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Acronyms

AHO	Administrative Hearing Officer
CARL	Center for Activities, Recreation and Leadership
CJAO	Chief Judicial Affairs Officer
MERT	Medical Emergency Response Team
SGA	Student Government Association
UJB	University Judicial Board
VPSL	Vice Provost for Student Life

To the Members of the St. Bonaventure University Community:

It is my pleasure to direct to you this copy of the Student Code of Conduct, both as a reference, and as an invaluable campus resource.

St. Bonaventure University welcomes and encourages your participation in the extensive educational, spiritual and social programs that it has to offer. The Division of Student Life encourages you, the student, to grasp every opportunity to achieve your goal of an education for life.

As a member of the St. Bonaventure University Community, you are expected to become familiar with the policies, procedures and guidelines outlined by St. Bonaventure University. The Student Code of Conduct is one of many documents designed to afford all members of the University Community the opportunity to grow in the Franciscan tradition. As ladies and gentlemen, you are expected to abide by federal, state and local laws, and to abide by the policies, guidelines and procedures established by St. Bonaventure University. Members of St. Bonaventure University are expected to treat all members of our community, both on campus and off campus, with respect and dignity.

While St. Bonaventure University has documented its policies and provided you with resources to assist you in your quest for an education for life, every individual is ultimately responsible for his or her own actions. Individuals will be held accountable when his or her actions are determined to be unacceptable to the mission of St. Bonaventure University or determined contrary to the law.

The Division of Student Life stands ready to assist you in becoming successful members of the St. Bonaventure University community.

Sincerely,

Mr. Richard C. Trietley
Vice Provost for Student Life

Franciscan Prayer for Peace

Lord, make us an instrument of your peace,
Where there is hatred, let us sow love;
Where there is injury, pardon;
Where there is doubt, faith;
Where there is despair, hope;
Where there is darkness, light;
And where there is sadness, joy.

Grant that we may not so much seek to be
Consoled as to console;
To be understood, as to understand;
To be loved, as to love;
For it is giving that we receive;
It is in pardoning that we are pardoned;
And it is in dying that we are born to eternal life.

ALMA MATER

With myrtle wreath we'll deck thy brow
Bona's, old St. Bona's.
Thy verdant leaves our love avow,
Bona's, old St. Bona's
Thy name was ever fair and bright;
We'll keep it thus with memory's light
And laud thy glorious Brown and White,
Bona's old St. Bona's.

Our hearts shall ever be thy shrine
Bona's, old St. Bona's.
Around thy name shall honor twine
Bona's, old St.Bona's.
E'er hallowed shall thy memory grow
Though years have fled and years shall flow,
Within our souls thy love shall grow,
Bona's, old St. Bona's.

COLLEGE COLORS

The school colors are brown and white, derived from the characteristic garb of the Franciscan friars. This is a brown robe, called a "habit," and made in the shape of the cross. A white rope, called a "cord," is worn around the waist of the Franciscan friars. On the cord are three knots representing the vows of poverty, celibacy and obedience.

ST. BONAVENTURE UNIVERSITY

Mission Statement

Founded in 1858, St. Bonaventure is a Catholic university dedicated to educational excellence in the Franciscan tradition. We are committed to the constant pursuit of distinction in our undergraduate and graduate programs, our innovative liberal arts core and all of our courses of study. At St. Bonaventure University, we come to know our students on an individual basis and become their mentors. We strive to bring out the best in every individual. As an academic and spiritual community, we endeavor to prepare our students for the challenges they will face in their professional careers as well as in their personal lives. True to our Franciscan heritage, we encourage students to manifest our values through lives of citizenship and service.

Values Statement

As a Catholic university in the Franciscan tradition, we dedicate ourselves to the following Core Values and to making them live and thrive at St. Bonaventure:

Discovery
We steadfastly pursue intellectual, spiritual and personal growth in a way that reflects our belief in the wonder, excitement and joy of discovery along life's good journey. Central to that journey is an appreciation for the best that has been thought, written and discovered. It is our firm intent that our faculty and students add to this body of knowledge, sharing the adventure of inquiry in an atmosphere of academic freedom, both within and outside the classroom.

Community
We believe in an inclusive community that values diversity as a strength. We foster and celebrate practices that nurture living and learning in an atmosphere of caring, respect and mutual accountability. We seek to enhance the quality of life in the world around us, particularly by reaching out to the poor, the less fortunate and the disadvantaged. We not only demonstrate this spirit of community on our campus; we manifest it wherever we go.

Individual Worth
At the core of our identity is a strong belief in the goodness of life and the God-given worth of every individual. We treat all members of our community with dignity and strive to help them reach their full potential. We commit ourselves to actions that empower all members of the St. Bonaventure community and encourage their full participation in creating our future.

Statement of Distinction

At St. Bonaventure University, we strive to foster the development of knowledgeable, skilled, compassionate and ethical individuals by mentoring students within vitally engaging learning environments, ever mindful of such Franciscan values as individual dignity, community inclusiveness, and service to others.

STUDENT SERVICES
OFFICES OF STUDENT LIFE

Mission Statement

The Division of Student Life enhances the holistic development of students and fosters a commitment to life-long learning through achievement of systematic and progressive student life learning outcomes designed to provide an extraordinary learner-centered experience that will benefit our students both now and in their future endeavors.

Vision Statement

The Student Life Division is a professional, learner-centered organization whose number one priority is the holistic development, success and happiness of students. Our students and graduates embody Franciscan spirit and are valuable members of the St. Bonaventure community. Collaboration, synergy and cooperation are the hallmarks of the relationship among the Student Life Division, the campus community and St. Bonaventure alumni as we seek to create an extraordinary learner-centered experience for all of our students.

VICE PROVOST FOR STUDENT LIFE
Reilly Center 203/205
Phone: (716) 375-2513
Fax: (716) 375-2647

Executive Director of Residential Living/Chief Judicial Officer
Reilly Center 200/201
Phone: (716) 375-2512
Fax: (716) 375-2647

Coordinator for Residential Education and Housing
Reilly Center 206
Phone: (716)375-2009

Residence Directors
Reilly Center 204
Phone: (716) 375-2512

Director, Center for Activities, Recreation and Leadership
Richter Center
Phone: (716) 375-2190

Asst. Director, Center for Activities, Recreation and Leadership
Reilly Center 208
Phone: (716) 375-2506

Executive Director of the Wellness Center
Doyle Hall
Phone: (716) 375- 2310

Director of Safety and Security
Robinson Hall
Phone: (716) 375-2525

Damietta Center
Francis Hall
Phone: (716) 375-4035

STUDENT SERVICES/ADMINISTRATIVE OFFICES

Admissions Office
Hopkins Hall
Phone: (716) 375-2400
www.sbu.edu/admissions

Bookstore
Reilly Center
Phone: (716) 375-2229

The Career and Professional Readiness Center (CPRC)
Reilly Center 231
Phone: (716) 375-2384
www.sbu.edu/careercenter

Center for Activities, Recreation and Leadership (CARL)
Reilly Center 208
Phone: (716) 375-2514

Center for Student Wellness
Doyle 127
Phone: (716) 375-2310
Email: ccsbu@sbu.edu

Disability Support Services
Teaching and Learning Center
Doyle Hall 26
Phone: (716) 375-2066
www.sbu.edu/tlc

Financial Aid
Hopkins Hall
Phone: (716) 375-2528
www.sbu.edu/finaid

Food Service
Hickey Dining Hall
Phone: (716) 375-2605

Graduate Studies
Hopkins Hall
Phone: (716) 375-2021
Email: gradsch@sbu.edu
www.sbu.edu/graduate

Dean, School of Graduate Studies
B#18 Plassmann Annex
Phone: (716) 375-2394

Health Services
Doyle Hall
Phone: (716) 375-2626

International Studies
Reilly Center 221B
Phone: (716) 375-2574

Library and Resource Center
Friedsman Memorial Library
Phone: (716) 375-2323
www.sbu.edu/library

Safety and Security Office
Robinson Hall
Phone: (716) 375-2525

Sandra A. and William L. Richter Center
Phone: (716) 379-5000

The Regina A. Quick Center for the Arts
Phone: (716) 375-2494

University Ministries
Thomas Merton Center
Phone: (716) 375-2600

University Relations
Francis Hall
Phone: (716) 375-2334

Reilly Center
Phone: (716) 375-2695/375-2599

The Associate Athletic Director for Internal Operations and the Athletic Facilities secretary are responsible for, and the scheduling of the Reilly Center Arena, Butler Gym, tennis courts, golf course, swimming pool and the athletic fields.

