Board Procedures**

The Conduct Review Officer will inform the Complainant and Respondent of the Board's procedures and the date and time of the proceedings. The Complainant and Respondent are expected to cooperate fully with the Board. If either party fails to appear at a scheduled proceeding, the Board may proceed without him/her.

The Complainant and/or the Respondent may challenge the composition of the Conduct Review Board if they believe that a conflict of interest exists with a Board member. The student making this challenge must submit a written request to the Conduct Review Officer with specific and verifiable documentation. All objections must be raised within three days of receiving notification of the composition of the Conduct Review Board. The Conduct Review Officer will make the determination whether to replace the Board member. The Complainant and Respondent may not contact members of the Board, or have third parties contact the Board, prior to the convening of the Board.

All proceedings shall be held in appropriate facilities designated by the Conduct Review Officer and shall be private. The Conduct Review Officer may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the Complainant, Respondent, and/or other witnesses during the disciplinary proceedings, as determined in the sole judgment of the Conduct Review Officer to be appropriate.

A Complainant, and/or a Respondent participating in a Conduct Review Board proceeding may be accompanied by an Advisor of their choosing. The University does not appoint or provide an Advisor. The Advisor's role is limited, as more fully set forth below, to providing support, guidance or advice to the involved student before and during the proceeding.

The Advisor is not entitled to address the Conduct Review Officer, the Conduct Review Board, the witnesses, or act in any advocacy capacity at the proceeding. The student and their Advisor may confer at reasonable times during the proceeding, but the Advisor may not advocate, or address specific questions, responses, or statements to individuals present at the proceedings. Violations of the guidelines will normally result in a warning being issued to the Advisor by the Chair, or the Conduct Review Officer. Disruptive, threatening, intimidating, or uncivil behavior and/or repeated violations shall result in the Advisor being asked to leave the proceedings.

If the involved students wish to be accompanied by an Advisor during Conduct Review Board proceedings, he or she must inform the Conduct Review Officer, in writing, a minimum of two business days in advance of the proceeding and indicate the name and contact information for the Advisor.

In Board proceedings involving more than one Respondent, the Conduct Review Officer, in his or her sole discretion, may permit the proceedings concerning each student to be conducted either separately or jointly.

The Complainant and the Respondent may present statements concerning the alleged violation(s) and may present relevant witnesses. The witnesses

must be identified in advance, and their statements should be included in the investigation conducted by the Department of Public Safety. The Board may consider written statements or other supporting documentation. The Respondent and the Complainant may review all written statements and materials presented to the Board at least five business days prior to the commencement of the proceedings. During the proceedings, the Respondent, the Complainant and the witness will direct their comments only to the Board. Witnesses will provide information to and answer questions from the Board. Questions may be suggested by the Respondent and/or Complainant to be answered by each other or by other witnesses. In such instances, those questions will be directed to the Chair rather than to the witness directly. The Chair will determine whether or not those questions are appropriate, relevant and not repetitious. This method is used to preserve the educational tone of the proceedings and to avoid creation of an adversarial environment.

Formal rules of evidence shall not apply. In the Chair's discretion, evidence, including hearsay, shall be permitted if it is relevant, reliable, not unduly repetitious, and it is the sort of information on which responsible persons are accustomed to rely in the conduct of serious affairs. Evidence of character will not be considered by the Board in making factual determinations.

In general, a party's prior sexual history is not relevant and will not be admitted as evidence at a proceeding. Under limited circumstances, however, a prior consensual relationship between the parties may be deemed relevant based on the attendant facts and circumstances. In addition, evidence of pattern of similar conduct against the Respondent may also be deemed relevant based on the attendant facts and circumstances. Any party seeking admission of prior sexual history and/or evidence of similar conduct, or seeking to challenge such evidence, must do so in advance of the proceedings by advising the Conduct Review Officer in writing. The written notice shall set forth the evidence the party is seeking to introduce and the relevancy of such information. The Chair will make the determination as to the admissibility of this information and will instruct all parties accordingly regarding any limit in scope or admissibility.

After all statements and materials have been presented, the Complainant and the Respondent may present final comments to the Board. Subsequently and in private, the Board will promptly determine by a preponderance of the evidence that is, whether the conduct was more likely than not to have occurred as alleged, whether the Respondent has violated the Code of Student Conduct. The Board's determination shall be by majority vote. The Chair will provide the written findings of fact and determination to the Conduct Review Officer. The Conduct Review Officer will promptly convey the Board's decision to both the Respondent and the Complainant. This notification will occur separately and nearly simultaneously. The Conduct Review Officer will then determine the sanction and notify both parties separately and nearly simultaneously of the sanction imposed. The final results of the disciplinary process will be provided in writing to both the Complainant and the Respondent. Both parties have the right to appeal as outlined below.

If, during the course of the proceedings, further violations of the Code of Student Conduct become apparent, the Board may recommend that such alleged violations be considered as a separate case.

Appropriate documentation will be maintained as required to allow the University to comply with applicable law.

## **SANCTIONS**

After the finding or admission of responsibility the Conduct Review Officer will impose sanctions after considering the following:

1. The nature of the violation and the circumstances surrounding it, including the actual or potential impact on the individuals involved and/or the community as a whole;
2. Statements made or evidence presented during disciplinary proceedings;
3. Prior disciplinary record of the student;
4. Disciplinary precedent;
5. Guidelines in the Code of Student Conduct.

The Conduct Review Officer may consult with other University officials as she/he deems appropriate.

### **Sanctions for Violations of the Code**

Sanctions serve to reinforce that students are held responsible and accountable for their behavior. This is accomplished by measures to educate, to deter future misconduct and to provide consequences for one's actions.

Villanova University reserves the right to notify parent(s)/legal guardian(s) about the disciplinary status of their son/daughter, to the extent consistent with the provisions of the Family Educational Rights and Privacy Act.

The following disciplinary sanctions shall comprise the range of official actions which may be imposed for violations of regulations. One or more may be imposed in response to a given situation.

### **Non-Reportable Sanctions**

The following sanctions provide notice to a student that a particular action or behavior was in violation of University policies, and therefore unacceptable. Continuation of similar behavior or future violations may result in more severe disciplinary action, including Reportable Sanctions. Non-Reportable Sanctions are not disclosed to external third-parties, except when required by law.

#### *Conduct Notice*

A Conduct Notice is a written notification to a student that a particular action or type of behavior is in violation of University policy. Future violations may be cause for more severe disciplinary action.

### *Verbal Warning*

A Verbal Warning is an official notice to a student that a particular action or type of behavior is not in keeping with the standards and expectations of the University. Future violations may be cause for more severe disciplinary action.

### *Housing Status Advisory*

A Housing Status Advisory is an official notice to a student that a particular action or behavior has put their on-campus housing status in jeopardy. Future violations of University policies may result in a disciplinary room change, restrictions on housing selection, ineligibility to participate in a housing lottery, loss of campus residency, or more severe sanctions.

### *Probationary Warning*

Probationary Warning is an official notice to a student that continued non-compliance with University policies will result in Disciplinary Probation or more severe sanctions.

## **Reportable Sanctions**

The following sanctions are typically the outcome of serious or repeated violations of the Code of Student Conduct and impact a student's disciplinary status with the University, as well as impose other restrictions and/or conditions of membership. Reportable Sanctions are disclosed to authorized external third-parties for a stated period of time, in accordance with the Disciplinary Records policy.

### *Disciplinary Probation*

Disciplinary Probation is an action which specifies that a student's continued membership at the University is in jeopardy. Additional offenses or violations of the conditions of probation will result in severe sanctions, including possible suspension or expulsion from the University. Disciplinary Probation lasts for a stated period of time, and during which time a student's eligibility for certain academic or extra-curricular organizations or programs may be restricted.

### *Permanent Loss of Campus Residency*

An action which permanently excludes a student from residence on campus.

### *Loss of Good Disciplinary Standing*

An action which excludes a student from all of the following: representing the University in intercollegiate and extracurricular activities; holding any elected or appointed office in a University recognized organization; being selected for certain committees or programs; membership in student organizations; and participation in non-academic activities and functions for a stated period of time. This sanction permits a student to pursue their academic course work without interruption. It is the strongest sanction short of suspension, and additional offenses or violations of the conditions of this sanction will result in suspension or expulsion.

### *Suspension*

Suspension is an action which excludes a student from registration, class attendance, residence on campus, and use of University facilities for a specific period of time. Suspended students are not permitted on the campus without prior approval of the Dean of Students. Upon termination of the period of suspension, the student shall be considered for readmission if:

1. The student is academically eligible for readmission; and
2. The student has complied with any conditions for readmission placed upon the student by the Dean of Students and/or their designate.

### *Expulsion*

Expulsion is an action which permanently excludes a student from registration, class attendance, residence on campus, and use of University facilities. Expelled students are not permitted on the campus for any reasons. Expelled students who enter the campus are subject to arrest.

### **Other Disciplinary Measures**

In conjunction with the sanctions above, students may be subject to one or more of the following. These measures are not disclosed to external third-parties except when required by law.

1. **Disciplinary Fines:** Payment by the student of reasonable monetary fines to the Bursar's Office. These monetary payments may be for punitive purposes or for purposes of restitution because of damage to persons or property; or misappropriation of property.
2. **Disciplinary Residence Hall Room Change:** An action which requires a student to vacate their current room and relocate to another room because of disciplinary reasons.
3. **Restrictions on Housing Selection:** An action which may exclude a student from participation in a particular housing lottery, or affect his or her ranking within a particular lottery, or affect eligibility to live in certain residence halls.
4. **Exclusion from University Property, University Buildings, University Events, Intramural Sports, Extracurricular and/or Residence Hall Activities** for a stated period of time.
5. **Community Service:** An action that requires a student to give a specific number of hours of uncompensated service to some task recognized as valuable to the University community. The Conduct Review Officer will make the particular assignment of duties. The person under whose direction the work is done shall certify to the Conduct Review Officer when the work has been completed. Failure to complete the service within a specific period of time will result in additional disciplinary action. The Conduct Review Officer has the discretion to assign work in the community-at-large or on-campus service.

6. Dean of Students Hold on Records: A hold may be placed on the academic records of any student who fails to comply with any requirements imposed following a violation of the Code of Student Conduct. A hold may prevent, among other things, class registration, the release of transcripts, and the award of a diploma. Students who are suspended or expelled from the University are subject to a hold to prevent class registration.
7. Educational Measures: An action that requires the student to complete an educational task as assigned by the Conduct Review Officer or the Dean of Students. Failure to complete this assignment within a specific period of time will result in additional disciplinary action. They include but are not limited to research and educational written assignments, alcohol and drug education, and anger and behavioral management classes.
8. Temporary Loss of Campus Residency is an action which excludes a student from residence on campus. A student who loses campus residency may be considered for future on-campus accommodations at the discretion of the Dean of Students.
9. No Contact Directive: This is an official notice to a student that they may not communicate or interact with another individual. This directive may prohibit contact of any kind including, but not limited to, in-person, by phone, text message, social media, or any other electronic means. This also includes contact through third-parties.
10. Other Administrative Measures, as appropriate

## **APPEALS**

The Dean of Students or their designate (hereafter referred to as the “Dean of Students”) will review appeals for new disciplinary proceedings or a review of sanction. The Dean of Students may consult with other University officials as they deem appropriate. All decisions made by the Dean of Students are final, including whether or not an appeal is procedurally permitted.

