

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 and groups within our academic community, and the institution. All of the policy statements contained within 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 conduct which is inconsistent with policies governing the co-curricular life of the University.

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 Policy

With respect to informing the University community of various lectures and programs by means of posters or flyers, the following criteria have been established. Posters announcing an approved University or student group sponsored event will be approved provided the criteria set forth in this policy are met.

1. All posters must be sponsored by a recognized University office or student group, whose name will appear on the poster.
2. 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.
3. Poster approval does not imply University endorsement. Posters will be stamped by the office responsible for the student group. Campus Mission and 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."
4. Posters will not be approved if any of the following apply:
 - The message asserts or implies official University approval of any viewpoints expressed.
 - The message offends community standards of good taste.
 - The message contains language or symbols which are abusive or demeaning to specific social groups.
 - The message denies respect for the dignity of individuals.
 - The message appears libelous.
 - The message encourages the sale or use of alcohol or promotes establishments selling alcohol.
 - The message promotes or facilitates any aspect of substance abuse.
 - The message encourages or seeks to incite specific illegal acts.

- 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.
 - 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.
5. Posters may be placed in designated areas only and never on painted surfaces, walls, glass windows or doors. Chalking including but not limited to the purpose of informing the University community regarding programs, events, or services is prohibited in any area on campus. Posting location guidelines can be found in the Office of Student Involvement in 102 Dougherty Hall.
 6. Student organizations or University offices who wish to hang banners on campus must be approved in advance by the respective office, department, or office representing the student organization. Banners can only be hung from Dougherty Hall, the Connelly Center (inside and outside), and between Sullivan and Sheehan Residence Halls. Banner space will be reserved on a first come, first serve basis by visiting the Office of Student Involvement in 102 Dougherty Hall. Groups are responsible to provide all needed supplies. Facilities management will hang banners for up to one week or approved period by Student Involvement. Please visit 102 Dougherty Hall for assistance in submitting facilities requests to hang banners.
 7. 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.

Purpose

The purpose of this Student Organization Publication Policy is to establish guidelines for publications by student organizations and other student media organization expression.

Central to a university is the conception, sharing and promulgation of ideas and information. Education of this nature flourishes in an environment of free expression where the institutional community dialogues with itself and other parties outside the University. John Paul II's *Ex Corde Ecclesiae* states, "The source of [a Catholic university's] 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." In a Catholic university setting, this discourse must always be respectful and charitable. The University expects its publications, broadcast venues, and any other form of student organization medium to approach discourse with mutual respect, intellectual rigor,

moral integrity, and accepted standards in journalism. An accurate and honest dialogue must ensue while the parties involved maintain a commitment to the community of Villanova University, its mission and its Catholic heritage.

Discourse of ideas and information is realized in countless forms including, but not limited to, student publications such as articles, radio broadcasts, television, student organization promotional materials, student organization blogs or social media posts, or internet broadcasts that are published by student organizations. Likewise, within each of these media, are countless outlets for further expansion of a particular discourse - advertisements, cartoons, comics, and humor segments. It is the obligation of each medium to aid the University and its constituents in promoting discourse and advancing the exchange of ideas and information. Each medium allows members of the University the opportunity for self-reflection and criticism, an openness to opposing perspectives, as well as a window for further development. In expanding viewpoints and perspectives rather than limiting them, an environment of free expression with numerous media approaches the institution's goal of the pursuit of truth.

Policy

All publications must conform to the standards articulated in the Preamble and Purpose. All state and federal laws that are applicable to publications or expression by any institutions or by individuals are also applicable to Villanova University. Fraudulent, obscene or libelous publications or expression may expose the University to civil or criminal liability. Accordingly, every possible effort must be made to avoid such expression. Publications or expression that include unlawful activity, or activity that endangers or imminently threatens to endanger the safety of any member of the community or of any of the community's physical facilities, or any activity that disrupts or obstructs the functions of the University or imminently threatens such disruption or obstruction, are unacceptable. Likewise, publications or expression that are indecent, obscene, demeaning, threatening, harassing, or offensive on matters, including but not limited to, race, ethnicity, national origin, religion, gender, disability, age, or sexual orientation, are unacceptable in the Villanova community.

Use of Materials

As members of student organizations, students may be offered and/or provided certain rights or privileges by Villanova, including, without limitation, funding for certain programs and / or access, permission or passes to certain venues, locations, events, programs or interviews. Students shall use any rights or privileges offered or provided by Villanova solely for the benefit of the student organization and solely for the purpose of fulfilling the responsibilities and obligations of their role within their respective student organization.

Student organizations should use content created by Villanova students. Unacceptable content and content that is illegally or improperly obtained as listed in the Policy section is not permitted for publications by student organizations and other student media organization expression. To the extent that student organization members have intellectual property rights in technology or other materials contained in any of the student created content, students grant Villanova non-exclusive license to use such technology or materials in connection with the content. Students may use their own student created content for non-commercial personal use in compliance with applicable law and University policy.