Swimming Pool: Hours for general use of the pool and locker rooms will be posted at the pool or contact the Men's Swim Coach.

Post Office:
Reilly Center
Phone: 372-4110

St. Bonaventure University has its own Post Office with the zip code 14778. Each student is assigned a combination-lock post office box at an annual rental fee ($40.00/academic year) determined by the United States Post Office. Student post office boxes are accessible to the student, unless the Reilly Center is closed.

Ticket Office
Reilly Center – Room 101
Phone: (716) 375-2500

The University's Athletic Ticket Office is located in the lobby of the Reilly Center – Room 101. Tickets for men's basketball games and other ticketed events held in the Reilly Center Arena are sold here. Full-time, undergraduate SBU students are admitted free of charge to all men's and women's basketball games through the student entrance with their SBU ID card. Tickets to some student events such as the junior prom and senior week are also sold here and Commencement tickets are distributed through the Ticket Office. The office is open Monday through Friday from 9 a.m. to 4 p.m. and at least two hours prior to all men's basketball games and ticketed events. You also contact the Ticket Office to book a table in the Reilly Center lobby for student organizations. The Regina A. Quick Center for the Arts operates a separate box office for events at that venue.

The University's Ticket Office also provides **check-cashing services** for personal and payroll checks and distributes SBU student payroll checks. Check cashing hours are Monday through Friday from 12:30 to 4 p.m. Photo ID is required – SBU student ID card or a valid drivers license. Payroll checks (from any employer) up to $300 and personal checks up to $50 can be cashed here. There is a 25 cent per check service charge. A $35 fee will be assessed for all returned checks.

Violent Felony Offenses

All violent felony offenses reported to the University, occurring on campus or on University-owned property, will be reported to an appropriate law enforcement agency. Anyone wishing to report a violent felony should do so through Safety and Security Services.

Missing Persons

The University must report all missing persons immediately to local law enforcement. "Missing person" means any student of St. Bonaventure University who resides in a facility owned or operated by the University, and who is reported to the University as missing from his or her on-campus residency for 24 hours or more. However, the University is not required to wait 24 hours before reporting to law enforcement.

The University will also contact any person designated by the student as their "Missing Person Contact" should the student be determined to be missing for 24 hours or more. All residential students are encouraged to file information of their "Missing Person Contact" during check-in at his/her residence hall. This information can be edited or changed at any time by the student by contacting a residence life staff member. If a student does not register this information, the University will notify the student's parent or legal guardian, and/or latest emergency contact information on file. All emergency contact information and missing persons contact information is collected and stored on a database accessible only by appropriate staff.

If a student is under 18 years of age, the University must contact the student's **parent or legal guardian** *no later than* 24 hours after the time the student is determined missing.

How to Report a Crime and/or Emergency On-Campus

Medical Emergency

Dial 716-375-2525
or 9-1-1

Every student, faculty and staff member should take a moment to input the number for Safety and Security Services into their phone (716-375-2525). You can also dial 911, whether you are on campus or off. To expedite appropriate emergency response, be prepared to give your exact location, the nature of the emergency, and as many details about the situation as possible (see "Medical Emergencies" in your Emergency Response Guide"). **Security Services web page**

The Medical Emergency Response Team (MERT), a volunteer organization staffed by certified students who are advised and work with Health Services, assists Safety and Security Services in responding to medical and other emergencies. Calling Safety and Security Services dispatches MERT until additional personnel can arrive from off-campus agencies if needed.

There are "blue light" phones located around campus in case of emergency. Picking up the phone will immediately put you in touch with Safety and Security Services. Additionally, there are yellow emergency call boxes located at the entrance of most residence halls on campus. If you push the large red button, it will immediately put you in touch with Safety and Security Services.

Reporting a Crime in Progress/Active Threat

Dial 716-375-2525
or 9-1-1

If you are a witness to a crime in progress, stay calm and assess the situation. Determine the location of the threat if possible, and dial Safety and Security Services (or 911 if you do not have the number for Safety and Security) as soon as it is safe to do so. Be prepared to give the location and nature of the threat/incident, the name and/or description of all persons involved, and the person's direction of travel and description of vehicles if applicable (see "Crime In Progress/Active Threat" in your Emergency Response Guide).

Reporting a Crime

Safety and Security Services (716-375-2525, located on the First Floor of Robinson Hall) is the office to which all crime should be reported, whether it is a crime in progress, crime that has already happened, or crime that does not require immediate assistance.

The following numbers/contacts may be utilized for further support:

Cattaraugus County Sheriff – 716-938-9191

New York State Police – 585-268-9030

SBU Silent Witness Program – may be accessed at MySBU.edu. Information reported through the silent witness program is utilized to help provide direction for investigation. It is checked periodically, and should never be used to report an emergency or crime in progress.

*****Also, you may contact a Residence Director or Resident Assistant AT ANY TIME for support. If you cannot locate a residence life staff member, you can call Safety and Security Services, and they will contact the Residence Director on-duty to assist you.

The Family Educational Rights and Privacy Act

Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), St. Bonaventure University (the "University") adopts the following policy:

A. GENERAL PROVISIONS

1. **EDUCATION RECORDS**. Education records are those records maintained by the University that directly relate to a student. Education records do not include: records of instructional, administrative and educational personnel that are in the sole possession of the maker and not accessible to anyone other than a temporary substitute; records of campus security maintained solely for security purposes and accessible only to security personnel; alumni records; and student health records.

2. **EXPLANATION OF RECORDS.** The University will respond to reasonable requests for explanation or interpretation of education records.

3. **FERPA COORDINATOR**. The Registrar's office has been designated to coordinate FERPA procedures.

4. **RECORDS MAINTAINED BY THE UNIVERSITY**. Education records covered by FERPA and maintained by the University are: admissions, personal, academic, and financial files; and academic and placement records.
5. **ANNUAL NOTICE**. On an annual basis the University will notify students currently in attendance at the University of their rights under FERPA. The content of this notice will be in compliance with all federal regulations enacted under FERPA.

B. REVIEW AND CHALLENGE TO CONTENT OF RECORDS

6. **RIGHT TO INSPECT**. Except as limited below, students have the right to inspect and review information contained in their education records, to challenge their content, to have a hearing if the outcome of that challenge is unsatisfactory to them, and to submit explanatory statements for inclusion in their education records if the decision of the hearing is against them. Student health records, while not considered education records under this policy, may be reviewed at the student's request by a physician of the student's choosing.

7. **LIMITATIONS ON RIGHT TO INSPECT**. Education records excepted from the right to inspect and review outlined in paragraph 6 are:

a) Education records containing information about more than one student, (in which case the University will permit access only to that part of the record that pertains to the inquiring student);

b) financial records;

c) confidential letters and recommendations placed in the student's file prior to Jan. 1, 1975, that are used solely for the purpose for which they were intended; or

d) confidential letters and recommendations placed in the student's file after Jan. 1, 1975, to which the student has freely waived his or her rights of inspection and review in a signed statement, and which are associated with admissions, application for employment, or receipt of honors. If a student has waived the right of inspection under this section, the University will, upon request, give the student names of persons providing confidential letters of recommendation. A student may prospectively revoke such waiver with a signed statement.