During the appeal process students may be subject to certain restrictions, impacting such things as: class attendance; on-campus housing; participation and/or membership in organizations, athletic events/teams/clubs, and/or extracurricular activities; attendance at University events/functions; and access to University buildings.

### *Grounds for Appeal.*

The Respondent and the Complainant may request an appeal based only on one or more of the following grounds:

#### Appeal for New Disciplinary Proceedings

1. Procedural Defect.

A material procedural defect in the original disciplinary proceeding;

2. New Evidence.

New material evidence that was not available, through no fault of the appealing party, at the time of the original disciplinary proceeding; or

Appeal for review of sanction

### 3. Disproportionate Sanction.

The sanctions imposed were disproportionate to the violation.

#### *Process to Appeal*

The Respondent and the Complainant may request an appeal within three (3) business days from the time of notification of the decision and/or sanction, whichever is later, by the Conduct Review Officer.

Appeals must be from the Complainant and/or Respondent, in writing, signed by the Complainant and/or Respondent and submitted to the Dean of Students. The appeal shall consist of a concise and complete statement setting forth the grounds for appeal. If the Appeal is not based on appropriate grounds, it will be denied. If the appeal is based on appropriate grounds, the Dean of Students will notify both parties of the filing of the appeal. Each party will be given the opportunity to review and respond, in writing, to the other party's Appeal. This response must be submitted within two (2) business days of the filing of an Appeal.

- a. If the Appeal is determined to be based on appropriate grounds and alleges a Procedural Defect or New Evidence, this appeal will be resolved prior to addressing Appeals for Disproportionate Sanction. The Dean of Students will review the appeal promptly and notify the parties of the outcome.
- b. Subsequent to resolution of Appeals for Procedural Defect and New Evidence (if submitted), if the appeal is determined to be based on appropriate grounds and alleges a disproportionate sanction, the Dean of Students will accept as final and binding the previous decision that the Respondent has violated the Code of Student Conduct. Each party will be given the opportunity to separately meet and discuss their appeal and/or their response to the other parties appeal with the Dean of Students. Each party may be accompanied by their Advisor. Parents and guardians are permitted to participate in this discussion. The voluntary meeting will normally be scheduled within eight (8) business days of the original appeal being filed.

The Dean of Students will normally advise the parties of the final results of the disciplinary process within five (5) business days of the last voluntary meeting.

## **SEXUAL HARASSMENT COMPLAINT PROCEDURE**

### **Informal Procedures for Resolution of Complaints Against Non-Students**

Except for instances of sexual assault, University community members may choose to attempt informal resolution of other complaints of sexual harassment but are not required to do so. The University has many offices and individuals who may be able to provide counseling, support or advice for a person who believes that he or she is the victim of sexual harassment. For more information on available

confidential and non-confidential campus and community resources and how to make contact with each, see the Sexual Assault, Sexual Harassment and Sexual Misconduct Policy.

(<http://www1.villanova.edu/villanova/hr/policies/university/sexualassault.html>)

### **Formal Procedure for Resolution of Complaints Against Non-Students**

The following procedures may be invoked for the formal examination of the allegation.

In such a case, a formal, written complaint, utilizing the University's standard form, shall be submitted to the University Sexual Harassment Complaint Officer. The purpose of the complaint form is to assist the complainant in formulating a concise statement of their concern and to assist the Complaint Officer to see the basic facts of the allegation, along with the complainant's requested action.

The complete Sexual Harassment Complaint Procedures can be found at (<http://www1.villanova.edu/villanova/hr/policies/university/sexualharassment/complaints.html>)

In cases involving alleged harassment by one student against another student, the Complaint Officer will refer the matter to the Dean of Students Office for disposition under the Code of Student Conduct.

### **Sexual Harassment Complaint Officer**

Kathleen Byrnes

Associate Vice President for Student Life Villanova University

202 Dougherty Hall

800 Lancaster Avenue

Villanova, PA 19085

Phone: 610-519-4550

Email: [kathleen.byrnes@villanova.edu](mailto:kathleen.byrnes@villanova.edu)

Complaints of sexual assault are not governed by these procedures and instances of sexual assault shall be promptly reported to a Sexual Assault Resource Coordinator, the Public Safety Office, local law enforcement and/or the Title IX Coordinator. Please see the Sexual Assault, Sexual Harassment and Sexual Misconduct Policy.

<http://www1.villanova.edu/dam/villanova/studentlife/documents/healthpromotion/Villanova%20University%20Sexual%20Assault%20Policy%20COMPLETE.pdf>

## **SEXUAL AND ROMANTIC RELATIONS BETWEEN FACULTY AND STUDENTS, AND COACHES AND STUDENT-ATHLETES**

Villanova seeks to maintain an educational atmosphere wherein students, staff and faculty members inter-relate in appropriate professional and pedagogic ways. In keeping with this goal, faculty members are not permitted to have romantic or sexual relationships with students who are enrolled in their classes, who are majors, minors, concentrators, or graduate students in their departments or programs, or over whom they exercise any other type of supervision or academic/professional judgment. In addition to the potential for abuse of power in such relationships, sexual and romantic relationships between faculty and students place the fac-

ulty member in an unethical and unprofessional conflict of interest, and hence are unacceptable. Although it is recognized that the student may be a full and willing participant in such a relationship, both the responsibility for adhering to this policy and the consequences for violating it fall upon the faculty member rather than the student in such situations. The sanction imposed for violation of this policy will necessarily depend on the facts and circumstances of the case, including whether the faculty member/student assistant voluntarily reported the relationship, and may range from a reprimand to termination of appointment.

Faculty members who for whatever reason find themselves in a romantic or sexual relationship with such students are required to report the relationship immediately to their department chairs (or to the dean in the College of Nursing). The chair should also notify the appropriate dean and the University's Sexual Harassment officer. The department chair is charged with taking appropriate action, in consultation with other appropriate University officials, to eliminate both the substance and appearance of conflict of interest or abuse of power. Department chairs and other officials who deal with these situations are expected to do so in ways that do not penalize or stigmatize the student, and, when possible, are expected to keep these matters confidential.

Graduate teaching assistants, lab assistants, and undergraduates who act as teaching assistants (for the purpose of this policy, known as "student assistants") are not permitted to have sexual or romantic relations with students who are enrolled in their classes or over whom they exercise any other type of supervision or judgment. The prohibition against romantic or sexual relationships with other students who are graduate students, majors, minors, or concentrators in their department or program does not apply unless the student assistants have some supervisory relationship to those students. Otherwise, the same principles apply to student assistants as apply to faculty members.

Even in the absence of the conditions described in paragraph one, faculty-student relationships are strongly discouraged. Faculty members are expected to act so as to insure an educational atmosphere free of any pressures on employees and students relating to sexual harassment and to avoid the appearance of impropriety.

Romantic and/or sexual relationships between coaches and student-athletes whom they supervise are prohibited and treated in the same manner as such relationships between faculty and students as described in this policy.

**NOTE:** Any student who believes that this Policy is being violated by a faculty member, student assistant, or coach should notify the dean of the College in which the faculty member or student assistant holds his or her appointment, if applicable, or the University's Title IX coordinator.

## **SMOKING POLICY**

The University believes that staff, students and visitors who need to access University premises have the right to breathe smoke-free air. Accordingly, all University buildings have been designated as "smoke free" as of January 30, 1995. Additionally, all residence halls and apartments are smoke free. Smoking is strictly

prohibited in all areas (public areas and student rooms) of these buildings.

Smoking is permitted outside campus buildings providing the person is 25 feet from an entrance or exit, air intake duct or window. Appropriate waste receptacles are provided for proper disposal of cigarettes, ashes, etc.

All visitors shall be informed by the Villanova staff person or student responsible for the visitor(s) of the Smoking Policy, if applicable.

Smoking is prohibited at all times in shuttle buses, escort vans and University owned small carts and vehicles.

Cooperation and consideration between smokers and nonsmokers are necessary to assure the successful implementation of this policy.

## **STUDENT BILL OF RIGHTS**

Villanova University seeks to reflect the spirit of St. Augustine by the cultivating and environment “that supports individual differences and insists that mutual love and respect should animate every aspect of University life” (University Mission Statement). Out of our collective pursuit of this ideal, we acknowledge that students at Villanova University have certain inalienable rights. These rights include:

1. Right to reasonable notification of student responsibilities<sup>i</sup>
2. Right to reasonable personal privacy<sup>ii</sup>
3. Right to basic human dignity and to be respected as an individual
4. Right to review one’s own official University records<sup>iii</sup>
5. Right to peaceably assemble<sup>iv</sup>
6. Right to form a student organization within the University guidelines
7. Right to form a student government within the University guidelines
8. Right to reasonable process as set forth in University guidelines
9. Right to representation in the formulation of the University budget<sup>v</sup>
10. Right to amend this Bill of Rights<sup>vi</sup>

Any student who believes their rights have been violated should notify the Office of the Vice President for Student Life or the Student Government Association, who will seek assist in exploring options with the student.

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<sup>i</sup> Students are expected to know the information contained in the Student Handbook (Bluebook), publications of their college, and other material made available to them by the University.

<sup>ii</sup> A student’s personal privacy should be maintained at all times unless the University has reason to suspect that a dangerous situation exists or that violations of University policy have occurred or are occurring. It is acknowledged that prior permission is not required. This right is not intended to conflict with the policies or procedures set forth by the Office of Residence Life.

<sup>iii</sup> While a student is guaranteed this right to review their own Official University student records in accordance with the Student Records Policy, the student is not guaranteed the right to copy them.

<sup>iv</sup> In accordance with the University’s “Regulations for Assemblies and Demonstrations.”

<sup>v</sup> Student’s representation exists in their capacity as members or participants on the Budget Committee of the Villanova University Senate, and or through student representation on the University Senate itself.

<sup>vi</sup> All amendments to this Bill of Rights must be passed by a 2/3 vote of the Student Life Committee of the Villanova University Senate before being submitted for approval.

## TITLE IX NOTICE

Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual assault and other sexual misconduct, is a form of sex discrimination. Under the University Sexual Assault, Sexual Harassment and Sexual Misconduct Policy, the University prohibits sexual harassment, sexual assault, sexual exploitation, stalking and retaliation. Title IX and the University’s Policy also applies to acts of domestic or dating violence, also known as intimate partner violence. As a recipient of federal funds, Villanova University complies with Title IX and has appointed Ryan Rost as its Title IX Coordinator with overall responsibility for Title IX compliance. Ryan can be reached at 204 Tolentine Hall, (610) 519-8805, [ryan.rost@villanova.edu](mailto:ryan.rost@villanova.edu).