Archive of Publications

Please refer to the University Retention Policy for guidelines. The recommended practice for student organizations is that after a period of 5 years student content such as images, articles, videos, should be taken down from websites.

Complaint Procedures

Any member of the University community may submit a complaint against a student publication, student organization, or individual when the complaining organization or individual reasonably asserts that the terms or spirit of this policy have been violated. Complaints arising under this policy should be submitted to the Director of Student Involvement who will forward complaint(s) to the Vice President for Student Life, or designee. The Vice President for Student Life may convene a Publications Advisory Board to obtain greater clarity on the complaint. The Vice President for Student Life, or designee, will ultimately determine whether this policy has been violated and the outcomes for any such violation.

In the event of convening the Publications Advisory Board (the Board) as defined below, the duty of the Board will be to advise the Vice President, or designee, concerning the allegations made under this policy.

- The Publications Advisory Board may vary, but generally will be comprised of the following:
 - 2 student members
 - 3 faculty / staff members

The Vice President for Student Life, or designee, will designate a Chair of the Board.

- The Board shall meet at its earliest opportunity after being convened, but no later than two weeks after being convened (unless approved by the Vice President for Student Life or designee).
- The Board shall gather information from any relevant sources as appropriate in order to understand fully all of the facts and circumstances surrounding the allegations related to the publication or expression, including but not limited to hearing from both the complaining party as well as the “offending” party or parties. The Board may also consult an expert from the field.
- Upon receiving the recommendations of the Board, the Vice President for Student Life, or designee, shall take this recommendation into consideration and determine the final outcome for the violation in question. The Vice President, or designee, are not required to follow the recommendation of the Board. The Vice President, or designee, in addition to the other conditions that student organizations must comply with, shall take appropriate action, which may include one or more of the following outcomes: educational training, loss or privileges to publish content, removal of content to comply with Purpose section of this Student Organization Publication Policy, Organizational Probation, or Loss of Recognition. At any time, the Dean of Students Office may also issue disciplinary sanctions to individuals or the organization as a whole, as outlined in the Code of Student Conduct.
- After review, the Vice President for Student Life (or designee) will issue a decision which will be final and binding.

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 Organization Policies

A student organization is a group of currently enrolled, undergraduate or graduate Villanova University students who convene to promote a common interest and is registered with Villanova University. 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. Only currently enrolled full-time undergraduate students can serve as officers or vote on organizational matters for undergraduate student organizations. Only currently enrolled graduate students can serve as officers or vote on organizational matters for graduate student organizations.

All members of student groups /organizations must adhere to these policies and regulations. Failure to do so subjects the group or organization to a maximum sanction of termination of recognition from the University. For questions relating to student organization policies or procedures, visit the Office of Student Involvement in 102 Dougherty Hall.

All organizations seeking recognized status on campus must undergo a formal recognition process. In order to maintain official University recognition, organizations are expected to comply with guidelines found in these Student Organization Policies. 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.

Student Organization Privileges and Expectations

Student organizations have the following privileges by Villanova University:

- Authorization to reserve University space, services, or equipment.
- Attend the Student Involvement Fairs and other resources fairs open to the University community.
- Eligibility to provide information to Villanova University's students, faculty, staff, alumni through tabling at designated locations, postings in designated locations, or other approved communication methods.
- Eligibility to seek funding through the Office of Student Involvement.
- Eligibility to seek approval to raise funds, develop a new program offered to the University community, sponsor an event to raise awareness about a cause after is approved by the Office of Student Involvement.
- Ability to use student media for advertising or dissemination of information.

- Authorization to use the name or logo of Villanova University in a manner that is approved by the Office of Student Involvement.

Academic and Disciplinary Standing

Students may participate in student organizations only if they are in good academic and disciplinary standing, as determined by the student's academic college, the Dean of Students Office and / or the Office of Student Involvement. Good academic standing is defined in the Villanova University Catalog and good disciplinary standing is defined in The Code of Student Conduct. It is generally recommended that executive officers maintain a GPA above a 2.75 and general members above a 2.5. The Office of Student Involvement welcomes the opportunity to work with advisors in making decisions that are in the best interest of students who are at risk academically.

Maintaining Status as a Registered Student Organization

In order to maintain recognition as a registered student organization, groups must:

- Adhere to the Mission of Villanova University, the Mission of the respective office recognizing the student organization, and all University and Student Organization policies.
- Reflect in the organization's mission statement and programs values that are consistent with the Catholic mission of the University. This includes a clear purpose that does not duplicate the purpose of an existing student organization or program.
- Uphold and act in accordance with the student organizations constitution and by-laws.
- Comply with all federal, state, and local laws, and with regulations of parent organizations as applicable.
- Maintain an active membership of students who are matriculated and in good standing with the University. Individual student organizations may set higher academic requirements for membership.
- Maintain a positive financial balance in any student organization account. Accept responsibility for all financial obligations incurred and decisions made as a student organization.
- Operate financially through an account (or accounts) established within the Office of Student Involvement.
- Have an active, full-time faculty/staff advisor who has been approved by the Office of Student Involvement.
- Re-Register annually with the Office of Student Involvement Villanova University allowing student organizations to obtain a budget from Villanova University.