8. **PROCEDURES TO REQUEST INSPECTION**. Students wishing to review their education records must make written requests to the Office of the Registrar listing the item or items of interest. Records covered by FERPA will be made available to a student within 45 days of request. Students may have copies of their records made by the University at the students' expense and at the price of 10 cents per page. The University will not destroy an education record if there is an outstanding request to inspect it.

9. **RIGHT TO CHALLENGE CONTENT OF RECORDS**. Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may request the University to amend the records through written application to the Registrar. The Registrar will decide within a reasonable period of time whether or not to amend the record as requested. If the University decides not to amend the record, it will inform the student of this decision and of the student's right to a hearing.

10. **RIGHT TO A HEARING**. A student's request for the hearing provided for in Paragraph 9 must be made in writing to the Vice President for Academic Affairs who, within a reasonable period of time after receiving such request, will inform the student of the date, place and time of the hearing. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of the student's choice, including an attorney, at the student's expense. The panel that will decide such hearings will be composed of three administrators who have no direct interest in the outcome of the hearing (the "Panel") appointed by the Vice President for Academic Affairs. Decisions of the Panel will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the Panel if the decision is in favor of the student, and the student will be so informed in writing. If the decision is against the student, the student may place a statement in the education records commenting on the information in the records, or setting forth any reasons for disagreeing with the decisions of the Panel. This statement will be maintained as part of the education records, and released whenever the records in question are disclosed.

C. DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION

11. **DISCLOSURE**. Personally Identifiable Information is any information that would make the student's identity easily traceable. Except as such disclosure is permitted by law, no one outside the University shall have access to, nor will the University disclose, such information from a student's education records without the signed written consent of the student specifying: the records which may be disclosed, the purpose of the disclosed and the identity of the parties to whom disclosure is made. Under FERPA disclosure absent consent is permitted:

a) To personnel within the University whom the University has determined have legitimate educational interest in the information. Only those employees of the University, individually or collectively, acting in the students' educational interests are allowed access to student education records. These employees include faculty and personnel in the Offices of:

Ms. Brenda McGee
Senior Vice President for Finance & Administration (Financial Records)

Dr. Michael J. Fischer
Provost & Vice President for Academic Affairs (see Registrar)

Troy Martin
Director of Financial Aid
(Financial Aid and Employment Records)

Mr. Steve Watson
Director of Athletics
(Athletics)

Mr. Richard Trietley, Jr.
Vice Provost for Student Life
Officer (Discipline)

Ms. Ann Lehman
Registrar
(Academic Records)

Ms. Monica Emery
Director of Recruiting
(Applicants' Academic Records)

All on a need-to-know basis:
b) To officials of other institutions in which students seek to enroll;
c) To authorized representatives of federal, state or local government requesting access to the educational records in connection with an audit or evaluation of federal- or state-supported educational programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs;
d) To persons or organizations providing student financial aid which the student has received, or for which the student has applied, provided that the information requested is necessary to determine eligibility for aid, the amount of aid, the conditions for aid or to enforce the terms and conditions of the aid;
e) To organizations conducting studies for the University to develop, validate or administer predictive tests; administer student aid programs; or improve instruction, provided that this information may be used only by such organization and will be destroyed when no longer needed;
f) To accrediting agencies carrying out their accreditation function;
g) To persons in compliance with a judicial order or lawfully issued subpoena, provided that in advance of compliance, the University will make a good-faith effort to notify the student of the order or subpoena; and
h) To persons in an emergency in order to protect the health or safety of students or other persons.

12. **DIRECTORY INFORMATION.** "Directory Information" is information contained in a student's education record which would not generally be considered harmful or an invasion of privacy if disclosed. The University has designated the following types of information as directory information: student name, permanent and college addresses, telephone numbers, e-mail address, photograph, Commencement video, date and place of birth, major field of study, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

13. **DISCLOSURE OF DIRECTORY INFORMATION.** Under FERPA, directory information may be disclosed by the University for any purpose at its discretion. Currently enrolled students may withhold disclosure of any or all directory information pertaining to them by notifying the Registrar in writing no later than five (5) days after the first day of class in the fall semester to this effect. Requests for non-disclosure will be honored by the University for only one academic year; therefore, requests to withhold directory information must be filed annually.

14. **DISCLOSURE RECORDS**. The University will maintain a record of each request for access to and each disclosure of personally identifiable information from a student's education record, unless the request is from the student, University personnel, or a person with consent, or is for student directory information. This record will include the name of the party requesting the information and their interest in it. This record will be maintained with the student's education records.

D. COMPLAINTS

15. **COMPLAINTS**. Students who believe that the University has failed to accord them their rights under FERPA may file complaints with The Family Policy and Regulations Office, U.S. Department of Education, Washington, DC 20202.

Changes in University Regulations
The Board of Trustees of the University reserves the right to advance the requirements for admission, to change the courses, the requirements for graduation, degrees, tuition, fees and regulations affecting the student body. Such regulations will apply to all old and new students and will go into effect on the date when promulgated by the University. This places the responsibility on each student to keep himself/herself informed of the content of all notices.

CAMPUS SECURITY ACT OF 1990/Campus Crime Statistics

Pursuant to Federal Regulation 34.688.47, St. Bonaventure University makes available to prospective students and employees, distributes to all enrolled students and active employees, an annual security report which lists information about campus crime and criminal arrests. This annual report is available in brochure form through the Office of Safety and Security, the Admissions Office, the Student Life Office and the Office of Human Resources. St. Bonaventure University also distributes the report electronically. Access to this report is available through the U.S. Department of Education Web site link: http://ope.ed.gov/security.

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education.

UNIVERSITY POLICY FOR STUDENTS WITH DISABILITIES

Under Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, St. Bonaventure University is mandated to make reasonable accommodations for otherwise qualified students with disabilities. These limitations may include visual or auditory impairments, learning disabilities, orthopedic involvement, mobility impairment or other medical conditions. Individuals with non-visible disabilities, such as seizure disorder, head trauma, emotional illness or diabetes may also be entitled to receive support services. Specific accommodations will be arranged with each student depending on the type and extent of the disability. The full policy statement entitled "St. Bonaventure University Policy Statement – Students with Disabilities" is available in the Teaching and Learning Center in Doyle Hall.

The provisions of this bulletin are not an irrevocable contract between the student and the University. The University reserves the right to change any provisions of requirement at any time within the student's term of residence. The University further reserves the right to ask the student to withdraw for cause at any time.

Student Code of Conduct

I. Statement of Purpose

St. Bonaventure University is an institution devoted to the Franciscan values of investigation, wonder, knowledge, love, reflection, wisdom, understanding and humility. These values are the core components of our community. As members of the St. Bonaventure University community, the University expects students to act in congruence with not only New York State and Federal Laws, but also their own personal values, and the values of our Franciscan tradition.

The purpose of the Student Code of Conduct is to provide guidelines to students so they can make informed decisions and understand what they should expect from themselves and each other. It is also designed to challenge students to further develop high personal standards and virtues while growing in our community. The judicial process is designed to educate students, and encourage them to reflect upon the decisions they make. Sanctioning is intended to enhance student development.

II. Student Rights/Responsibilities

(adapted, in part, from *Siena Life,* Siena College's Student Handbook)

A safe, respectful and happy living and learning community does not happen on its own. It is a mutual agreement between the University and its students, and individual behaviors and actions will have an effect on the sustainability of this community. The following is what a student's rights and responsibilities are:

As set forth in St. Bonaventure University's Student Code of Conduct, all St. Bonaventure students have the right ...

1. ... to be treated respectfully as a member of the St. Bonaventure community.
2. ... to be allowed the opportunity to learn, including having access to ideas, facts and opinions.