Any student, employee or applicant for employment or admission to the University who believes that he or she has been discriminated against on the basis of sex, in violation of Title IX, or has been a victim of sexual assault, sexual harassment or other sexual misconduct, may file a complaint with the Title IX Coordinator or Deputy Coordinator designated below. The Title IX Coordinator or Deputy Coordinator will assist the complainant in identifying the appropriate University policy (with its grievance procedure) to resolve the complaint in a prompt and equitable manner. The Title IX Coordinator or Deputy Coordinator may consult with other Villanova administrators, as needed, to resolve the complaint in the most effective manner.

The Title IX Coordinator is supported by several Deputy Title IX Coordinators, all of whom are knowledgeable and trained in state and federal laws that apply to matters of sexual assault, sexual harassment or other sexual misconduct, as well as University policy and procedure.

**Ryan Rost | Title IX Coordinator**

204 Tolentine Hall | (610) 519-8805 | [ryan.rost@villanova.edu](mailto:ryan.rost@villanova.edu)

**Kim Carter | Deputy Title IX Coordinator**

Title IX Investigator

Garey Hall | (484) 343-6926 | [kim.carter@villanova.edu](mailto:kim.carter@villanova.edu)

**Kathleen Byrnes | Deputy Title IX Coordinator**

Associate Vice President for Student Life and

Sexual Harassment Complaint Officer

202 Dougherty Hall | (610) 519-4550 | [kathleen.byrnes@villanova.edu](mailto:kathleen.byrnes@villanova.edu)

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# ACADEMIC POLICIES



## VILLANOVA UNIVERSITY

### *Augustine on Teaching and Learning*

*“Set love as the criterion of all that you say and whatever you teach. Teach in such a way that the person to whom you speak, by hearing may believe, by believing may hope, by hoping may love.”*

*St Augustine, The Instruction of Beginners, 8.*

### *University Mission Statement*

*“Villanova University is a Catholic Augustinian community of higher education, committed to excellence and distinction in the discovery, dissemination and application of knowledge. Inspired by the life and teaching of Jesus Christ, the University is grounded in the wisdom of the Catholic intellectual tradition and advances a deeper understanding of the relationship between faith and reason.”*

## ADMINISTRATION

The Provost provides overall leadership for the academic agenda of the University. The deans of the five undergraduate colleges, The Dean of the School of Law, and The Dean for Enrollment Management, who provides supervision for Admissions, Financial Assistance, and the Registrar report to the Provost, as does the Director of the Falvey Library. The Director of Career Center, the Director of Education Abroad, the Director of VITAL, the Director of Learning Support Services, and several Associate Provosts report to the Vice Provost for Academics.

The dean of a school or college has, under the general supervision of the Provost, particular charge of a school or college, its faculty, and its student body. Department chairs and program directors report to the dean of the appropriate college or in some cases to the Provost directly. The graduate aspects of departmental responsibility in Liberal Arts and Sciences fall under the specific jurisdiction of the Dean of Graduate Studies.

Departmental Chairpersons are responsible for the formulation and execution of academic, administrative, and fiscal policies of the department within the context of the broader policies set forth by the University.

## ACADEMIC POLICIES

For your convenience, the following academic policies are reprinted here. However, in academic matters, this handbook is considered subordinate to the applicable University Catalog, academic handbook, or most current communication from the college dean. To view most academic policies visit:  
<http://www1.villanova.edu/villanova/provost/resources/student/policies.html>

### **ACADEMIC INTEGRITY CODE** (*version January 11, 2005*)

<http://www1.villanova.edu/villanova/provost/resources/student/policies/integrity.html>

#### **Statement of Purpose**

Academic integrity is vital to any university community for many reasons. Students receive credit for doing assignments because they are supposed to learn from those assignments, and the vast majority do so honestly. Anyone who hands in work that is not his or her own, or who cheats on a test, or plagiarizes a paper, is not learning, is receiving credit dishonestly and is, in effect, stealing from other students. As a consequence, it is crucial that students do their own work. Students who use someone else's work or ideas without saying so, or who otherwise perform dishonestly in a course, are cheating. In effect, they are lying. Such dishonesty, moreover, threatens the integrity not only of the individual student, but also of the university community as a whole.

Academic integrity lies at the heart of the values expressed in the University's mission statement and inspired by the spirit of Saint Augustine. When one comes to Villanova, one joins an academic community founded on the search for knowledge in an atmosphere of cooperation and trust. The intellectual health of the community depends on this trust and draws nourishment from the integrity and mutual respect of each of its members.

### **Specifications**

The following are some rules and examples regarding academic dishonesty. Since academic dishonesty takes place whenever anyone undermines the academic integrity of the institution or attempts to gain an unfair advantage over others, this list is not and cannot be exhaustive. Academic integrity is not simply a matter of conforming to certain rules; it must be understood in terms of the broader academic purposes of a Villanova education.

#### **A. Cheating:**

*While taking a test or examination, students shall rely on their own mastery of the subject and not attempt to receive help in any way not explicitly approved by the instructor; for example, students shall not try to use notes, study aids, or another's work.*

Such cheating includes trying to give or obtain information about a test when the instructor states that it is to be confidential. It also includes trying to take someone else's exam, or trying to have someone else take one's own exam.

#### **B. Fabrication:**

*Students shall not falsify, invent, or use in a deliberately misleading way any information, data, or citations in any assignment.*

This includes making up or changing data or results, or relying on someone else's results, in an experiment or lab assignment. It also includes citing sources that one has not actually used or consulted.

#### **C. Assisting in or contributing to academic dishonesty:**

*Students shall not help or attempt to help others to commit an act of academic dishonesty.*

This includes situations in which one student copies from or uses another student's work; in such situations, both students are likely to be penalized equally severely. (If the assisting student is not enrolled in the particular course, the student's Dean will formulate a suitable and equivalent penalty.) Students are responsible for ensuring that their work is not used improperly by others. This does not include team projects where students are told by their instructor to work together.

#### **D. Plagiarism:**

*Students shall not rely on or use someone else's words, ideas, data, or arguments without clearly acknowledging the source and extent of the reliance or use.*

The most common way to acknowledge this reliance or indebtedness is to use footnotes or other documentation. It is the students' responsibility to show

clearly when and where they are relying on others—partly because others may wish to learn from the same sources from which the original writer learned. Since this indebtedness may be of many kinds, some definitions and examples of plagiarism are listed below.

- Using someone else's words without acknowledgment. If you use someone else's words, not only must you give the source, but you must also put them within quotation marks or use some other appropriate means of indicating that the words are not your own. This includes spoken words and written words, and mathematical equations, whether or not they have been formally published.
- Using someone else's ideas, data, or argument without acknowledgment, even if the words are your own. If you use someone else's examples, train of thought, or experimental results, you must acknowledge that use. Paraphrasing, summarizing, or rearranging someone else's words, ideas, or results does not alter your indebtedness.
- Acknowledging someone else in a way that will lead a reader to think your indebtedness is less than it actually was. For example, if you take a whole paragraph worth of ideas from a source, and include as your final sentence a quotation from that source, you must indicate that your indebtedness includes more than just the quotation. If you simply put a page number after the quotation, you will lead the reader to think that only the quotation comes from the source. Instead, make clear that you have used more than the quotation.

The examples above constitute plagiarism regardless of who or what the source is. The words or ideas of a roommate or of an encyclopedia, or notes from another class, require acknowledgment just as much as the words or ideas of a scholarly book do. Introductions and notes to books also require acknowledgment.

The examples above constitute plagiarism even if you simply forget to include a reference, forget that you used a certain source, or forget that you found certain ideas or a certain argument or certain data in a source. You are responsible for taking careful notes on sources. Notes must clearly identify the information you have obtained and where you acquired it, so that later you can acknowledge your indebtedness accurately. Do not look at a source without having something handy with which to take such notes.

The examples above constitute plagiarism even in cases where the student uses material accidentally or unintentionally. So, for example, a paper can be plagiarized even if you have forgotten that you used a certain source, or even if you have included material accidentally without remembering that it was taken from some other source. One of the most common problems is that students write a draft of a paper without proper documentation, intending to go back later to “put in the references.” In some cases, students accidentally hand such papers in instead of the footnoted version, or they forget to put in some of the footnotes in their final draft. So the fact that the wrong draft was submitted is not a defense against an accusation of plagiarism. In general, students are held accountable for the work that they actually hand in, rather than the work that they intended to hand in. Furthermore, students are responsible for proper documentation of drafts of papers, if those

drafts are submitted to the professor. In general, students are responsible for taking careful notes on sources, and for keeping track of their sources throughout the various stages of the writing process. Notes must clearly identify the information you have obtained and where you acquired it, so that later you can acknowledge your indebtedness accurately. Do not look at a source without having something handy with which to take such notes.

You need not provide footnotes for items that are considered common knowledge. What constitutes common knowledge, however, varies from academic field to academic field, so you should consult with your instructor. In general, the harder it would be for someone to find the fact you have mentioned, the more you need to footnote it.

#### E. Multiple submissions of work:

*Students shall not submit academic work for a class which has been done for another class without the prior approval of the instructor.*

In any assignment, an instructor is justified in expecting that a certain kind of learning will be taking place. Handing in something done previously may preclude this learning. Consequently, if a student hands in work done elsewhere without receiving his or her instructor's approval, he or she will face penalties.

#### F. Unsanctioned collaboration:

*When doing out-of-class projects, homework, or assignments, students must work individually unless collaboration has been expressly permitted by the instructor. Students who do collaborate without express permission of their instructor must inform the instructor of the nature of their collaboration. If the collaboration is unacceptable, the instructor will determine the appropriate consequences (which may include treating the situation as an academic integrity violation.)*

Many Villanova courses involve team projects and out of class collaboration, but in other situations, out of class collaboration is forbidden. Students should assume that they are expected to do their work independently unless cooperation is specifically authorized by the teacher.

#### G. Other Forms of Dishonesty

Acting honestly in an academic setting includes more than just being honest in one's academic assignments; students are expected to be honest in all dealings with the University. Certain kinds of dishonesty, though often associated with academic work, are of a different category than those listed above. These kinds of dishonesty include (but are not limited to) the following:

- Misrepresenting oneself or one's circumstances to an instructor (for example, in requesting a makeup exam or a special due date for an assignment, or in explaining an absence).
- Forging parts of, or signatures on, official documents (including both university documents, such as drop-add slips or excused absence slips, and relevant outside documents, such as doctors' notes).
- Taking credit for work in a team-project even when the student has made little or no contribution to the work of the team.

- Stealing or damaging library books.
- Unlawfully copying computer software.

These serious offenses will be handled by the University's disciplinary procedures.