If a student organization do not meet these criteria, the office representing the student organization may impose additional requirements to receive active status including but not limited to educational trainings or to go through the new student organization process.

New Student Organization Requests

Students interested in creating a new student organization must attend a New Student Organization Information Session hosted by the Office of Student Involvement and the Student Government Association (SGA) during the beginning of each semester. A complete timeline as well as the necessary deadlines can be found by visiting the Office of Student Involvement in 102 Dougherty Hall. Students may not host or organize events and / or programs during the new student organization process. Students interested in starting a Fraternity or Sorority chapter of a Panhellenic Council, Interfraternity Council, or Multicultural Greek Council must work with the process outlined by the Office of Fraternity and Sorority Life located in 108 Dougherty Hall.

Process to start a New Student Organization

The following is an outline intended to provide students with resources and information on how to effectively become a student organization at Villanova University.

- Following the New Student Organization Information session, students will receive notice of when to complete and submit the New Student Organization Proposal to SGA (sga@villanova.edu). There will be no exceptions for late submissions and those late submissions will not be considered until the following semester. The New Student Organization Proposal will include the following:
 - Student organizations must be initiated, organized, and run by current matriculated Villanova students. Students will need to submit a proposed roster of students (12 names, email addresses, and physical signatures) of interested students. Only registered students shall be eligible for active membership status in student organizations. Only full-time students shall be eligible to serve as appointed or elected officers in student organizations. To serve as an officer of an organization, students must be fully enrolled in classes on-campus and cannot serve if participating in an internship or studying abroad. The roster of students must include an executive board including the positions of President, Vice President, and Treasurer. First semester new students and those students in their final semester are not permitted to start a new student organization process.
 - Nomination of student organization advisor
 - Student Organization Mission Statement, which is a one page-proposal highlighting the mission and goals of the new student organization request.
 - Proposed Constitution and By-Laws.
 - Proposed Schedule of Events for the following semester.
 - Proposed Student Organization Budget.
 - If the student organization request is affiliated with a national organization, include relevant documents which may include applications, contracts, agreements, or organization bylaws.
- The Office of Student Involvement and members of SGA will review the New Student Organization Proposal and request additional information if needed. The review will confirm that the New Student Organization Proposal is consistent with the University mission. No organization, or member of any organization on behalf of the organization may encourage or participate in any activity which contravenes the mission of the University or the moral teachings of the Catholic Church. The University policies and procedures supersede those of any regional or national organization to which a proposed student organization would be affiliated.
- New Student Organization Proposals will receive feedback from OSI and SGA. Additionally, OSI may request revisions to the New Student Organization Proposal and request additional department approvals.
- Following a meeting with OSI and SGA, OSI and SGA will hear a presentation from the proposed new student organization. Other members of the University community may participate in the presentation as appropriate.
- Subsequently, and in private, SGA will vote on the New Student Organization Proposal. The results of this vote will be sent directly to the Director of Student Involvement or his / her / their designee. The prospective new student organization president and advisor will be notified by OSI of the decision of SGA. OSI reserves the right to defer a decision, should additional review of the application be needed.
- Newly approved new student organizations must attend a New Student Organization Orientation and Training in order to activate their student organization. At least three members of the student organization must attend the training. Following the training, the student organization will be a recognized Student Organization on campus. The Office of Student Involvement may require additional next steps as necessary to maintain status.

Student Organization Advisor

The primary goal of advising is to provide an educational experience for students in the student organization which advisors are supporting. Students in student organizations should feel that being a member of their organization is a worthwhile experience that enhances their social, spiritual, and academic development. Advising a student organization can be a very rewarding experience. Working with students outside of the classroom allows faculty and staff the ability to share information, resources, and encourage development with the student. These interactions with students allows advisors the opportunity to promote skills such as leadership development, ethics, teamwork, appreciation of diversity, and self-discovery that are invaluable to students when they leave Villanova.

Selection of an advisor is generally done through the mutual consent of the student organization, the proposed advisor, and the Office of Student Involvement. The advisor must be a member of the Villanova University community such as a full-time faculty member, administrator, or staff member. In order to retain recognition as a student organization, each student organization must have an active advisor. The advisor, student organization leadership, and the Office of Student Involvement should jointly and periodically review the advisor's performance. If students should wish to change the Advisor, they should contact the Office of Student Involvement who will arrange the transition among the current Advisor, student organization leadership, and the Office of Student Involvement to assist in the process and transition.