3. ... to a fair and impartial academic and judicial hearing process for the review of allegations of misconduct as well as an impartial appeals process.
4. ... to an evaluation of his/her academic performance free from discrimination on the basis of race, religion, color, sex, age, national and ethnic origin, sexual orientation, disability status, marital status, veteran status and political affiliation.
5. ... to expect the University to foster an academic and living environment free from violence, harassment, or any physical threats from any other member of the St. Bonaventure University community, and for the University to address, investigate, and/or take any other appropriate measures against any member of the University community who infringes on this right as stated.
6. ... to expect courteous and professional conduct from University faculty, staff and administration.
7. ... to administrative representation by the Student Government Association, comprised of student-elected and appointed representatives.
8. ... to reasonable living standards as well as appropriate and timely maintenance of on-campus living accommodations.
9. ... to reasonable accommodation and support by University faculty, staff, and administration for students with physical, mental health or learning disabilities.

As set forth in St. Bonaventure University's Student Code of Conduct, all St. Bonaventure students have the responsibility ...

1. ... to treat all members of the St. Bonaventure University community with dignity and respect.
2. ... to respect the personal property of all members of the St. Bonaventure community.
3. ... to recognize and respect the rights of all members of the St. Bonaventure community.
4. ... to refrain from discriminating against other members of the St. Bonaventure University community on the basis of race, religion, color, sex, age, national and ethnic origin, sexual orientation, disability status, marital status, veteran status and political affiliation
5. ... to become an active learner, fully engaged in both intellectual and human growth.
6. ... to cooperate, to the best of his/her ability, with all investigations involving violations of the code of conduct and/or crimes committed on campus.
7. ... to exercise these rights and responsibilities in a reasonable manner that will not offend or violate the procedures, guidelines, and regulations as defined in the following code of conduct.

If the system of mutual respect breaks down, the University will intervene. The following sections are designed to provide students with the knowledge of how the University will hold students accountable for their actions, and how students can resolve conflicts with each other through the judicial process.

III. Review of Code of Conduct, Judicial Process and Procedures, and Related Appendices

The Code of Conduct and Process Review Committee shall be established, and convene no less than once per semester. The meeting times and locations shall be advertised no less than 48 hours in advance of the meeting.

The Committee shall report and make recommendations to the Vice Provost for Student Life. This committee shall serve two purposes:

1. To hear questions, concerns, issues and/or proposed changes to the Student Code of Conduct, judicial process and procedures, and related appendices,

brought forward by any faculty, staff or student at the University, and make recommendations for change to the VPSL; and

2. Conduct a complete review of the Code, process and procedures and related appendices on a biennial basis, making recommendations for change to the VPSL.

The committee shall comprise the following members: one member of the Student Government Association executive board, five additional student members (1 student representing each class, including a graduate student), two faculty members, one staff member, one member of the Franciscan order, and the chief judicial affairs officer. Committee membership will be solicited publicly from the University community. The VPSL and SGA President (regardless of whether he or she is serving on the committee) shall appoint committee members, and a chair(s) will be chosen from among this membership.

IV. Jurisdiction

A. Cooperation with Code of Conduct, all associated University policies, and NYS and Federal Laws

All students are expected to abide by the Student Code of Conduct (outlined below), all associated University Policies outlined in the subsequent appendices, and all NYS and Federal Laws, even those not specifically outlined in this document. Students violating any of the above can be held accountable through the University's Judicial Process, as outlined in Section VI, **Implementing the Student Code of Conduct**. Students found responsible for violations will be sanctioned accordingly.

B. Conduct On/Off Campus

Students as participants in local community affairs, as residents of, or visitors to, Allegany, Olean or other colleges and universities, are expected to abide by local, state and federal ordinances. The University will act in situations wherein a specific act on/off campus endangers the welfare of the University and/or wherein members of the University community are harmed as a result of student conduct on/off campus:

1. When a St. Bonaventure University student, club or student organization performs an act, as a group and/or individual on/off campus, that is viewed to be in violation of the University's welfare interests. Some examples of unacceptable behavior are creating a disturbance, damaging and stealing property, making annoying noise, etc.

2. A serious crime (either felony or misdemeanor) that can result in danger or threat of physical risk to members of the St. Bonaventure community on or off campus.

3. A fight or other type of altercation, which occurred on/off campus when the University receives complaints from one of the participants who is either a student or another member of the University community.

While the University reserves the right to handle all violations occurring off campus through the University Judicial Process, first-time minor violations will likely be dealt with through an informative meeting with the Chief Judicial Affairs Officer or his/her designee, and a written warning will be issued.

C. University Cooperation with Law Enforcement

The University will cooperate with law enforcement agencies in matters involving our students when asked to do so. Additionally, the University reserves the right to involve law enforcement in incidents and/or situations on campus which may seriously or adversely affect the health, safety or welfare of individuals within the University community. The University reserves the right to turn over confiscated illegal items to local law enforcement agencies, including but not limited to illicit substances, weapons, explosive materials, etc.

D. Room/Property Search and Inspection

St. Bonaventure University affirms its respect for students' rights to maximum privacy in their room, apartment, and townhouse. However, authorized personnel may enter rooms for reasons of health, safety, general welfare, or to make necessary repairs to room or room equipment. When the University has reason to believe a student is in possession of any illegal substance (including but not limited to alcohol, drugs, weapons, etc.), the University reserves the right to search personal belongings on the University premises, including student vehicles. Permission to search student belongings shall be provided by the Coordinator for Residential Education and Housing, the Exec. Director of Residential Living/Chief Judicial Officer, and/or the Director of Safety and Security Services, and/or the Vice Provost for Student Life.

All residence hall facilities are subject to unannounced fire safety inspections throughout the year. These inspections may be conducted by authorized personnel from the student life division, maintenance department, and the New York State Office of Fire Prevention and Control. Inspections will occur regardless of whether students are present in the room at the time. Additionally, whenever a residence hall is evacuated, all rooms in the building may be entered to ensure each person has exited.

When the University closes its residence halls for a break, including but not limited to winter break and spring break, members of the Residence Life and/or Safety and Security Staff will conduct inspections to ensure proper break departure procedures have been followed.

Any time a University official enters a residence hall room, policy violations will be documented, and said officials may confiscate items which may be considered violations. Confiscated personal property will be secured pending further investigation and/or judicial action. When possible, confiscated personal property will be returned to the student when he/she can make arrangements to remove it from campus.

E. University Right to Take Action (Summary Suspension/Mandatory Leave of Absence)

When a student or a group of students pose a threat to other members of the University Community, or when their continued presence on campus would be likely to cause serious disruption in campus activities, the Vice Provost for Student Life, in consultation with appropriate University officials, may take immediate action in the form of a summary suspension, or mandate a leave of absence. A summary suspension may occur for possible disciplinary issues, especially if there is a possibility a student could be a threat to the community, or an individual member of the community. The threat may be construed to be physical, behavioral or psychological. When a summary suspension or mandatory leave of absence is enacted, individuals will be required to immediately remove themselves from the University until it is determined that it is safe for the

individual(s) to return to campus. The Vice Provost for Student Life will make such determination in consultation with appropriate University personnel.

Procedures for issuance of Summary Suspension/Mandatory Leave of Absence

1. When possible, the initial communication of the summary suspension or mandatory leave will be made verbally to the student(s) affected by the Vice Provost for Student Life or by his designee. If it is not possible to communicate this action verbally, written communication will suffice. However, every effort will be made to communicate this decision verbally.

2. The University will take reasonable steps to notify the affected student(s) in writing of the decision within 72 hours. If the student(s) has been required to leave campus before such written notice is delivered, the written notice will be mailed to the student's home and/or campus address as indicated on the student's personnel file (or other such document of the University) within 72 hours of the oral notification. The notification will also include information regarding any stipulations peculiar to this decision, and conditions for the student's return.