Penalties:

**Individual Course Penalty.** The academic penalty will be determined by the student's instructor. Typically, a student who violates the academic integrity code in a course will receive an F for the course, or, at the discretion of the instructor, a less severe penalty. Students who feel that the penalty is too harsh may appeal their grade through the normal University procedure for resolving grade disputes.

**University Penalty.** Students who violate the code of Academic Integrity are also referred to their Dean for a University penalty. Two kinds of penalties are available. A full academic integrity violation is a Class I violation. Typically a student with two Class I violations will be expelled from the school. In some cases, the Dean may choose to treat a violation of the Academic Integrity Code as a Class II violation. Class II violations are usually appropriate for less serious cases, or in cases where there are mitigating circumstances. Typically a student may receive only one Class II violation during his or her four year career as an undergraduate. All subsequent violations are treated as Class I violations.

Students who have committed an academic integrity violation will be expected to complete an educational program, supervised by the student's college Dean, to help the student come to a fuller understanding of academic integrity. Students who fail to complete the educational program to the satisfaction of the Dean, and within the timelines specified by the Dean, will have a hold placed on their transcript until the program has been completed.

Students who receive an academic integrity penalty may, if they believe that they have not committed an academic integrity violation, take their case to the Board of Academic Integrity.

Detailed descriptions of the University's Academic Integrity Policy are available from department chairs and deans.

## CLASSROOM EXPECTATIONS

1. A professor will normally provide at the beginning of each semester, an outline of the lectures, activities, assignments, and grading system appropriate to the course.
2. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts may be directed by the faculty member to leave the class. Behavior that a reasonable person would view as substantially or repeatedly interfering with the conduct of a class or conduct that is disruptive, disrespectful or threatening will not be tolerated. In addition to academic measures that may be taken, behavioral infractions may be resolved through the Code of Student Conduct.

# FINAL EXAMINATIONS AND THE FINAL WEEK OF CLASSES

Faculty members recognize their obligation to provide timely interim and final assessments of student performance in their classes. This may be done in a variety of ways, to be determined by each instructor. The assessment methodology should be spelled out clearly in the syllabus, with an explanation of the relative weight each item will contribute to the final grade.

The Registrar schedules a time for a final examination for each course. These times are available on the Registrar's website early in the semester, so students should have adequate time to make travel plans. It is permissible to omit the final examination, provided that other equivalently comprehensive assessment techniques are employed. If final examinations are given, they must be given at the time and place scheduled by the Registrar unless exemption has been authorized by the chair and dean.

In order to balance student workload during the final week of classes the following describes prohibited times for administering examinations or other assessment instruments in undergraduate courses only.

- Reading days: No exams or assessment instruments whatsoever may be administered, and no papers or other assignments may be due, on designated reading days.
- Final day of class: With the exception of oral presentations or laboratory assessments, no exams or other student performance assessment instruments whatsoever may be administered, and no papers or other assignments may be due, on the final day of class. Faculty may administer the Course and Teacher Survey.
- Other days of the final week of classes: No final examinations may be administered, and no take-home exams may be due, during the final week of classes. Other major examinations and tests may be administered only with the explicit written consent of the dean of the college (quizzes and minor assignments are permitted). No paper or other assignment may be due on other days of the final week of classes unless clearly scheduled for that week in the course syllabus that is distributed at the outset of the course.

The below section refers to both graduate and undergraduate courses.

- Tests or student learning assessment mechanisms are to be employed periodically. In the interest of fairness, faculty members should take steps to avoid situations where some students have access to previous examinations while others do not. This can be done in several ways: faculty members may collect examination papers from students so that these cannot be circulated in later semesters, or faculty members may make previous examinations available to students either electronically or by other means. Copies of semester examinations are to be filed with the chair of the department and/or the dean of the college.

- Occasionally students will encounter conflicts in the examination schedule such that two of a student's examinations are scheduled at the same time or three examinations are scheduled on the same day. In the event of such a conflict, the student must notify the instructor at least seven days in advance of the scheduled exam. The instructor will make alternative arrangements for the student to complete the examination. In resolving conflicts, multiple section exams should take precedence over exams for a single section, and courses in the major should take precedence over non-major courses. Extraordinary difficulties encountered in effecting such an arrangement will be resolved by the dean of the student's college.
- If a student is absent from a final examination for any reason other than a conflict, he or she must contact the instructor within 24 hours of the scheduled beginning of the examination to request permission from the instructor to take a make-up examination. The instructor may, if he or she wishes, arrange a make-up examination at a mutually convenient time. If the faculty member has reservations about the legitimacy of the student's reasons for missing the examination, the faculty member may refer the student to the office of the college dean, who will evaluate the student's request for a make-up. If the office of the dean approves the request, the faculty member will arrange a make-up examination for the student or assign other work in place of the final examination. If the student does not contact the faculty member within 24 hours, the student must receive permission from both the office of the dean and the faculty member before being allowed to take a make-up examination.
- Faculty members should attend the administration of the final examination in order to answer any questions and ensure high standards of academic integrity. When they are unable to do so, department chairs are to see that sufficient proctors are provided for each examination room. Where there is a shortage in any department, assistance should be requested from other departments.
- Faculty members must retain in their possession all final exams and other unclaimed exams, papers, and student course projects and materials for a period of twelve months following the end of the semester in which they were used to establish grades.

## CLASS ATTENDANCE

Class and laboratory attendance for first-year students is mandatory. A first-year student will receive a grade of "Y" (failure) whenever the number of unexcused absences in a course exceeds twice the number of weekly class meetings for the course.

For students beyond the first year, attendance policies are determined by the instructors of the various courses. The instructor's class attendance policy must appear in the syllabus and at a minimum must allow for the University's excused absences listed below. Enforcement of such attendance policies lies with those instructors. If the instructor thinks a student has too many absences (total of excused and unexcused), then the instructor should discuss the student's atten-

dance with the appropriate Assistant or Associate Dean of the instructor's college in order to determine if the student should withdraw or receive an incomplete.

Where possible, students should inform their instructors if they plan to be late or absent from class. In all cases, students should be prepared to provide documentation to petition for excused absences to the appropriate Assistant or Associate Dean of their college. Excused absences do not count toward a failure in the course for first year students. Absence from class does not release the student from work assigned. Students who miss an in-class obligation (exam, presentation, etc.) due to an excused absence will not be penalized - the instructor may offer a make-up test, arrange an alternative time for a presentation, exempt a student from the assignment, or provide another arrangement.

The University's list of excused absences for all students includes the following:

- participation in NCAA athletic competitions
- participation in special academic events (e.g., conferences, field trips, project competitions)
- participation in official university business (e.g., student representatives attending meetings related to university governance)
- attendance at significant events involving the immediate family (e.g., funerals, weddings)
- religious holidays - see the University's policy on Religious Holidays
- college-approved participation in placement activities (e.g., job interviews, graduate school interviews, attending job fairs)
- documented serious illness or disability (see below how to document)

If instructors want to verify that the absence qualifies as an excused absence under the university list, or verify that the student is permitted to participate in the activity, they should contact the designated Assistant or Associate Dean of the student's College.

The College of Professional Studies has separate attendance policies for FastForward courses and the online degree programs. The College of Nursing has a separate attendance policy for the online RN to BSN program. Graduate Studies in the College of Liberal Arts and Sciences has separate attendance policies for online degree programs.

### **Documenting a Serious Illness or Disability**

The Student Health Center does not provide notes to excuse absences for students missing class due to their visit to the Student Health Center, or to excuse class absences due to most common illnesses. The Student Health Center will also not provide notes to excuse absences for medical conditions that were not treated at the Student Health Center. The purpose of this policy is to eliminate unnecessary visits from students whose sole purpose is obtaining class absence notes for their professors.

Some illnesses may legitimately prevent a student from attending classes, but are not serious enough to require evaluation and treatment from the Student Health

Center. Students often provide self-care, which is very appropriate for many common illnesses such as cold, viral infection, or uncomplicated flu. Students should inform their instructors if they are missing class for a common illness. Instructors have the discretion to decide if the absence due to a common illness is excused. If a student wishes to appeal the instructor's decision, the student may do so by contacting the instructor's Department Chair or Program Director, who will consult with the appropriate Assistant or Associate Dean of the instructor's college, before deciding the outcome of the appeal.

If in the judgment of the Student Health Center staff, the student will be out of class due to a serious illness or medical condition, as opposed to a common illness, the Student Health Center staff will contact the appropriate Assistant or Associate Dean, who will then contact the instructor. The Student Health Center communication to the Assistant or Associate Dean will serve as the documentation needed by the Dean (see below). If the student is seeing an off-campus health care provider, the student will provide the documentation from that provider to the appropriate Assistant or Associate Dean, who will then contact the faculty member.

Examples of serious illnesses may include (but are not limited to):

- Mononucleosis, which may require bed rest and/or removal from campus
- Hospitalization and/or surgery
- Highly contagious diseases (e.g., chicken pox, measles)

*Mental Health Concerns.* The University Counseling Center will use clinical judgment as to whether there is a legitimate need for the student to miss class for reasons related to mental health. If in the judgment of the University Counseling Center staff, the student should be out of class due to a mental health condition, the Counseling Center staff will request a written release of information from the student. With a signed release, the Counseling Center staff may then contact the faculty member or the appropriate Assistant or Associate Dean, who may contact faculty accordingly. The University Counseling Center will not typically validate the legitimacy of a student having missed classes for mental health reasons retroactively, before the student has been to the Counseling Center. The fact that a student is in treatment at the Counseling Center or with an off campus mental health provider will not, in itself, justify the student missing classes. The recommendation for missing classes will occur only when the mental condition necessitates it. If the student is seeing an off-campus mental health care provider, the student will provide the documentation from that provider to the appropriate Assistant or Associate Dean, who will then contact the faculty member.

If the duration of the absence due to serious medical illness or mental health concern undermines the student's ability to complete the academic work required, the appropriate Assistant or Associate Dean will encourage the student to pursue a Medical Leave of Absence—see policy on Medical Leaves of Absence.

*Documenting Disabilities.* Students who are registered with Learning Support Services (LSS) or the Office of Disability Services (ODS) must provide accommodation letters from those offices to their instructors (in advance of absences) in order for subsequent disability-related absences to be considered excused.

Students who are newly struggling should be encouraged to register with the appropriate office for any future concerns. Accommodations are not typically retroactive.

Students with learning disabilities, other neurologically-based disorders, and those disabled by chronic illnesses are encouraged to contact Learning Support Services (LSS) at <https://www1.villanova.edu/villanova/learningsupport.html>. Students with physical disabilities, including but not limited to visual impairments, hearing loss, and mobility limitations, are encouraged to contact the Office of Disability Services (ODS) at <http://www1.villanova.edu/villanova/studentlife/disabilityservices.html>. Depending on the type of disability, there are different processes for disclosing and documenting the disability with the University.

- For students with learning disabilities, neurologically-based disorders, and disability due to chronic illness, these guidelines, as well as certification forms for certain specific disabilities, can be found at <https://www1.villanova.edu/villanova/learningsupport/guidelines.html>.
- For students with physical disabilities, these guidelines can be found at <http://www1.villanova.edu/villanova/studentlife/disabilityservices/guidelines.htm>.