Advisor Expectations

Specific functions of the advisor are listed below. Individual organizations may expand upon these through their constitutions and by-laws.

- The advisor should be aware of the organization's meetings and activities. He/she/they need not attend all of these activities, but a frequent visit is appropriate.
- The advisor should meet with the executive committee of the organization a minimum of once per month during the academic year. Executive committee meetings are ideal for establishing a meaningful working relationship with student organizations.
- The advisor should obtain minutes of all organizational meetings for review.
- The advisor should be knowledgeable of the organization's purpose and constitution assisting the students to adhere to them in decision making.
- The advisor should be aware of the student organization's financial status, spending and account balances.
- It is generally recommended that an advisor should be at an event, conference, or program that is 300 miles away from campus where a large amount of students from the student organization are present. [JB1]
- The advisor MUST be present at:
 - Any organization function held on campus, at which alcohol is served.
 - Any event while non-Villanova students will be present.
- The advisor should serve as an academic resource for the organization, ensuring that no one in academic difficulty serves in a key office, and offering assistance to any group members who are in need.
- Advisors should assist students with leadership transition from year to year.

Advisor Concerns

In the event that your group is not satisfied with the level of support from the organization's advisor, or the Advisor has concerns about the student leadership, please set up a meeting with the Director of Student Involvement, whose office is in 102 Dougherty Hall.

Advisor Liability

The university views the role of student organization advisor as part of an employee's normal work and thus extends liability insurance coverage to any member of the university community so engaged and behaving appropriately. It is clearly wise however, for anyone involved in this type of work to exercise what the courts have described as "reasonable judgment" in the conduct of their responsibilities.

Student Organization Programming and Development

Student engagement often occurs in the context of Villanova's many student organizations. The outlined expectations and guidelines are subject to change based on current University guidance and compliance with appropriate recommendations. Student organization meetings, events, and programs should always adhere to current University guidance, Student Organization Policies, compliance with CDC recommendations, the Commonwealth of Pennsylvania requirements, and any additional applicable

1. Participation in the event registration process with the respective Student Life / University department that recognizes the student organization.

Event Requests and Space Reservations

Any student organization that wishes to host an event or program (virtual or in-person) should submit a request through the event registration process with the respective Student Life / University department that recognizes the student organization which will be forwarded to the university's Events Management System. The appropriate Student Life / University department will review the request and either approve, deny, or offer suggested modifications for the proposed event based on available space and details provided in the proposal. Student organizations can promote student organizations events, programs, or meetings after receiving the necessary approvals.

The organization, its officers, and / or any individual applying to reserve facilities on behalf of the organization are responsible for:

- Damages to the facilities used including any financial loss to the University or a registered student organization because of the temporary closing of facilities.
- How the facilities are used during the time reserved and occupied.
- Any violations of university regulations, state, local, or federal laws which occur in connection with the use of facilities.
- Not deferring its use of a reserved facility to another group or individual without the permission of the Office of Student Involvement.
- The cleanliness of the facility after its use.

Professional Development

Villanova University encourages student organizations and members of student organizations to participate in professional development opportunities such as conferences, case competitions, and other related professional experiences. Professional development approval must be approved in advance with the recommendation of doing so 3 weeks prior to the start of the program. The Office of Student Involvement will collaborate with respective University offices to approve student organization professional development opportunities. Student organization funding may be used, if available, to finance professional related experiences. Typical budget expenses that can be covered by student organization funds include travel costs, conference fees, reasonable meal costs, or hotel costs. Students or student organization advisors will not be reimbursed for any professional development expenses that were not approved in advance.

Student Organization Resources

Student Organization Tabling

The Office of Student Involvement provides table services to student organization(s) and on-campus offices / departments at only these designated tabling locations including Dougherty Hall, the Connelly Center, the Riley Ellipse, and Bartley Hall. Students should pick up and drop off tables during business hours (9:00am-5:00pm) in the Office of Student Involvement located in 102 Dougherty Hall. If tables are reserved on back-to-back days, students must still pick up and drop off the tables at the beginning and end of each day. Student organizations may be charged for replacing tables in the event of a missing or lost table. If a student organization thinks there is going to be inclement weather on a day where they have a table reservation outside, student organizations should make an additional reservation for a preferred rain location. In the event of inclement weather, students are not permitted to move tables to an inside location without a reservation. Tables can be reserved for 3 consecutive days. Student organizations can only have individually wrapped pre-packaged foods by vendors or third parties available at tables. Student organizations looking to have vendors coming to campus should contact the Office of Student Involvement in 102 Dougherty Hall.