F. University's Right to Pursue Administrative Judicial Action Before, During or After Legal Proceedings

The University reserves the right to pursue administrative action before, during or after other legal proceedings which may involve the same individual(s)/incidents. Provided there is no perceived threat to the health, safety or welfare of individuals in the University community, or the community as a whole, the University may chose to wait until legal proceedings are complete before conducting an administrative or judicial board hearing. However, students will receive advisement as to the official charges the University is bringing forward. Should the University feel it is in the best interest of all parties involved to wait until a legal process is complete, the University may decide to impose interim sanctions on one or more parties until a hearing process is held (see E. above).

G. Students with Disabilities

Students with disabilities who believe they may need special accommodations through any aspect of the hearing process are encouraged to contact Disability Support Services Office, Doyle Room 26, at 375-2065, prior to the University hearing process, to better ensure that such accommodations are implemented. Proper documentation must be on file with Disability Support Services in order for a student to request such accommodations.

V. Student Code of Conduct

A. Living by the Franciscan tradition of peace, harmony, respect and cooperation, St. Bonaventure students should expect to treat themselves and every other member of the University community with respect and dignity. The following behaviors would be considered violations of respect for the integrity and dignity of oneself and/or others:

1. **Acts of Violence or Abuse**

   a. **Assault –** any intentional and/or repeated acts, or engaging in a course of conduct, intending to or resulting in placing another person in apprehension of immediate bodily harm or offensive contact. Acts of assault include, but are not limited to: threatening to and/or engaging in physical harm, pushing or shoving, kicking, punching, slapping, stalking, etc.

b. **Participating in a Fight –** provoking, encouraging, or engaging in a physical fight.
c. **Verbal Abuse -** intentional and/or repeated acts, or engaging in any course of conduct, intending to defame one's character, or actions which a reasonable person could foresee defaming one's character. These acts may be written, graphic, electronic, verbal, etc.

2. **Alcohol Policy** - St. Bonaventure University expects its students to abide by New York State and Federal Laws with regards to possession and consumption of alcohol. St. Bonaventure students under 21 years of age are not permitted to possess or consume alcohol on campus. Students who are of legal drinking age may possess and consume alcohol under the guidelines outlined in the University's Alcohol Policy. Any behavior that violates NYS Laws pertaining to alcohol, and or any aspect of St. Bonaventure University's Alcohol Policy, will be considered a violation of this section of the Student Code of Conduct. **For the University's full Alcohol Policy, see Appendix D.**

3. **Dishonest Behavior –** any act intended to deceive or mislead another person, or misrepresent oneself. Acts of dishonest behavior may include but are not limited to: lying, misuse of your own or another's identification, falsifying records, bearing false testimony in the course of a judicial hearing, hindering or obstructing a University investigation or disciplinary process, tampering with University documents, etc.

4. **Disorderly Conduct –** any behavior that results in disruption or disturbance to one or more individuals or to the community in general.

5. **Disruption of a University Activity or Event** – any inappropriate or disruptive behavior that results in the disruption of a University activity or event, including but not limited to language, appearance or conduct that harms, disrupts or offends. **For University's Fan Code of Conduct, see Appendix H. Click here for Fan Code of Conduct.**

6. **Drug Policy** – any behavior that violates NYS laws pertaining to illicit drug use, possession and/or distribution, or violates the University Drug Policy. **For University's full Drug Policy, see Appendix G.**

7. **Gambling –** The University expects students to abide by all NYS and Federal Laws pertaining to gambling, and any violation of those laws would be considered a violation of this policy. The University defines gambling as any "wagering of money or something of material value on an event with an uncertain outcome with the primary intent of winning additional money and/or material goods" (Wikipedia). This includes online gambling.

8. **Harassment (Discrimination)** – any harassing behavior directed toward another person as a result of an individual's perceived race, disability, gender, sexual orientation, religion, nation of origin, age, or marital status, which:
   a. has the purpose or effect of creating an intimidating, hostile or offensive work or educational environment; or
   b. has the purpose or effect of unreasonably interfering with an individuals academic or work performance; or
   c. otherwise adversely affects an individual's employment or educational opportunities

Harassment may include but is not limited to: epithets, slurs, stereotyping, threatening, intimidating, hostile acts (even if claimed to be "jokes" or "pranks"). These acts may be written, graphic, electronic, verbal, physical, etc.
For University's Discrimination Policy, see Appendix F.
For University's Procedures for Reporting Harassment, see Appendix M

9. **Failure to Comply** – failure to comply with the reasonable requests of any authorized University official. Such behaviors include, but are not limited to failure to produce one's identification, failure to complete one's judicial sanctions, failing to appear at a scheduled judicial hearing, meeting or mediation, leaving a situation when asked to remain, violating the terms of a mediation agreement, etc.

10. **Hazing** – a person is responsible for hazing when in the course of another person's initiation or affiliation with any organization (floor, team, club, etc.), the person intentionally or recklessly engages in conduct which creates a risk of physical injury to such a person. Acts classified as hazing include, but are not limited to:
    1. Any initiation activity that results in the endangerment or embarrassment of individuals, or which threatens alienation from a campus group, or which might be considered degrading by their participation or non-participation (including but not limited to group interviews, haircuts, dress requirements, etc.)
    2. Consumption of alcohol, which is either forced or consumed because of fear of alienation from a group.

    NOTE: The above standard applies to any and all hazing or initiation activities on or off campus.

11. **Sexual Violence**– **For University's full Sexual Violence Policy, see Appendix S.**

12. **Smoking Policy** – any behavior which violates the University Smoking Policy. **For University's full Smoking Policy, see Appendix T.**

13. **Lewd Behavior** – Indecent behavior or language that would be offensive to a reasonable person. Examples of lewd behavior include but are not limited to public urination, exposing oneself, explicit language or gesturing, etc.

B. St. Bonaventure students are expected to treat the physical and intellectual property and environment of the University with respect. The following behaviors would be considered a violation of respect for the physical environment of the community:

1. **Littering** – knowingly disposing of waste in an inappropriate manner, including but not limited to dropping trash on the ground, etc.

2. **Vandalism** – any behavior that intentionally destroys, defaces, damages, or otherwise harms University property. Acts of vandalism include but are not limited to: spray painting University property, tearing down signs, breaking windows, cutting down trees, damaging the lawn (tire tread marks), pulling up flowers or damaging hedges, etc.

3. **Misuse or Removal of University Property** – any act or behavior in which a student knowingly utilizes University property inappropriately for his or her own personal

benefit. Such behavior includes but is not limited to misuse or removal of lounge/office furniture in residence halls or other buildings on campus, removal of nameplates from doors, etc.

4. **Failure to Comply with University Technology Policy** – any behavior that violates the University Technology Policy. **For University's full Technology Policy see Appendix X.**

5. **Representing the University Without Permission of Authorized Officials** – knowingly utilizing the University logo, nameplate, etc., or entering into a contract with an outside vendor on behalf of the University without express permission from an authorized University official. **For full University Policy on Contracts, see Appendix E. For full University Policy Regarding Fund-Raising and Solicitation, see Appendix K.**

6. **Theft** – the unauthorized attainment, possession or use of University or personal property or services.

7. **Unauthorized or Forced Entry into Any University Facility** – entering any University facility, office, residence hall room, classroom, etc., without permission, with or without force.

C. St. Bonaventure University expects its students to respect the living and learning environment in the residence halls. All students living in residence, and guests and visitors to the residence halls, are responsible for maintaining an environment in the residence hall community that is safe and healthy, and conducive to positive social, academic and spiritual growth. **Therefore, all students are expected to abide by the Residence Life and Housing Policies, outlined in Appendix Q.** Behaviors outlined below are also considered a violation of the maintenance of a safe, healthy and positive living and learning environment:

1. **Courtesy and Quiet Hours** – the use and volume level of stereos, televisions, computers, etc. should be kept within reason at all times. Between the hours of 10 p.m. and 7 a.m., a quiet environment conducive to study and sleep must be maintained in the hall. Therefore, televisions, stereos, computers, voices, etc. should not be able to be heard outside one's room.