## **DROP AND ADD PROCEDURES**

1. Drop/Add - A student may drop and/or add courses during the first five (5) class days of a semester without incurring academic penalty or affecting the student's official transcript.
2. Until the final day for authorized withdrawal from courses, approximately three and one-half weeks after mid-term break (for an exact date, see the academic calendar at <http://www1.villanova.edu/villanova/provost/calendar.html>) student may withdraw from a course without penalty and will receive a grade of "WX". After this period of time, the dean of the college is the final authority for granting or refusing the exception based on the documentation presented. If a student stops attending a course without an Authorized Withdrawal, a grade of Y will be assigned. This computes into the quality point grade as an F.
3. Change of major must be approved by the dean of the college having jurisdiction over the program the student wishes to enter.
4. Withdrawal from the University is granted by the dean of the appropriate college.

## **GRADING**

1. The grade report at the end of the semester is part of the student's permanent record. Any inaccuracy on this record must be reported to the Registrar; otherwise, the record will stand as it is.
  - Spring Semester grade errors: last Friday in June
  - Summer Semester grade errors: last Friday in August
  - Fall Semester grade errors: last Friday in January

Faculty members are responsible for maintaining the integrity of the evaluation and grading system. Presented below is the *Undergraduate* Grading System; the *Graduate* Grading System may be found in each college's Graduate Catalog:

**A** is the highest academic grade possible; an honor grade which is not automatically given to a student who ranks highest in the course, but is reserved for accomplishment that is truly distinctive and demonstrably outstanding. It represents a superior mastery of course material and is a grade that demands a very high degree of understanding as well as originality or creativity as appropriate to the nature of the course. The grade indicates that the student works independently with unusual effectiveness and often takes the initiative in seeking new knowledge outside the formal confines of the course.

**A-**

**B+**

**B** is a grade that denotes achievement considerably above acceptable standards. Good mastery of course material is evident and student performance demonstrates a high degree of originality, creativity, or both. The grade indicates that the student works well independently and often demonstrates initiative. Analysis, synthesis, and critical expression, oral or written, are considerably above average.

**B-**

**C+**

**C** indicates a satisfactory degree of attainment and is the acceptable standard for graduation from college. It is the grade that may be expected of a student of average ability who gives to the work a reasonable amount of time and effort. This grade implies familiarity with the content of the course and acceptable mastery of course material; it implies that the student displays some evidence of originality and/or creativity, works independently at an acceptable level and completes all requirements in the course.

**C-**

**D+**

**D** denotes a limited understanding of the subject matter, meeting only the minimum requirements for passing the course. It signifies work which in quality and/or quantity falls below the average acceptable standard for the course. Performance is deficient in analysis, synthesis, and critical expression; there is little evidence of originality, creativity, or both.

**D-**

**F** indicates inadequate or unsatisfactory attainment, serious deficiency in understanding of course material, and/or failure to complete requirements of the course.

**N** Incomplete: Course work not completed.

**S** Satisfactory: Assigned in Satisfactory/Unsatisfactory courses (work must be equivalent to C or better).

**SP** Satisfactory Progress.

**T** Transfer grade

**WX** Approved withdrawal without penalty.

- W** Approved withdrawal with penalty.  
**U** *Unsatisfactory: Assigned in Satisfactory/Unsatisfactory courses.*  
**AU** Audit.  
**Y** Unofficial withdrawal from course (or for freshmen, failure for excessive absences).  
**NG** (Or Blank): No grade reported.

All grades are permanent, except N and NG, which are temporary grades used to indicate that the student's work in a course has not been completed. An N or NG grade must be removed and a grade substituted by the instructor according to the following schedule:

For the Fall Semester: Students must submit all work to the instructor by the last Friday in January; grade changes must be submitted to the Registrar's Office by the second Friday in February.

For the Spring Semester: Students must submit all work to the instructor by the last Friday in June; grade changes must be submitted to the Registrar's Office by the second Friday in July.

Students should check the academic calendar for actual dates. NOTE: if a change is not reported, the N or NG grade automatically becomes an NF.

Without the approval of the instructor, the department chair, and the dean, no grade higher than C may replace the N.

The grade WX indicates an authorized withdrawal with the grade not considered in the calculation of the quality point average. The grade W also indicates an authorized withdrawal, but the grade is calculated as an F in determining the quality point average. Authorization for WX and W may be given only by the student's dean. The grade Y is given when a student unofficially withdraws from a course. It is reflected in the average as an F.

Required courses carrying a final grade of F must be repeated unless the student transfers to another college of the University where the course for which an F grade was received is not a requirement for the degree. The reasons for student deficiencies are reported by the faculty member at mid semester and at the end of the semester to the dean of the student's college.

When a student who has failed in a course presents evidence of subsequent-passing a like course in another institution, the University reserves the right to withhold credit for the course until the student shall have passed a qualifying examination given by the Faculty from which a degree is sought.

Students should recognize that failure in one course or more will usually make it impossible for them to graduate with the class in which they matriculated.

## **ACADEMIC PROBATION**

The records of students whose cumulative or semester quality-point average falls below 2.00 will be reviewed by the Academic Standing Committee of their college for appropriate action. Students in business, science or engineering whose technical course quality-point average falls below 2.00 will also

come before the committee. Typically the student will either be placed on academic probation or dismissed. While on academic probation, students are limited to a schedule of courses determined by the Academic Standing Committee of their College. A student on academic probation will normally be allowed only one semester to achieve the required quality-point average.

## **DEAN'S LIST** (*full-time students only*)

Every year, students with established outstanding academic records are honored by the dean of each college. To qualify for the Dean's List, one must be a matriculated full-time student and earn a semester average of:

- 3.5 in the College of Engineering
- 3.5 (for both semesters) in the College of Nursing
- 3.5 in the College of Liberal Arts & Sciences
- 3.5 in the Villanova School of Business, no missing or non-passing grades

## **GRADUATION**

Residence requirement for graduation: Final 30 credits of (senior year) degree program at Villanova. With the permission of the College Dean, study as part of an approved International Studies Program may count towards the residency requirement.

Graduation honors: Summa cum laude (3.90), magna cum laude (3.75), cum laude (3.50), and at least 60 credits of course work (not including satisfactory/unsatisfactory course) must have been taken at Villanova University.

## **TRANSCRIPTS**

Official transcripts are available by applying in person or by writing to the Office of the Registrar. Normally, requests can be processed within two weeks of the notification date.

## **FACULTY OFFICE HOURS**

Faculty members should announce to their classes and have on file in the department office a list of office hours set aside for student advisement and consultation. Students are encouraged to meet with faculty members at these times, or by arrangement, to discuss their progress in courses and to develop more effective strategies for mastering their discipline.

## **INTELLECTUAL PROPERTY**

In the interest of advancing the scholarly activity of our community, promoting academic integrity, and supporting both individual and institutional interests, the University has established intellectual property policies which govern the recognition, disclosure, ownership, publication, and distribution of discoveries made in the normal course of activities at the University. Students, staff, and faculty are both protected and bound by these policies. The applicable policies on intellectual property may be found at:

## **Intellectual Property Policy**

<http://www1.villanova.edu/villanova/hr/policies/university/intellectualproperty>

**Patent Policy** (Paragraph 52, pages 92-94);

**Copyright & Coursepacks** (Paragraph 24, pages 56-58)

<http://www1.villanova.edu/content/dam/villanova/provost/Faculty%20Handbook.pdf>

Students must comply with all laws and University policy applicable to intellectual property. Intellectual property includes copyrights, patents and trademarks, which are further described in the policies at the link above, the links below and the following section titled “Use of Name and Trademark”.

## **Copyright Use & Infringement**

<http://www1.villanova.edu/villanova/unit/about/policies/copyright.html>

<http://www1.villanova.edu/villanova/unit/policies/AcceptableUse/copyright/riaa.html>

## **Copyright Policy**

<http://www1.villanova.edu/villanova/unit/policies/AcceptableUse/copyright/copyrightpolicy.html>

# **USE OF NAME AND TRADEMARK**

A trademark is a word, phrase, symbol or design (or a combination them) that identifies and distinguishes the source of the goods or services of one party from those of others. The University has registered with the U.S. Patent and Trademark Office trademarks for a variety of the names (and nicknames) of the University as well as its logos, brands, seal, emblem and insignia. Students may not use their University status or the University’s name, trademarks, seal, emblem, insignia, trademarks or facilities in any print, video or electronic announcement, advertising or promotional material, publication, correspondence or commercial which could in any fashion be construed as implying University endorsement of any product, project, service or activity. Exceptions to the general prohibition may be granted for students at the discretion of the Vice President for Student Life in consultation with the Vice President for Communications and the University’s Vice President and General Counsel.

# **RELIGIOUS HOLIDAY POLICY**

Villanova University’s Mission Statement calls on the University to create an environment “that supports individual differences and insists that mutual love and respect should animate every aspect of University life.” As a Catholic and Christian University, Villanova seeks to respect and support the diverse religious traditions of the members of the University community. As part of this commitment, the University makes every reasonable effort to allow members of the community to observe their religious holidays, consistent with the University’s obligations, responsibilities, and policies. Students who expect to miss a class or assignment due to the observance of a religious holiday should discuss the matter with their professors as soon as possible, normally at least two weeks in advance. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the absence. Faculty, if possible, should try to accommodate students with make-up tests or exams if the absence falls on a day when these tests are being administered and/or provide students with reasonable alternative opportunities to complete their academic assignments.

Should a disagreement arise over the implementation of this policy, the matter should be taken to the chair of the department or the program director having jurisdiction over the class in question. If no resolution is reached at that level, the issue will be resolved by the Dean of the College having jurisdiction over the class, and their decision shall be final.

## STUDENT RECORDS POLICY

Villanova University, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, has adopted this Student Records Policy to address the following issues with respect to education records: (1) disclosure of directory information; (2) confidentiality of personally identifiable information; and (3) student rights to inspect, review and seek amendment of their records. In general, education records are defined as records maintained in any form by the University that are directly related to a student.

### I. Disclosure of Directory Information

Information concerning the following items about individual students is designated by the University as directory information and may be released or published without the student's consent: full name; student identification number; address (local, home or electronic mail); telephone number; photograph or video; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; degrees, honors and awards received (including Dean's List); most recent previous educational institution attended; participation in officially recognized University activities and athletics; and weight and height of members of athletic teams. Students who do not wish directory information to be released or made public must inform in writing the Office of the Registrar.

### II. Confidentiality of Personally Identifiable Information

All personally identifiable information contained in student records other than directory information is considered confidential information. This information includes, but is not necessarily limited to: academic evaluations; general counseling and advising records; disciplinary records; financial aid records; letters of recommendation; medical or health records; clinical counseling and psychiatric records; transcripts, test scores, and other academic records; and cooperative work records. "Personally identifiable information" means that the information includes: (a) the name of the student; (b) the address of the student; (c) a personal identifier such as social security number; or (d) a list of personal characteristics or other information that would make the student's identity easily traceable.