Student Organization Web Pages

The University's website represents Villanova University to prospective students, alumni, the general public, and the on-campus community. To that end, its content and appearance should adhere to professional standards. Authors are solely responsible for the content of individual student organization home pages. If content or appearance violate the policy on the Student Code of Conduct, UNIT IT Policies, or any other University policy, the University reserves the right to contact the student organization to update, remove, edit, or take additional actions as necessary to make appropriate revisions

Vehicle Reservations

As per the Public Safety Van Fleet policy, University Vehicles should only be used in furtherance of the purpose for which they are reserved. The intended use of University Fleet Vehicles is to transport Villanova University students, employees and registered volunteers to and from University sanctioned activities and events. Driving University Vehicles for personal use is prohibited. Any unauthorized use of the vehicles or use for other than the stated purpose may result in loss of privileges as well as losing privileges for the student organization. All drivers of vehicles must be certified through Public Safety. Only those who have completed the driver training are eligible to drive University vehicles. Passengers riding in University vehicles should complete the necessary waivers as appropriate.

Visit the Office of Student Involvement in 102 Dougherty Hall for guidance on how to reserve a University vehicle and how to obtain the appropriate waiver for the vehicle reservation. Note that a Fleet Trip Itinerary must be submitted one month in advance for all trips over 200 miles one way for approval by the Director of Parking and Transportation or his/her designee. The itinerary must be completed and submitted prior to the van reservation being approved, and must provide details as to routes, travel times, drivers, and rest periods. Given the distance of travel, approval of the itinerary by the Director of Parking and Transportation is required prior to the van reservation being approved. A student and student groups prior driving performance will be taken into consideration for vehicle reservation approval. Refer to the Public Safety Van Fleet policy for a full outline on Villanova University vehicle requirements.

Student Organization Finances

All recognized student organizations must conduct their financial business through Villanova University. As a service to all organizations, Villanova University assists in maintaining the balances for each student organization account. Student organizations, with the exception of fraternities and sororities within the Office of Fraternity and Sorority Life, may not hold bank accounts outside of the University. Any student organization having such an account will be in provisional standing until the closing statement and the remaining funds are presented to the Office of Student Involvement. Student organization money is available for student organizations with the following standards:

- All income that is generated, through dues or other approved fundraising events, should be deposited in the established student organization account on the same day it is collected by bring collected money to the office recognizing the student organization.
- All bills will be paid with money withdrawn from the established student organization account.
- Money from University accounts may not be used to solely support social programs such as social activities, banquets, dinners, or excessing dining off-campus. Organizations may fundraise to support the above mentioned or other related activities.
- University funds may not be used to support the following student organization activities:
 - Appropriation to any partisan, political activity or for the support of the political campaign of any candidate for public office.
 - Appropriation to a legislative body or to a registered student organization whose primary purpose is to influence legislation.
 - Contributions to organizations or activities which discriminate on the basis of race, ethnicity, religion, gender, age, ability, sexual orientation, or national origin.
 - Hiring of legal services, paying legal fines or providing bail bond funds.
 - Appropriation for personal non-contractual gain of any student, faculty member, or other person.
 - Grants-in-aid, scholarships, salaries, wages, loans or other such personal compensations to organizational officers or appointed or elected members.

Budget Allocations

Funds allocated to student organizations do not carry over from year to year. Funds that have been raised by student organizations do carry over from year to year. Student organization funds should be used for specific programs that further the student organization's mission. Student organizations which request funds for a particular program or purpose and do not use these funds for their intended purpose may lose some or all of their university allocation. Any group that overspends may be placed in provisional standing until a meeting and financial plan is discussed with the Office of Student Involvement.

Fundraising

Student organizations may sell approved materials related to the purpose of their student organization, may collect dues, initiation fees, donations, and admission charges at locations approved by the Office of Student Involvement and at organizational meetings. Funds raised by recognized student organizations must be used in any manner that is consistent with the purposes of their student organization. Fundraisers scheduled to occur during Orientation or Commencement will not be approved. Permission from the Office of Student Involvement is required for any student, group of students or student organization to solicit funds or sponsorship from anyone outside the University, including, but not limited to, alumni, parents, and off-campus businesses. All items to be sold for fundraising purposes must be approved, prior to their being ordered, by the Office of Student Involvement. Student organizations cannot sell items or sponsor fundraisers in the residence halls, study lounges, dining halls, or interrupt the conduct of classes.

Student Organization Purchasing

Utilizing services including but not limited to buying supplies, ordering buses, or hiring entertainment must be approved in advance by the respective office supporting the student organization before final arrangements are confirmed with a third-party vendor. The respective Student Life / University department supporting the student organization will work in collaboration with student organizations on specific contract and procedures for student organizations to utilize the third-party vendor. The Office of Student Involvement maintains a current list of contracts that student organizations may need for vendors to utilize when working with student organizations. Contracts should never be signed by a student.

