Co-Curricular Policies

Co-Curricular Policy

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.

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.

On-Campus Assemblies and Demonstrations

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 orientation 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:
   1. The message asserts or implies official University approval of any viewpoints expressed.
   2. The message offends community standards of good taste.
   3. The message contains language or symbols which are abusive or demeaning to specific social groups.
   4. The message denies respect for the dignity of individuals.
   5. The message appears libelous.
   6. The message encourages the sale or use of alcohol or promotes establishments selling alcohol.
   7. The message promotes or facilitates any aspect of substance abuse.
   8. The message encourages or seeks to incite specific illegal acts.
   9. 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.
  10. 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

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 written 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, fundraising, 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, fundraise or assembly 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.