The University will generally not disclose personally identifiable information to third parties without the written consent of the student. The signed and dated consent should specify the records to be disclosed, the purpose of the disclosure, and to whom the records are to be disclosed. However, personally identifiable information may be disclosed, without the student's consent, to the following individuals or institutions, in accordance with FERPA, including in the following circumstances:

- (a) To University officials (or office personnel ancillary to the officials) who require access for legitimate educational purposes such as academic, disciplinary, health or safety matters. University officials may include, without limitation, the Board of Trustees, the President, Vice Presidents, Deans, Directors, Department Chairs, Faculty Members, NROTC Commanding Officer, attorneys in the Office of the Vice President and General Counsel, Judicial Officers, Counselors, Resident Advisers, Coaches and Admissions Officers. University officials also include contractors, consultants, volunteers and other outside parties, such as an attorney or auditor providing services on behalf of the University for which the University would otherwise use employees.
- (b) To the party(ies) who provided or created the record(s) containing the personally identifiable information.
- (c) To officials of other educational institutions to which the student seeks or intends to enroll or where the student is already enrolled, for purposes related to the student's enrollment or transfer (on condition that the student upon request is entitled to a copy of such records).
- (d) To appropriate federal, state or local officials or authorities, consistent with federal regulations.
- (e) To the U.S. Attorney General (or designee) pursuant to an ex parte order under the U.S. Patriot Act in connection with certain investigations or prosecutions.
- (f) To organizations conducting studies for, or on behalf of, educational agencies or institutions.
- (g) To accrediting organizations to carry out their accrediting functions.
- (h) To parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
- (i) To parents of a student under the age of 21, where the information pertains to violations of any federal, state or local law or of any University rule or policy governing the use or possession of alcohol or a controlled substance, and the student has committed a disciplinary violation.
- (j) In connection with the student's application for, or receipt of financial aid.
- (k) To comply with a judicial order or lawfully issued subpoena (on condition that a reasonable effort is made to notify the student of the order or subpoena, if legally permitted to do so).
- (l) In case of an emergency, to appropriate parties, including parents, to protect the health or safety of the student or other individuals, where the University determines that there is an articulable and significant threat to the student or other individuals.

- (m) The disclosure of information concerning registered sex offenders provided under state sex offender registration and campus community notification programs.
- (n) The outcome of a disciplinary proceeding to a victim of or alleged perpetrator of a crime of violence or non-forcible sex offense.
- (o) The outcome of a disciplinary proceeding where a student is an alleged perpetrator of a crime of violence or non-forcible sex offense and is determined to have violated the University's rules or policies.

If required under FERPA, the University will inform a party to whom a disclosure of personally identifiable information is made that it is made only on the condition that such party will not disclose the information to any other party without the prior written consent of the student.

### III. Non-Education Records

The following are not considered education records, and thus are not protected by FERPA and this policy:

- Employment records of students as University employees.
- Campus law enforcement records created and maintained by the Public Safety Office, in accordance with the requirements of FERPA.
- Records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in his or her paraprofessional capacity, and that are made, maintained, or used only in connection with treatment of the student and are disclosed only to individuals providing the treatment. These records may be reviewed, however, by a physician or other appropriate professional of the student's choice.
- Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons, that are in the sole possession of the maker of the record and are not accessible or revealed to any other individual except a temporary substitute for the maker.
- Records that only contain information about a person after that person was no longer a student at the University and that are not directly related to the individual's attendance as a student (e.g., information collected by the University pertaining to accomplishments of its alumni).
- Grades on peer graded papers before they are collected and recorded by a faculty member.

### IV. Inspection and Review Rights; Right to a Hearing

A currently or previously enrolled student has the right to inspect and review his or her educational records. This right does not extend to applicants, those denied admission, or those admitted who do not enroll. Offices may require that requests for access be submitted in writing, and may ask for, but not require, the reason for the request. The University will comply with requests to inspect and review a student's records that it has

determined to honor within a reasonable period of time, but in no case more than forty-five days after the request was made.

Records to which students are not entitled to access include:

- Confidential letters and statements of recommendation placed in a student's record before January 1, 1975, or confidential letters and statements of recommendation to which students have waived their rights of access<sup>1</sup>.
- Financial records of the parents of the student or any information contained in those records.
- Those portions of a student's records that contain information on other students.
- Those records listed in Section III above.

A student who believes that any information contained in his or her educational records is inaccurate or misleading, or otherwise in violation of his or her privacy rights, may request that the University amend the records. The student should first discuss his or her concerns with the individual responsible for the office where the records are maintained. If the student is not satisfied with the resolution, the student should contact the individual to whom that person reports. If still not satisfied, the student may contact the appropriate vice president or designee. The final level of appeal is a formal hearing. To obtain a hearing, the student should file a written request with the Vice President for Student Life. The hearing will be conducted in accordance with the requirements of FERPA.

The substantive judgment of a faculty member about a student's work (grades or other evaluations of work assigned) is not within the scope of a FERPA hearing. A student may challenge the factual and objective elements of the content of student records, but not the qualitative and subjective elements of grading.

If as a result of a hearing the University determines that a student's challenge is without merit, the student will have the right, and will be so informed, to place in his or her records a statement setting forth any reasons for disagreeing with the University's decision.

Students have a right to file complaints concerning alleged failures by the University to comply with the requirements of FERPA and the implementing regulations. Complaints should be addressed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington DC 20202-5901. Students are encouraged to bring any complaints regarding the implementation of this policy to the attention of the Vice President and General Counsel.

<sup>1</sup>Students may be invited but not required to waive their right of access to confidential letters of recommendation for admission, honors or awards, or employment. Failure to execute a waiver will not affect a student's admission, receipt of financial aid, or other University services. If a student signs a waiver, they may request a list of all persons making confidential recommendations.

# Co-CURRICULAR POLICIES



## VILLANOVA UNIVERSITY

### *Augustine on Service*

*“Walking by faith, let us do good works. In these, let there be a free love of God for His sake and an active love for our neighbor. Let us freely bestow upon others, out of our abundance.”*

*St. Augustine, Sermon 41, 9.*

### *University Mission Statement*

*The University encourages “students, faculty, and staff to engage in service experiences and research, both locally and globally, so they learn from others, provide public service to the community and help create a more sustainable world.” Ultimately service to others allows “students, faculty and staff to grow intellectually, emotionally, spiritually, culturally, socially and physically in an environment that supports individual differences and insists that mutual love and respect should animate every aspect of university life.”*

# CO-CURRICULAR POLICIES

Villanova University recognizes and supports the right of the community to gather, to organize, and to extend the learning environment of the campus beyond that of the formal classroom. This right, however, is not without corresponding responsibility or limitation.

The expectations which follow are intended to facilitate the integrity, safety and well-being of individuals, groups within our academic community, and the institution. All of the policy statements contained within this section of the handbook apply to individuals and to recognized student groups. Students and student organizations which are suspected of violating these policies will be referred to the Office of the Dean of Students. The appropriate procedural options for implementing the Code of Student Conduct will be used to resolve behavior which is inconsistent with policies governing the co-curricular life of the University.

## **POLICY GOVERNING ON-CAMPUS ASSEMBLIES AND DEMONSTRATIONS BY STUDENTS, STUDENT GROUPS AND STUDENT ORGANIZATIONS**

### **A. Values**

Villanova University is a Catholic, Augustinian institution of higher learning that is committed to academic excellence, academic freedom, and intellectual, spiritual, moral, and social growth. Above all, the University seeks to reflect the spirit of St. Augustine by the cultivation of knowledge and the encouragement of freedom of inquiry, by respect for individual differences, and by adherence to the principle that mutual love and respect should animate every aspect of University life.

Respecting the principles and responsibilities of academic freedom, and recognizing the importance of the perceptions of both internal and external communities, the University encourages the open exchange of ideas on a variety of subjects, including those that are controversial. In fact, Villanova officially recognizes the right and even the responsibility, at times, of the University community to express their collective or individual voices for or against a given issue. The fundamental rights of freedom of inquiry, speech, and lawful assembly both ensure and limit this right to demonstrate. Villanova, to be true to its university status, must foster investigation, concern, and the essential elements which make academic freedom a viable reality. Thus, Villanova University students, student groups or student organizations may peacefully assemble or demonstrate to address the full range of intellectual, moral, and social issues. In keeping with the educational mission of the University, the academic character and educational value of all such events is the motive and rationale for their occurrence.

Opportunities to assemble or demonstrate do not imply University approval or endorsement of the positions taken by those assembled or of their previous or subsequent views. To the best of its ability, the University will ensure that all assembled will be able to express their views and that open discussion will take place. This policy presumes that those organizing an assembly or demonstration will exercise sound judgment in establishing the particulars of a given event.

Although this policy assumes that members of the community will exhibit appropriate and respectful demeanor toward each other, it is recognized (a) that some issues may often challenge existing attitudes and beliefs and/or trigger disagreements, and (b) that no policy, no procedures, and no organizer of an assembly or demonstration, can guarantee against the possibility that an expression may offend listeners, that some assembled may unexpectedly deviate from anticipated expression, or that participants in the event or other members of the community might engage in inappropriate behavior.

The following conditions, guidelines and responsibilities govern on-campus assemblies and demonstrations by Villanova University students, student groups and student organizations (also referred to as “Event”). If the assembly or demonstration involves an outside speaker, the provisions of the “Events and Speakers Policy” must also be followed.

## **B. Conditions**

1. The freedom to peacefully assemble and/or demonstrate to express the merits of competing ideas does not mean that individuals may say or do whatever they wish, wherever they wish. The University prohibits expression that violates the law, falsely defames a specific individual, constitutes a genuine threat, violates the University’s Non-Discrimination and Non-Harassment Policies or other provisions of the Code of Student Conduct, or unjustifiably invades substantial privacy or confidentiality interests.

2. The assembly or demonstration must not involve a substantial risk of disrupting classes, obstructing access to campus facilities, otherwise interfering with other ongoing University events or activities, or creating a seriously intimidating, threatening, scandalizing, and/or uncivil environment. To this end, the University may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the institution.

3. The property of the University and that of the members of the University community are not to be damaged, destroyed or violated.

4. The assembly or demonstration must not pose a substantial risk to the physical safety of participants, bystanders or other community members.

5. The assembly or demonstration must not place undue burden on the University’s finances, facilities or other resources.

6. It is understood that some assemblies and demonstrations may support and defend positions that differ from Catholic Church teaching. The expectation is that they will do so in a responsible fashion, be open to questions and challenges from members of the community, and respectfully acknowledge, and not disparage, Church teaching. If, in the judgment of University officials, an assembly or demonstration presents a serious risk of violating these principles, the university may impose provisions and restrictions.