2. **Failure to Abide by the Provisions of the Housing Contract** – any behavior which violates the stipulations set forth in the housing contract, including but not limited to unauthorized room changes, failing to properly check in/out of one's residence hall room, recycling, transfer of one's keys, etc.

3. **Hosting Guests and Visitors** – Students hosting guests and visitors in the residence halls will be held accountable for any violations of University policies committed by their guests or visitors. **For University's full Guests and Visitor Policy, see Appendix L.**

D. St. Bonaventure University feels every student has an equal responsibility for the safety and welfare of the community as a whole, because each individual benefits from being a member of it. The following behaviors would be considered a violation of the welfare and safety of the community:

1. **Arson** – intentionally setting fire to a building or other structure, setting fire inside a building or other structure, and/or setting fire to one's own or another's belongings.

2. **Bomb Threat** – placing an explosive on campus grounds, threatening to place an explosive on campus grounds, or communicating the presence of a bomb when there is no evidence that a bomb is present.

3. **Failure to Comply with University Traffic Regulations** – any behavior or act that violates the University Traffic and Parking Regulations outlined in the Parking and Traffic Handbook distributed by Safety and Security Services. **The Parking and Traffic Handbook can be obtained through the office of Safety and Security Services at any time, and is distributed to all students purchasing a parking decal.** The motor vehicles of all faculty, staff and students operated or parked on University property must bear a current registration decal. Students must register their motor vehicles within 24-hours of academic registration.

4. **Fire Safety** – any behavior that directly violates codes set forth by the NYS Dept. of Fire Safety, and/or University Fire Safety Policy. **For University Fire Safety Policies, see Appendix I.**

5. **Possession/Use of Firearms and/or Dangerous Weapons -** possession or use of any object or substance designed to inflict a wound or injury, or to incapacitate. Such objects or substances include but are not limited to: firearms, BB guns, pellet guns, air soft guns, knives other than kitchen utensils, billies, sling shots, black jacks, metal knuckles, martial arts weapons, mace, tear gas, etc.

6. **Possession/Use of Fireworks, Explosives or Other Dangerous Chemicals** – possession and use of **all** fireworks and explosive materials are prohibited on campus.

7. **Rioting/Unapproved Demonstrations** – No one has the right to interfere with anyone else's right to learn. While we respect every person's right to speech, the University has created guidelines so that those choosing to gather and demonstrate do not interfere with anyone's academic pursuits, or the health, welfare and safety of this community. Any behavior contrary to the University policy on Maintenance of Public Order/Public Demonstrations would be considered a violation. **For University Policy on Maintenance of Public Order/Public Demonstrations, see Appendix O.**

VI. Implementing the Student Code of Conduct

Maintaining and implementing the Student Code of Conduct is the responsibility of every member of the University community. Students, staff and faculty should, through their behavior, reinforce the ideals expressed by the Code, and encourage every student to do likewise. Administratively, the Office of the Vice Provost for Student Life, the Office for Residence Life, and the Department of Safety and Security are primarily responsible for assuring compliance with the Code. In most instances, residence hall staff or Safety and Security officers will report potential violations of the Code to the Vice Provost for Student Life or the Executive Director of Residential Living/Chief Judicial Officer. The Vice Provost and his/her designee are responsible for reviewing student conduct in general, educating students about appropriate community standards, and as needed, assigning sanctions for the purpose of encouraging compliance with those standards.

A. Initiating a Complaint

Any University student, faculty member or staff member who believes that a student has violated the Student Code of Conduct may file a complaint with the Office of the Vice Provost for Student Life, the Department of Safety and Security, or the Office of Residence Life.

The Individual filing the complaint is referred to hereinafter as the complainant. The University itself may act as the complainant through a designated staff member or members. After filing the complaint, the Vice Provost and/or his designee will review the complaint and determine whether or not, if proven, the allegations would constitute a violation of the Student Code of Conduct. If so, the individual filing the complaint will meet with the Vice Provost for Student Life and/or his or her designee to review the complaint and discuss the options available to him or her.

The individual complainant could:

1. Request the University pursue judicial action; and/or
2. Make a report to the local police; and/or
3. Request a mediation; and/or
4. Make a statement for the record with the Office of the VPSL, Department of Safety and Security, or the Office of Residence Life.

The complainant will have 180 days from the date of the alleged incident to decide whether or not to have the University pursue the complaint judicially. The University reserves the right to exercise discretion on taking disciplinary action against students. If the University receives actionable information beyond the 180 day time period after an incident has occurred involving a crime, the University as the complainant may still pursue judicial action with no time restriction.

Should a student request mediation, and the VPSL or his designee deems this an appropriate course of action, mediation will be scheduled. Written documentation of any mediation agreements will be retained in the Office of Judicial affairs. Should either party violate the written mediation agreement, the University or the aggrieved party could choose to pursue University judicial action as a result (see "Failure to Comply" in the Student Code of Conduct).

B. Student Procedural Rights

If the University or a complainant elects to pursue judicial action, an Administrative Hearing Officer will be appointed to hear the case. The hearing officer will not be someone who was involved in the initial documentation of the violation. The Administrative Hearing Officer will schedule a judicial meeting with the accused student. If a student fails to respond to a Notice of Judicial Meeting, the Administrative Hearing Officer may find that student responsible in his/her absence and sanction the student accordingly, or place a judicial hold on the student's records until the meeting takes place.

At a judicial meeting, the student is notified of the alleged violation of the Code and afforded the opportunity to review the factual allegations that led to the charge. The Administrative Hearing Officer will explain the rights and options available as well as describe potential sanctions for the alleged violation in question.

The accused student has the following procedural ***rights*** when charged with a violation of the Student Code of Conduct:

1. The right to notice of the charge that a violation of the Code has allegedly taken place;
2. The right to notice of the factual allegations that form the basis for the charge;
3. The right to notification of disciplinary proceedings;
4. The right to have the University or complainant bear the burden of proof by a preponderance of the evidence;
5. The right to present a defense including the right to review all evidence presented at a hearing and present relevant witnesses; and
6. The right of appeal consistent with the provisions of this Code.

The accused student has the following procedural ***options*** when charged with a violation of the Code of Conduct:

1. If the Administrative Hearing Officer determines that the sanction for an alleged violation may result in suspension, the student may:
   a. Admit or deny the charge and request a hearing with the Administrative Hearing Officer; or
   b. Admit or deny the charge and request a hearing before a University Judicial Board.
2. In all other cases where the Administrative Hearing Officer has informed the student that a potential sanction would NOT result in suspension or expulsion, the accused student may;
   a. admit to the charge in an administrative hearing process and be sanctioned by the Administrative Hearing Officer (Administrative Action); or
   b. deny the charge in a hearing with the Administrative Hearing Officer.

***All violations that may result in the expulsion of a student will be heard by a University Judicial Board.**

Administrative Hearing
Most Student Code of Conduct violations will be heard by an Administrative Hearing Officer (AHO). The AHO will follow the general procedures outlined for the University Judicial Board in conducting this hearing. The Chief Judicial Affairs Officer may determine that due to the nature or complexity of the facts of the case, it would be beneficial to have a hearing before the University Judicial Board. If this is the case, a University Judicial Board will convene and the Chief Judicial Officer or her designee will notify all parties involved of this decision.

University Judicial Board
While an AHO will ordinarily hear cases involving alleged violations of the Code, a UJB has the authority to hear cases involving alleged violations of the Code under the following circumstances:

1. where the Chief Judicial Affairs Officer has determined that, because of the nature of the alleged offense, or because the pattern of behavior warrants special attention, suspension or expulsion may be the proper sanction if the charges are substantiated; and/or
2. the accused student requests such a hearing; or

3. the CJAO has determined that due to the nature or complexity of the facts of the case, it would be beneficial to have a hearing before the UJB.

A UJB is composed of 3 students, 1 faculty member and 1 staff member.

An AHO, as assigned by the VPSL or his/her designee, will serve as the non-voting Chairperson of the UJB to assure an orderly hearing and that fairness is observed.