Villanova faculty and staff members have a purchasing card (credit card) available for student organizations to utilize for transactions furthering the mission and purpose of their student organization. Visit the Office of Student Involvement in 102 Dougherty Hall during normal business hours to access the purchasing card for approved student organization purchases. This card may be used in the Office of Student Involvement only. Receipts are required and the amount purchased will be taken directly from student organization accounts.

Reimbursements will be issued to students/advisors after purchase requests have been approved. Reimbursements will only be processed for those dated 30 days from the date on the receipt unless there is written approval from the Office of Student Involvement. In order for student organizations to be reimbursed and / or approved, student organization leaders should consult with the respective Student Life / University department supporting the student organization. Student organization leadership must complete a Purchase Request form in order for Villanova University to reimburse the approved student organization purchase.

All checks for registered student organizations must be made payable to "Villanova University" with the student organization name written in the memo. Checks will not be accepted if written more than 90 days prior to deposit date.

Cash advances for registered student organizations, which are generally only used for travel expenses, will be processed through the Office of Student Involvement. In order to receive a cash advance, an organization must file the appropriate paperwork with the Office of Student Involvement at least ten days prior to the date on which the money is needed

- Cash advances can only be taken out in the name of a University faculty or staff member.
- Only one cash advance can be outstanding at a time. To clear a cash advance, receipts and any remaining money must be turned into the Office of Student Involvement.
- Any cash advances not returned or cleared within a reasonable time period will result in the outstanding cash being billed to the person responsible for the advance.

Student Organization Social Policy

The purpose of this policy is to support Student Life student organizations through the social event planning process that is designed to protect Villanova University student organizations, their members and guests by ensuring that student organizations are following all state and local laws, Villanova University policies, and (inter)national organization policies that are applicable to Greek-letter organizations. It is the responsibility of student organizations hosting social events to properly plan in order to meet the requirements and deadlines in this policy. This policy applies to social events planned by student organizations at approved third party venues and / or on Villanova University property.

Social Event Requirements

- A social event is a general term that includes, but is not limited to, formals, date parties, and mixers hosted by student organizations at approved third-party venues or on Villanova University property, and where alcohol is served.
- Student organizations proposing to hold social events must be in good academic, social, and disciplinary standing as determined by the Director of the sponsoring department. Greek-letter organizations must also be in good standing by their (inter)national organization.
- All social events must be registered and approved by the Director of the area sponsoring the student organization or their designee.
 1. The social event date registration should take place no later than 6 weeks prior to the event and will be reviewed by the Director or their designee of the area recognizing the student organization.
 2. If the student organization is hosting a social event at a third-party venue, all necessary paperwork required to host a social event at a third-party venue includes the list below and is due at least 3 weeks prior to the event, in order to allow the documents to be reviewed by the Office of Risk Management to determine compliance. Social events that are not in compliance may be cancelled by the sponsoring office of the student organization.
 1. Required documents for social events held at third-party venues
 1. Student Life Venue Agreement
 2. Venue contract
 3. Certificate of insurance
 4. Copy of the Third-Party Vendor Liquor license
- Student organization leaders shall attend a Social Monitor training hosted by Student Life to assist with the planning and well-being of students during the social event. All social monitors shall sign the Social Monitor Responsibility Agreement prior to the event. If a student organization does not have enough social monitors by the time of the event (in accordance with this policy), the event may be canceled.
 1. Social monitors are defined as currently enrolled full time Villanova University student members of the sponsoring student organization(s) who are free of the influence of any substance (including alcohol and non-therapeutic drugs) during the social event and hours leading up to the social event. These students assist the student organization social chair (or equivalent) in organizing the logistics of the social event, including loading and unloading of buses, monitoring bus behavior while traveling to and from the venue, monitoring members and guests, and arranging rides for those who need to leave the venue prior to the end of the social event. A minimum number of social monitors sufficient to represent at least 10% of the total attendees shall be present at each event. In the case of events sponsored by two organizations, the total number (i.e. 10% of the total attendees) of social monitors required should be distributed across both sponsoring organizations. Greek-letter organizations shall follow Office of Fraternity and Sorority Life guidelines relating to social monitors.
- The host student organization(s) shall compile a list of those attending the social event including guests and social monitors, to the area recognizing the student organization.
- Failure on the student organization's part to submit dates and complete forms by deadlines may result in cancellation of the event resulting in the student organization being responsible for any costs related to event cancellation.
- Student organizations may plan social events at an approved third-party vendor or Villanova University locations, on dates provided by the Division of Student Life.
- No more than two (2) social events may take place during any given day.
- No events may occur on Sundays, during midterm/final weeks, on reading days, during recruitment periods, during New Student Orientation, or during breaks as defined by the Villanova University academic calendar. Other times may be determined by the sponsoring department.
- Venues must be within a one hour driving distance from Villanova University.
- Social event overnight trips are not permitted.
- If Villanova University is closed due to inclement weather, or if all evening classes are cancelled, the social event will also be cancelled.