## **C. Planning and Prior Notification Guidelines**

In order to maximize the likelihood that the goals of a demonstration or assembly are met and to ensure the safety of all community members, organizers of a demonstration or assembly should adhere to the following guidelines prior to scheduling an event.

1. If the Event is organized by a recognized student group or organization, organizers should meet with the group or organization's advisor to discuss strategies to ensure that the event will adhere to the Values and Conditions sections of this policy.
2. If the Event is not organized by a recognized student group or organization, organizers should meet with the Director for Student Involvement or his/her/their designate to discuss strategies to ensure that the event will adhere to the Values and Conditions sections of this policy.
3. After appropriate discussion, organizers should work in collaboration with appropriate university departments (e.g. The Department of Public Safety, Facilities Management) to coordinate logistics of the event to ensure compliance with the Values and Conditions sections of this policy and to meet the responsibilities outlined in Section D below.
4. Organizers should communicate the parameters that have been set for the Event by the University to all participants prior to the Event and should take reasonable measures to ensure the safety of participants.
5. When demonstrations or assemblies are scheduled, participants should expect University personnel, including members of the Villanova University Department of Public Safety, to be present for all or part of the Event. This presence is often necessary to ensure organizers' own rights are protected and the University's regular operations and activities are not interrupted. Accordingly, University representatives may film, photograph or record elements of the event. The presence of University personnel should not be viewed as an effort to deter or otherwise interfere with planned demonstrations or assemblies.

#### **D. Responsibilities**

All Villanova University students, student groups and student organizations have the right to peaceful assembly and demonstration (including, but not limited to, rallies, gatherings, protests, and processions) on campus. However, all assemblies and demonstrations must adhere to the Values, Conditions and Responsibilities sections of this policy and must not be unduly disruptive to the life of the University or place any community member in danger. Disruptive or unsafe assemblies or demonstrations are strictly prohibited.

##### *Responsibility to Ensure Safety and Security*

The responsibility of maintaining peace and order rests primarily with the individual(s) or group(s) who organized the Event. All demonstrators are expected to comply with University policies and students are additionally expected to act in compliance with the provisions of the Code of Student Conduct.

During a demonstration, the expression of viewpoints may invite or elicit a response from others, including counter-demonstrators or passersby. In all circumstances the right of others to personal expression must not be denied. Organizers should be aware that other demonstrations may also occur that may include opposing views. Maintaining peace and order is especially important under these circumstances to support a rich campus environment that is accepting of divergent expression. Accordingly, expression that is indecent, obscene or grossly offensive on matters such as race, age, ethnicity, religion, gender, disability, sexual orienta-

tion or other legally protected bases is inconsistent with accepted norms of conduct at the University and will not be tolerated.

In order to avoid any misunderstanding of what is a peaceful assembly or demonstration (permitted) and what is a disruptive or unsafe assembly or demonstration (prohibited), the following non-exhaustive list of characteristics is provided.

An assembly or demonstration is disruptive or unsafe if it includes any activity that:

- Places the health or safety of any member of the University community at risk
- Denies or unreasonably interferes with the rights of other students, faculty, or staff of the University, including the rights of others to demonstrate
- Employs force or violence or threatens force or violence against any persons or property
- Violates any ordinance or law.
- Creates a volume of noise that prevents members of the University community from carrying on their normal activities
- Results in actual or threatened destruction, damage or defacement of personal property
- Results in actual or threatened destruction, damage or defacement of University property, grounds or facilities.
- Congregates or assembles in any University building or on University property in ways that disrupts the University's normal functions
- Occurs in a way that blocks entrances, exits, or passageways from or to any University building or vehicle traffic on or to the campus. Corridors, stairways, doorways, and building entrances may not be blocked or obstructed in violation of the regulations of the University or local fire codes.
- Fails to comply with any other University policy or any other lawful directive, including a directive to cease the Event.

Disruptive or unsafe assemblies or demonstrations will be suspended or stopped immediately at the direction of the Villanova University Department of Public Safety in consultation with The Vice President for Student Life or the University Provost or their designee. The University may also seek the assistance of local law enforcement to disband disruptive, unlawful or unauthorized events.

#### *Responsibility to Conclude the Assembly or Demonstration*

The length of any given assembly or demonstration may vary. Demonstrations will usually be permitted to continue until and unless University officials determine that University operations and/or the rights of others have been compromised. This includes staff who may be attempting to close facilities according to the established closing hours of buildings.

At the conclusion of any assembly or demonstration, the organizers are expected to make a reasonable effort to return the grounds/area to the condition it was in before the Event. This includes properly disposing of all garbage. Any unanticipated and accidental property damage should be reported to University administrators immediately. Any property damage related to a demonstration (whether peaceful or disruptive) may result in the assessment of fees for cleaning, repairs, and replacement of property to the organization or individuals involved or both.

## POSTING NOTICE

With respect to informing the University community of various lectures and programs by means of posters or flyers, the following criteria have been established:

1. Posters announcing an approved University or student group sponsored event will be approved provided the criteria set forth in this policy are met.
2. All posters must be sponsored by a recognized University office or student group, whose name will appear on the poster.
3. Posters that speak to issues contrary to the teachings of the Church may be posted, if the poster encourages intellectual discussion and unfettered inquiry of the issues.
4. Poster approval does not imply University endorsement. Posters will be stamped by the office responsible for the student group. Campus Ministry, Office of Fraternity and Sorority Life, Peace & Justice Education, Residence Life and Student Involvement may all stamp posters with their own stamps. Other University departments and offices, as well as non-student group posters will receive approval through the Office of Student Involvement. Approval stamps must include the notation "Approved for Posting - Approval Does Not Imply University Endorsement."
5. Posters will not be approved if any of the following apply:
  - a. The message asserts or implies official University approval of any view points expressed.
  - b. The message offends community standards of good taste.
  - c. The message contains language or symbols which are abusive or demeaning to specific social groups.
  - d. The message denies respect for the dignity of individuals.
  - e. The message appears libelous.
  - f. The message encourages the sale or use of alcohol or promotes establishments selling alcohol.
  - g. The message promotes or facilitates any aspect of substance abuse.
  - h. The message encourages or seeks to incite specific illegal acts.
  - i. The message promotes goods or services sold for personal profit or which are sold by off campus persons or companies who are not sponsored by a University office or recognized student group.
  - j. The message promotes non-campus related activities of commercial sponsors. (Posters promoting activities and events of other non-profit institutions and organizations may be approved in limited numbers provided they do not violate the other criteria listed here.
6. In the unusual circumstance of an appeal for permission to post, the student group will appeal to the Poster Policy Committee. The committee will be convened by the Vice President for Student Life for deliberation. A recommendation will be made to the Associate Vice President for Student Life for final adjudication. The committee will consist of the Associate Vice President for Student Life, Director of the Center for Peace and Justice Education, Director of Student Involvement, faculty member named by the American Association

of University Professors, the Student Government President, and the editor of the Villanovan.

For additional information, also see the University's Speakers Policy.

## **PUBLICATIONS POLICY**

The goal of all student publications is to give students the opportunity to develop and polish skills in communication, to express opinions, and to inform, enlighten, and amuse the University community. University support of student publications does not restrict freedom of speech, but does imply honesty, responsibility, and sensitivity in writing and editing.

Under University Guidelines for University-Sponsored Publications, all publications must conform to all applicable state and federal law, may not be inconsistent with their setting in a Catholic University, and must include honest, accurate, and fair reporting.

In the rare case of dispute between administration and student editors, the University Publications Board will be convened to review the relevant issues and make a recommendation to the Vice President for Student Life.

A complete copy of this policy, publication guidelines, and procedures for board review is available at the Office of the Vice President for Student Life, and the office of Student Involvement.

## **EVENTS AND SPEAKERS POLICY GOVERNING RECOGNIZED STUDENT GROUPS AND ORGANIZATIONS**

### **A. Values**

Villanova University is a Catholic, Augustinian institution of higher learning that is committed to academic excellence, academic freedom, and intellectual, spiritual, moral, and social growth. Above all, the University seeks to reflect the spirit of St. Augustine by the cultivation of knowledge and the encouragement of freedom of inquiry, by respect for individual differences, and by adherence to the principle that mutual love and respect should animate every aspect of University life.

Respecting the principles and responsibilities of academic freedom, and recognizing the importance of the perceptions of both internal and external communities, the University encourages the open exchange of ideas on a variety of subjects, including those that are controversial. Thus, University recognized student groups or organizations may invite external speakers to an organizational meeting or to a University event, and may host events open to the campus community (on or off campus), that address the full range of intellectual, moral, and social issues. In keeping with the educational mission of the University, the academic character and educational value of all such events is the motive and rationale for their occurrence.

Invitations to speak, or the hosting of events, do not imply University approval or endorsement of the positions taken by invited speakers or of their previous or subsequent views. To the best of its ability, the University will ensure that all legitimately invited speakers will be able to express their views and that open discussion will take place. This policy presumes that those inviting speakers or hosting events will exercise sound judgment in selecting speakers and in establishing the particulars of a given event.

Although this policy assumes that both speakers and audience will exhibit appropriate and respectful demeanor toward each other, it is recognized (a) that speakers or events may often challenge existing attitudes and beliefs and/or trigger disagreements, and (b) that no policy, no procedures, and no sponsor of a speech or event, can guarantee against the possibility that a speech may offend listeners, that a speaker may unexpectedly deviate from anticipated content and style, or that members of an audience might engage in inappropriate behavior.

The following standards and procedures govern external speakers and events being proposed by recognized student groups or organizations:

## **B. Conditions**

The following conditions must be met for an external speaker or event to be considered for approval:

1. The speech or event must constitute a legitimate educational experience or otherwise contribute to the university's mission.
2. The speech or event must not pose a substantial risk to the physical safety of speakers or members of the audience, other participants, or bystanders.
3. The speech or event must not involve a substantial risk of disrupting classes, obstructing access to campus facilities, otherwise interfering with other ongoing University events or activities, or creating a seriously intimidating, threatening, scandalizing, and/or uncivil environment at the speech or event that would undermine its educational purposes.
4. The speech or event must not violate the law or the nonprofit status of the University. (Note that federal and state laws may prohibit, condition, or limit speeches by political candidates; accordingly, consultation with the General Counsel's office for guidance should occur in these situations).
5. It is understood that some speakers will hold, offer, and defend positions that differ from Catholic Church teaching. The expectation is that they will do so in an academically responsible fashion, be open to questions and challenges from members of the audience, and respectfully acknowledge, and not disparage, Church teaching. If, in the judgment of University officials, a speech or event presents a serious risk of violating these principles, the group seeking permission for such an event must accept provisions to ensure adherence to standards of freely reasoned academic discussion and debate. Such provisions might include, for example, allowing for an appropriate response at the speech or event or contextualizing the event or speech by means of complementary counter-programming.
6. The speech or event must not place undue burden on the University's finances, facilities or other resources.