Judicial Board Member Selection

A pool of judicial board members shall be formed through the following process:

1. A nominating committee shall form and shall comprise one SGA senator, one SGA appointed student, one faculty member and one staff member, all appointed by the VPSL.
2. The CJAO shall advertise publicly any open vacancies for judicial board members.
3. Employees and students can either nominate fellow colleagues, or self-nominate. All nominees will be asked to file an application with the Office of Judicial Affairs.
4. Applications will be reviewed by the nominating committee, and recommendations will be made to the VPSL.
5. The VPSL and the SGA President will appoint the pool of judicial board members.

University Judicial Board General Procedures

All judicial proceedings are closed to anyone who is not a student, faculty, staff or religious member of the University. All hearings shall be held in appropriate University facilities designated by the CJAO and shall be private. The University does not permit observers, relatives, or legal counsel for either the complainant or the accused to be present at or participate in hearings.

The Chairperson will inform the student(s) of the policies and procedures for the hearing. The accused student must cooperate fully with the Board. If the accused student fails to appear at the scheduled hearing and the Chairperson does not excuse his/her absence, the hearing may proceed without him/her.

The complainant and the accused student will present statements concerning the alleged violation and may present relevant witnesses. Students shall provide a list of witnesses to the Judicial Affairs Office prior to the hearing. The VPSL and/or his designee, or the board Chairperson, has the option of granting immunity to a witness should the witness be in fear of testifying because his or her testimony may reveal he or she is in violation of University policies. However, it is the witness's responsibility to request such immunity. The accused student, the complainant and the UJB may review all evidence presented at the hearing.

Hearings shall be conducted in such a manner as to permit the panel to achieve substantial justice. Participants will conduct themselves in accordance with these objectives. Therefore, no board member (other than the Chairperson) shall discuss the case with anyone prior to or after the proceedings. Formal rules of evidence shall not apply. Evidence shall be admitted if it is relevant, reliable, and is not unduly repetitious, and it is the sort of evidence on which responsible persons are accustomed to rely on in the conduct of serious affairs. Hearsay evidence is not permissible. Questions regarding the admissibility of any evidence shall be within the Board's discretion.

After all statements have been presented, the complainant and the accused student may summarize their positions. Subsequently and in private, the UJB will determine by a preponderance of evidence with a majority vote whether the accused student has

violated the Code. The UJB will make known its decision and the basis for the decision to the Chairperson. The Chairperson will inform the accused student and the complainant of the UJB's decision and basis for the decision subject to the limitations of federal law.

Should a student be found responsible for any violation of the Code of Conduct or any related policies, the Board will then determine appropriate sanctions.

VII. SANCTIONING

After a finding or admission of responsibility, the Administrative Hearing Officer and/or Judicial Board will impose sanctions after considering the following:

1. Statements made at the judicial meeting and/or at any hearing;
2. Prior disciplinary record of the student,
3. Disciplinary precedent;
4. Guidelines in the Code of Student Conduct.

Sanction Notification for Accused and Accuser

In all administrative hearing processes, the student found responsible of policy violations will be notified in writing of the sanctions levied against them as a result of said violation(s). In University Judicial Board cases, the Chairperson will notify the accused student, in writing, of the sanction(s) imposed.

In situations where one student pursues charges against another student(s), the accuser will receive written notification of sanctions imposed against the accused if sanctions are levied.

Sanctions for Violations of the Code

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

A. Verbal/Written Disciplinary Warning

Written Disciplinary Warning is an official verbal/written notice to a student that a particular action or type of behavior is in violation of stated regulations or policies, and, therefore, unacceptable. Continuation of similar behavior or future violations may be cause for more severe disciplinary action.

B. Disciplinary Fines

These monetary payments may be for punitive purposes or for purposes of restitution because of damage to persons or property; or misappropriation of property. Payments can be made to the Bursar's Office.

C. Community Service

An action that requires a student to give a specific number of hours of uncompensated service to some task recognized as valuable to the University community. The Administrative Hearing Officer will make the particular assignment of duties. The person under whose direction the work is done shall certify to the AHO when the work has been completed. Failure to complete the service within a specific period of time will result in additional disciplinary action. The Administrative Hearing Officer has the discretion to assign work in the community-at-large or on-campus service.

D. Attendant Restrictions

In conjunction with the sanctions above, students may be subject to one or more of the following attendant restrictions:

1. Loss of Good Disciplinary Standing: an action that excludes a student from representing the University in intercollegiate activities, or from holding any elected or appointed office in a University-recognized organization, or from being selected for certain committees or programs, or from membership in student organizations for a stated period of time.
2. Disciplinary Residence Hall Room Change: an action that requires a student to vacate his/her current room and relocate to another room because of disciplinary reasons.
3. Exclusion from University Buildings, Intramural Sports, Extracurricular and Residence Hall Activities: an action that excludes a student from university buildings, intramural sports, extracurricular activities and residence hall activities for a stated period of time.
4. Restrictions on Housing Lottery: an action that may exclude a student from participation in a particular housing lottery or affect his or her ranking within a particular lottery.
5. Judicial Hold on Records: A judicial hold may be placed on the academic records of any student who fails to comply with any requirements imposed following a violation of the Code of Student Conduct. A judicial hold may prevent, among other things, class registration, the release of transcripts, and the award of a diploma. Students who are suspended or expelled from the University are subject to a judicial hold to prevent class registration.
6. Educational Measures: An action that requires the student to complete an educational task as assigned by the AHO or the VPSL and or his/her designee. Failure to complete this assignment within a specific period of time will result in additional disciplinary action. Educational measures may include participation in counseling.

E. Disciplinary Probation

Disciplinary probation is an official written notice to a student that violation of University regulations or policies, or patterns of behavior contrary to University standards or expectations, will not be tolerated. Repeated offenses or violations of any conditions of probation will result in more severe action, including possible suspension or expulsion from the University.

Disciplinary Probation lasts for a stated period of time and a copy of the probation notice is maintained in a disciplinary file in the Office of the Vice Provost for Student Life.

F. Loss of Campus Residency

Loss of Campus Residency is an action that excludes a student from residence on campus. A student who loses campus residency may be considered for future on-campus accommodations at the discretion of the Vice Provost for Student Life.

G. Suspension

Suspension is an action that excludes a student from registration, class attendance, residence on campus, and use of University facilities for a specific period of time. Suspended students are not permitted on the campus without prior approval of the Vice Provost for Student Life. Suspension is recorded in a disciplinary file in the Office of the Vice Provost for Student Life. Upon termination of the period of suspension, the student shall be considered for readmission if:

1. the student is academically eligible for readmission; and
2. the student has complied with any conditions for readmission placed upon the student by the Vice Provost for Student Life and/or his designate, or stipulations outlined by a University Judicial Board.

H. Expulsion

Expulsion is an action that permanently excludes a student from registration, class attendance, residence on campus, and use of University facilities. Expelled students are not permitted on the campus for any reasons. Expelled students who enter the campus are subject to arrest. Disciplinary expulsion is recorded in a disciplinary file in the Office of the Vice Provost for Student Life.

St. Bonaventure University reserves the right to notify parent(s) / legal guardian(s) about the disciplinary status of their son/daughter/ward to the extent consistent with the provisions of the Family Educational Rights and Privacy Act. (See Appendix P, Parental Notification Policy)

Maintenance and destruction of Disciplinary Files

A copy of all disciplinary files will be maintained in accordance with all applicable laws through the Office of the Vice Provost for Student Life for seven years, in addition to the current year. After seven years, physical disciplinary files will be destroyed. Upon graduation or withdrawal from the University, or at the request of a currently enrolled student, disciplinary records will be disclosed to third parties in accordance with federal law and the abovementioned timeline, as follows: Violations that resulted in a sanction of disciplinary probation, loss of housing and loss of good standing will be disclosed for two years after graduation/withdrawal; violations that resulted in a sanction of suspension or expulsion will be disclosed for as long as the file is required to be kept in accordance with the abovementioned timeline.