- If a social event is serving alcohol, a reasonable amount of food must be present for all attendees. Non-alcoholic drinks must also be available to any guest.
- Venues must agree to the terms listed on the Student Life Venue Agreement.
- Venues shall cease serving alcohol 30 minutes before the end of the event and shall not serve shots, champagne, or any common container beverages (i.e. jungle juice). Only beer, wine, mixed drinks, and non-alcoholic drinks may be served. No open bars are permitted.
- Student organizations are not permitted to spend University budget monies on social events. Student organizations are responsible for financing their own social event and may use their student organization savings account funds with authorization from their respective recognizing area. Villanovatic.com is available for student organizations to sell tickets and receive payment for social events. However, Fraternity and sorority chapters within the Office of Fraternity and Sorority Life are not permitted to utilize Villanovatic.com for social events.

Transportation

- The student organization(s) are responsible for coordinating third-party transportation between the University and the third-party venue, with a Villanova University approved or preferred vendor, as provided by the Office Risk Management.
- The student organization(s) will further ensure there is a seat available for each person in attendance on the transportation vehicle(s).
- All buses will normally pick up and drop off in the West Campus loop by Garey Hall, unless otherwise directed by appropriate University staff.
- At least two (2) social monitors should be assigned to oversee each bus to verify guest list and monitor bus behavior while traveling to and from the venue.
- Social monitors present at bus pickup (i.e. before departure to the event) have the right and responsibility to refuse entrance to any guest for, among other reasonable causes, appearing visibly under the influence of alcohol, having or reasonably appearing to have alcohol or drugs in their possession, or falsely representing their identity for the purpose of gaining entrance to the event.

Emergency Information

The following resources are available and should be used when dealing with an emergency:

- For an on campus emergency, call Villanova Public Safety at 610.519.4444
- For an off-campus emergency, call 911
- Villanova University's Sexual Assault Resource Coordinator (SARC) Team: 484-343-6028
- Villanova University Anonymous Crime Reporting: 610-519-6999
- The sponsoring office of your student organization
- Your student organization advisor

Student Organization Community Standards

Student organizations, their officers, and 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.

Student organizations, their leaders, and members are called to exemplify the values of our Augustinian community. As such, any violation of this manual or the Code of Student Conduct is taken very seriously, and both the individuals involved and the student organization may be held accountable for actions that violate these policies. In some instances, the office that oversees the organization may deem it necessary to review an organization's recognized status, operations, and procedures. When

matters in question arise, the University may notify the advisor, as appropriate. Villanova University reserves the right to take actions it deems appropriate with respect to actions or activities undertaken by any student organization. Student organizations found in violation of University policies or the Code of Student Conduct shall be considered for Organizational Probation, Organizational Suspension, and/or Loss of Recognition, among other outcomes. The decision for administrative outcomes against an organization shall be made by the Director of the office that oversees the organization, or their designee (here and afterwards referred to as "Director"). Additional information related to student organization disciplinary action is located in the Villanova University Code of Student Conduct.

In cases where a student organization and/or its members act in a manner unbecoming of a Villanova student and/or in violation of student organization or University policies, the overseeing office may render an outcome including but not limited to additional required trainings, community service, loss of social events, Organizational Probation, Organizational Suspension, and/or Loss of Recognition, among other possible measures. In some cases, the the overseeing office may consult with students, faculty, or University officials in determining outcomes.

When a student organization may be in violation of a University policy found in this Student Organization Manual or the Code of Student Conduct, the student organization may be referred to an administrative process, or other University processes as determined by the Director. During an administrative process, the student organization will be represented by the current president or equivalent of the organization. At any time, the Dean of Students Office may also pursue disciplinary action under the Code of Student Conduct separate and in addition to the process rendered by the overseeing office. The Director will review the violation in question with the student organization president and additional student organization leaders as appropriate. The matter will be reviewed in a manner chosen by the Director to ensure fairness to all involved. As part of the process, an investigation at the discretion of the overseeing office, in collaboration with University partners, may take place. After reviewing the violation(s) in question, if a student organization denies responsibility or the facts of the matter are in question, the Director may issue a finding or call a Community Standards Panel (here and after referred to as "panel") to review the matter and render a decision on responsibility. The Director will follow the same general guidelines and preponderance of evidence as the panel. The panel will include three committee members: two Student Life staff and / or faculty members, and a current Villanova student. Any complaint referred to a panel will be heard in a timely manner. During the panel, the student organization will have an opportunity to present relevant information related to the violation(s) in question. The panel will ask questions in an effort to gain a full understanding of facts surrounding the matter. Before the panel concludes, the student organization may offer final comments to the panel. *Subsequently, and in private, the panel will determine if the student organization is responsible for the violation(s) in question . Finding of responsibility will be determined by the preponderance of evidence and by a majority vote. The panel will communicate this decision to the Director, who will then render an appropriate outcome.*