## **C. Procedures**

1. A recognized student group or organization wishing to invite an external speaker to an organizational meeting or to a University event, or to an event open to the campus community (on or off campus) must first present a writ-

- ten proposal to its advisor[i]. Prior to submitting the proposal, student groups or organizations must consult with their advisor to ensure that the speech or event adheres to the Values and Conditions sections of this policy.
2. The proposal should include the identity of the speaker, the proposed time and place of the speaker's presentation, the subject matter and purpose of the speaker's presentation and what, if any stipend will be required. The proposal should also include information outlining how the speech or event is consistent with the Values and Conditions sections of this policy.
  3. The leaders of the student group or organization together with their advisor will present the written proposal for review to the Director, Department Head or Division Head of the area recognizing the student group or organization. Promotion of the event in written, print, electronic or other form shall not take place until the speech or event and all contracts receive final approval.
  4. In reviewing the request, the Director, Department Head or Division Head must ensure that the speech or event is consistent with the Values and Conditions sections outlined in this policy. In reaching this determination, the Director, Department Head or Division Head may consult with appropriate members of the University community and may meet with the advisor and/or leaders of the student group or organization.
  5. The Director, Department Head or Division Head may: 1) approve the request; 2) deny the request if inconsistent with any of the provisions outlined in the Values and Conditions sections of this policy; or 3) may impose restrictions or conditions to ensure consistency with the provisions of the Values and Conditions sections of this policy. If the request is denied, the Director, Department Head or Division Head will share the reasons for denial with the advisor and the leaders of the student group or organization.
  6. If the proposal is denied, the student group or organization may request that the proposal be reviewed by the Provost, Vice-President or Dean overseeing the area recognizing the student organization or group. The Provost, Vice-President or Dean shall meet with the leaders of the student group or organization and their advisor before rendering a decision.
  7. The Provost, Vice-President or Dean, after appropriate consultation with other University officials, shall make the final determination. In exercising this authority, the Provost, Vice-President or Dean shall give due consideration to the information contained in the written proposal, the thoughts expressed during the meeting with the student leaders and the provisions of the Values and Conditions sections of this policy. If the request is denied, the Provost, Vice-President or Dean will share the reasons for denial with the advisor and the leaders of the student group or organization.
  8. If there is a contract or fees for any speaker, the advisor or the Director, Department Head or Division Head will submit the contract to the Office of the Vice President and General Counsel for approval. If approved, the contract must be signed by an authorized University official. The sponsoring student group or organization is responsible for payment of all costs associated with a speaker or event, including any costs related to safety and security.

9. The University reserves the right to withdraw any speaker invitation, or to cancel any event, at any time for any reason, but it will not do so for reasons judged to be less than fundamental to the University's values and well-being. If the student group or organization has not followed the procedure outlined in this policy, no formal reason needs to be given for the withdrawal or cancellation. If the student group or organization has followed the procedures outlined in this policy, the Provost, Vice-President or Dean will meet with the student leaders of the group or organization before withdrawing the invitation. However, the final decision rests with the Provost, Vice-President or Dean.

[i] Invitations to bishops or other ecclesiastical authorities are excluded from this policy. Such invitations must only be issued by the Office of the President or the Office for Mission and Ministry.

## STUDENT ORGANIZATIONS

Information concerning policies and regulations, formation of a student organization, publicity, fund-raising, funding, room-reservations, facility use, etc. can be found in the Student Organizations Manual. All members of student groups/organizations must adhere to the policies and regulations detailed in the manual. Failure to do so subjects the group or organization to a maximum sanction of termination of recognition from the University. Copies of the Student Organizations Manual are available in the Office of Student Involvement, Dougherty Hall, Room 102.

Recognition will be denied to any organization which selects its members on the basis of race, color, religion, sex, age or national origin. Active membership is limited to faculty, staff and officially registered students. Associate membership must be approved by the Director of Student Involvement. In order to be recognized as a registered organization and to use the name of Villanova University in its official title, a group should:

1. Have at least 12 students who are matriculated and in good standing both academically and disciplinarily with the University,
2. Function in accordance with a constitution and by-laws approved by and on file in the Office of Student Involvement.
3. Comply with all University policies and regulations; with federal state and local laws; and with regulations of parent organizations as applicable.
4. Accept responsibility for all financial obligations incurred and decisions made as an organization.
5. Have an active faculty/staff advisor appointed for a two-year term approved by the Office of Student Involvement.

All organizations seeking recognized status on campus must undergo a formal recognition process that is delineated in the Student Organization Manual. In order to maintain official University recognition, organizations are expected to comply with guidelines in the Student Organization Manual.

These regulations apply to all recognized student organizations. Violations of these regulations may be referred to the Dean of Students Office for resolution pursuant to the Code of Student Conduct.

A complete list of student organizations is maintained in the Office of Student Involvement. Students are expected to review the list prior to joining a student organization to ensure that the group is in good disciplinary standing.

Fraternities and Sororities must be formally acknowledged by their respective national organization, Villanova University and the Interfraternity Council/Pan-Hellenic Society as a legitimately functioning body in order to be considered a recognized student organization. Non-recognized fraternities/sororities may not organize or sponsor any event or activity that promotes or gives the impression or appearance that the non-recognized fraternity/sorority is a legitimate organization. Moreover, these non-recognized groups may not advertise, post, publish, solicit, rush, pledge, fund raise or assemble on campus. Such activities will be viewed as violations of University regulations and those students engaging in this activity will be held accountable. Students intending to join a Greek fraternity or sorority should contact the Office of Fraternity and Sorority Life to ensure that this fraternity/sorority is in good disciplinary standing. Fraternities and Sororities must provide the University with a certificate of insurance evidencing the liability coverage their national organization has in place covering the chapter, naming Villanova University as additional insured.

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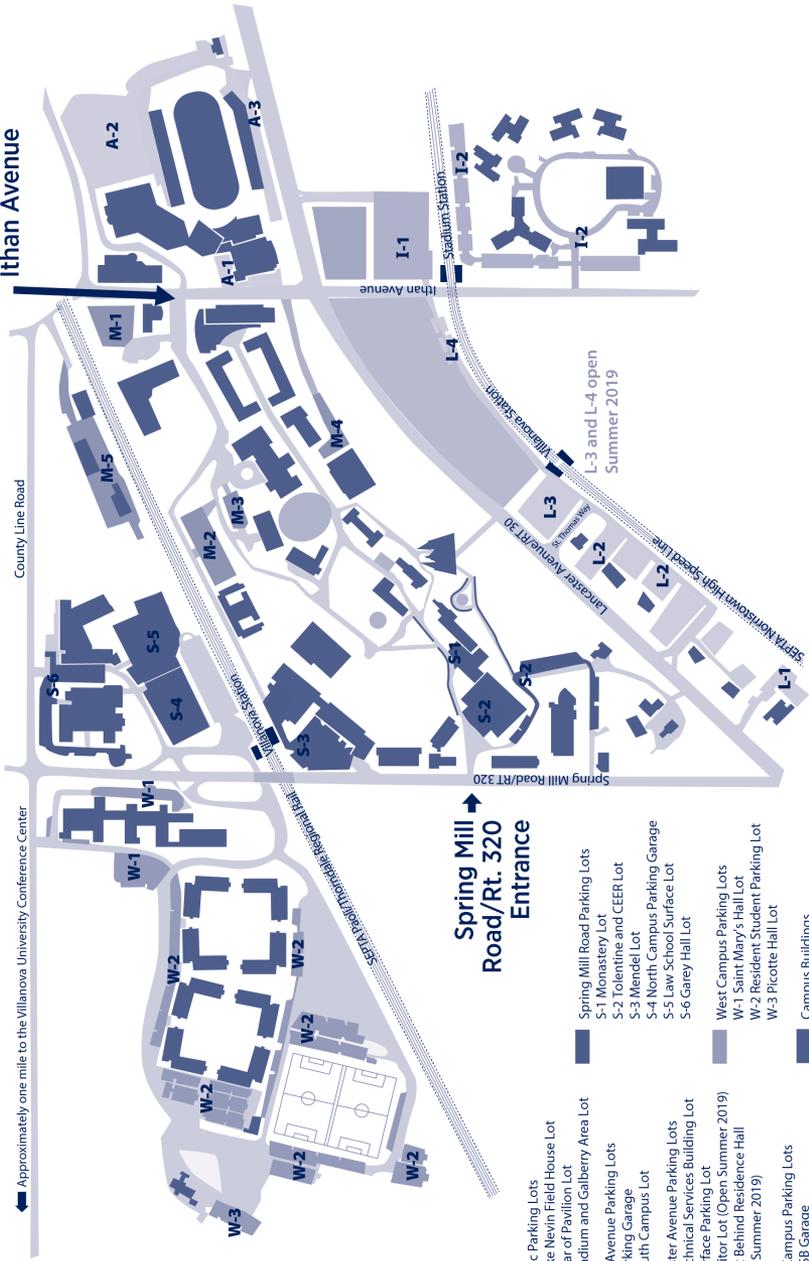
*The entire Student Handbook, as well as links to other useful Villanova web pages, can also be found on the Dean of Students homepage,*

[http://www1.villanova.edu/villanova/studentlife/be\\_informed/dean.html](http://www1.villanova.edu/villanova/studentlife/be_informed/dean.html)

← Approximately one mile to the Villanova University Conference Center

County Line Road

Main Entrance  
Ithan Avenue



Spring Mill  
Road/Rt. 320  
Entrance

- █ Athletic Parking Lots
- █ A-1 Jake Nevin Field House Lot
- █ A-2 Rear of Pavilion Lot
- █ A-3 Stadium and Galberry Area Lot
- █ Ithan Avenue Parking Lots
- █ I-1 Parking Garage
- █ I-2 South Campus Lot
- █ Lancaster Avenue Parking Lots
- █ L-1 Technical Services Building Lot
- █ L-2 Surface Parking Lot
- █ L-3 Visitor Lot (Open Summer 2019)
- █ L-4 Lot Behind Residence Hall (Open Summer 2019)
- █ Main Campus Parking Lots
- █ M-1 HSB Garage
- █ M-2 SAC Garage
- █ M-3 Kennedy Hall Lot
- █ M-4 Dougherty Drive
- █ M-5 Facilities/Steam Plant Lot

- █ Spring Mill Road Parking Lots
- █ S-1 Monastery Lot
- █ S-2 Tolentine and CEER Lot
- █ S-3 Mendel Lot
- █ S-4 North Campus Parking Garage
- █ S-5 Law School Surface Lot
- █ S-6 Garey Hall Lot
- █ West Campus Parking Lots
- █ W-1 Saint Mary's Hall Lot
- █ W-2 Resident Student Parking Lot
- █ W-3 Picotte Hall Lot
- █ Campus Buildings
- █ SEPTA Commuter Rail Stations
- █ Area Under Construction

L-3 and L-4 open  
Summer 2019



Recommended changes to this handbook should be forwarded  
to the Dean of Students Office in Room 213 Dougherty Hall

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A Publication of the Student Life Division

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