In cases where student organizations receive Organizational Suspension or Loss of Recognition, student organizations have the right to appeal on the grounds of disproportionate outcome. Other outcomes are not subject to review. The Vice President for Student Life will review the appeal from the student organization president. A letter must be sent by the student organization president to the Vice President for Student Life no later than 10 days after the outcome was given to the student organization. The letter must include the name of the student organization, rationale for the appeal, and any documentation that supports the organization's appeal. Any outcomes assigned to the student organization will remain in effect through the appeal process. *After review, the Vice President of Student Life will issue a decision which will be final and binding.*

Student Organization Outcomes for Violations of University Policies

Student organizations must be in good standing to fully receive the privileges of a registered student organization. Student organizations in good standing must adhere to all University policies and, must meet all criteria for maintaining status as a registered student organization, and must adhere to all

federal, state, and local laws. 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. Maintaining these community ideals is the responsibility of every member of the University community. Students, staff and faculty should, through their conduct, reinforce the ideals and encourage all members of the community to do likewise.

- 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 learning should be a primary goal of every activity and interaction. Villanova University believes 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.

Failure to adhere to all University policies may result in the Student Organization facing outcomes at the discretion of the overseeing office and, when applicable, in collaboration with other University partners.

Outcomes are assigned by the overseeing office if a student organization is responsible for a violation of University policy, as outlined by the processes set forth in this policy. At any time, the Dean of Students Office may also issue disciplinary sanctions to individuals or the organization as a whole, as outlined in the Code of Student Conduct. The overseeing office can assign one or more of the following outcomes, in addition to other conditions that student organizations must comply with.

Organizational Warning

An Organizational Warning is a notice acknowledging that a policy has been violated, and further non-compliance may result in more severe outcomes. Warnings are typically assigned for minor, first-time violations that do not have a significant impact on the organization or the University.

Educational Outcomes

Educational outcomes include trainings, workshops, seminars, and other programs designed to be educational in nature. Educational outcomes may be assigned in conjunction with or in lieu of another outcome.

Required Service

Service projects or service hours may be assigned to a student organization if it is deemed that such an assignment would have the most impact on the organization. Required service may be assigned in conjunction with or in lieu of another outcome.

Restitution

Financial restitution may be required for a number of reasons, including but not limited to if an organization causes damage to office, a room it reserved, or other University property.

Organizational Probation

Organizational Probation is typically assigned when a policy of a more serious nature has been violated or when minor policies have been violated more than once. Organizational Probation is for a specified period of time and further violations committed by an organization while on Organizational Probation will result in more severe outcomes, including but not limited to Organizational Suspension or Loss of Recognition. Additionally, the University may require additional conditions be met during or after the period of Organizational Probation.

Loss of Privileges

Loss of Privileges includes the loss of one or more privileges of being a recognized student organization. This outcome is generally for a specified period of time. Examples of privileges that can be lost include, but are not limited to, access to the Student Organization's financial account, access to the organization's web space, the ability to reserve rooms on campus, the ability to apply for funding from the University, fundraising activities, social events, access to office space, among others.

Organizational Suspension

Organizational Suspension is when a student organization is deactivated for a specified period of time. This outcome is assigned when major violations of policy occur that have a significant impact on the organization and the University. During the period of Organizational Suspension, an organization may not operate in any way. Additionally, the University may require conditions be met in order for an organization to return to active status after an Organizational Suspension.

Loss of Recognition

This outcome is typically assigned in the most serious violations that have a significant impact on the University, the organization, and the organization's members. This outcome can also be issued when an organization continually violates policies. Student organizations that have lost recognition may not organize or sponsor any event or activity that promotes, or gives the impression or appearance that they are an operating organization. This includes, but is not limited to, advertising, posting, publishing, soliciting, recruiting and/or welcoming new members, and fundraising or assembly on campus. Such activities will be viewed as violations of University policies, and those students engaging in this activity will be held accountable.

Exceptional Circumstances

In exceptional circumstances, the University may become aware of an organization whose continued participation within the University community may pose a risk to the students or others, or may pose a pending risk of disruption to normal campus operations. If the Director of the overseeing office reasonably believes such a threat is posed, a Cease and Desist Order may be issued until such time that the University can carry out the processes outlined in this Manual to determine what, if any, final outcomes will be assigned.

Notification of a Cease and Desist will be sent to the student organization president and advisor. The

notification will include information regarding the alleged behavior that provided the rationale for the interim action. A Cease and Desist Order is where, until further notice, the organization is not permitted to operate in any way. The student organization may not organize or sponsor any event or activity that promotes, or gives the impression or appearance that they are an operating organization at Villanova University. This includes, but is not limited to, advertising, posting, publishing, soliciting, recruiting, new member education, fundraising, or assembly. Such activities will be viewed as violations of University policy, and those students engaging in such activity will be held accountable.