Sanctioning Guidelines for Off-Campus Incidents

Students are representatives of St. Bonaventure University when they are off campus. As such, the University takes students' off-campus conduct seriously and can pursue judicial sanctioning for violations occurring off campus. In most cases, minor, first-time infractions will be handled by a simple meeting where a letter of written warning is delivered.

Alcohol Related Medical Issues

Alcohol consumption that results in students needing medical attention, either from MERT or Olean General Hospital, will be treated seriously by the University. However, a students' first alcohol-related medical issue ***will not*** be treated punitively. Students will be required to meet with a University administrator to discuss the behavior. Students will likely be required to attend counseling to explore their alcohol use and parents or legal guardians will be notified. Future alcohol related medical issues can be handled judicially and may result in punitive sanctioning.

Interim Sanctions

Summary Suspension

The Vice Provost for Student Life or designee may impose interim sanctions up to and including a summary (interim) suspension upon notification of alleged violations where the interim sanctions are advisable to protect and maintain the safety of the University community. Interim suspensions can be imposed when the accused student's presence on campus might threaten the physical, mental, or emotional condition of any member of the University community for reasons relating to the safety, security and/or welfare of any member of the University community.

During an interim suspension, a student shall be denied access to all campus facilities (including but not limited to academic buildings, residence halls, library, dining facilities, and sporting events) and any University sponsored functions.

Students will only be permitted on campus for reasons relating to their judicial hearing, or other meetings with University officials relating to the issue. Students shall receive either hand-delivered or by certified mail, written notice of the interim sanction as well as notice of the alleged violations and date and location of the reported incidents. Students will be made aware of the type of hearing that will take place; the date, time and location of the hearing; and the hearing procedures that will be followed.

The University may notify parents or legal guardians of the imposition of interim sanctions.

No Contact Orders
The Vice Provost for Student Life, Chief Judicial Officer, Residence Life professional staff members, or designee may impose no contact orders between individual students or groups of students.

A no contact order forbids both direct and indirect contact between the involved students. Indirect contact includes electronic communication and messages sent via other people.

In the event that a no contact order is issued outside of normal office hours, a verbal order shall suffice until a written letter detailing the scope of the order and its definition can be hand delivered.

Students found to be in violation of a no contact order can be put through a judicial process resulting in sanctions up to and including suspension, or given a summary suspension if another judicial process is pending.

Access Restrictions
The VPSL, CJAO, Residence Life professional staff members, or designees may impose access restrictions on students to prohibit their entry into campus facilities and functions, including but not limited to residence halls and the Richter Center.

St. Bonaventure University reserves the right to notify parents/legal guardians about the disciplinary status of their son/daughter/ward to the extent consistent with the provisions of the Family Educational Rights and Privacy Act.

VIII. Appeals

The Vice Provost for Student Life or his/her designee will hear appeals regarding decisions made by an Administrative Hearing Officer. Any appeals made as a result of a University Judicial Board will be heard by an Appeals Board, chaired by the VPSL. The Appeals board will comprise the VPSL, one student, and one faculty or staff member. Appeals Board members will be chosen in the same fashion as the UJB members.

Appeal for New Hearing
The accused student and the complainant have the right to file a written appeal to the VPSL. Appeals may be filed for the following reasons:

1. Material procedural defect in the original hearing,
2. Presence of new material evidence that was not available through no fault of the appealing party at the time of the original hearing. (Indentation Issues)
3. Erroneous finding of fact, or factual evidence was blatantly disregarded.

The appealing party must file a typewritten appeal within two class days of notification of the outcome of the hearing stating the specific reason and justification for the appeal. He or she must schedule an appointment to discuss the appeal with the VPSL of his designee so that the appeal is held within five class days of notification of the outcome of the hearing, unless the hearing must be re-held by a Judicial Board.

Appeal for Review of Sanction
The VPSL or the Appeals Board will hear appeals in cases where the sanction is expulsion, suspension, loss of good disciplinary standing, or loss of campus residency, and the student believes that the sanction is disproportionate to the offense. Other sanctions are not subject to review.

Review of the sanction may occur only after the judicial process has been completed and the sanction has been imposed. For the purposes of this review, the VPSL or his designee will accept as binding the previous decision that the accused student has violated the Student Code of Conduct or related policies. The accused student must file a typewritten appeal within two days of notification of the sanction stating the reason why the sanction should be reconsidered. He or she must schedule an appointment to discuss the appeal with the VPSL so that the appeal is held within five days of notification of the sanction.

Appendix A – University Policy on AIDS

Overview of AIDS Policy: In February of 1991, the Board of Trustees of St. Bonaventure University approved a comprehensive AIDS policy. This policy affects every member of our community in an effort to respond to this issue. It commits the University to an extensive, annual, proactive education program designed to meet not only its legal responsibilities, but also its moral responsibilities to each member of the University family. What follows is a synopsis of this policy.

Legal Issues: According to the Federal Rehabilitation Act and New York State Anti-Discrimination Laws, AIDS, AIDS Related Complex (ARC) and positive HIV status are considered handicaps. Because of this, the information that a person has a positive HIV status is protected under the New York State Public Health Law. Hence, no one has a right to know the HIV status of another individual. Because the HIV virus cannot be transmitted by casual contact, the general public is not in danger of contracting the virus through normal daily contact with an infected person. No one, therefore, has any right to know the HIV status of any member of the Bonaventure community. The primary focus of the University's AIDS policy is on education. It is only through education that the spread of this disease can be prevented. Every student, staff worker, faculty member and administrator must know the kinds of behaviors and what kinds of situations can put them at risk of contracting HIV. For example, students put themselves at risk by sharing a razor blade or ear-piercing needle. Safety and Security and Health Services staff should routinely use protective gloves and bleach solution to deal with spit, blood or other bodily fluids. Everyone must know when they are at risk, assume that others may be infected, and observe Universal Precautions in such situations. Universal Precautions are a set of safety procedures observed by all health care professionals.

Policies: AIDS epidemiology, transmission, prevention, individual risk assessment, blood testing and post-test counseling and partner notification will be the primary foci of AIDS health service at the University. The University Student Health Service staff is prepared to provide medical care, support, referral, resources and education to students, faculty, administrators, and staff with AIDS or with concerns about AIDS. All medical information will be handled in a strictly confidential manner in accordance with the law. The Student Health Services staff will also update and advise the University on the latest data related to the prevention of HIV transmission.

No one will be discriminated against with regard to admission or employment on the basis of his or her HIV status. As an employer, the University has a legal obligation under the Occupational Safety and Health Act to provide a safe working environment for its employees. Appropriate measures are taken to provide employees with information about Universal Precautions and equipment necessary for observing these precautions.

Appendix B – Academic Honesty Policy – *This policy is outlined in this document for reference only, and acts of academic dishonesty are not processed through the University Judicial Process.*

In all cases where academic dishonesty is suspected, these are the procedures to be followed: A faculty member who has evidence that a student has committed an unacceptable practice shall inform the student of the allegation, present the evidence and announce the sanction deemed appropriate.

A. If the student agrees to the faculty member's charge and accepts the sanction:

1) The faculty member shall present the student with a written charge specifying the sanction, and the student shall sign the document indicating acceptance of the charge and the sanction.
2) The sanction shall be imposed.
3) The faculty member shall notify the Dean of the incident, providing in writing documentation of the charge, the evidence, the sanction and the document signed by the student. (Unless otherwise specified in this document, Dean refers to the Dean of the student's academic major [the Dean of Arts and Sciences for students who are undeclared Arts or Sciences, the Dean of Business for students who are undeclared Business]).
4) The Dean shall send a copy of all documentation to the Registrar, who shall place the documentation in the student's academic file.
5) The Registrar shall review the student's academic records. If there are any prior academic honesty offenses, the Registrar shall notify the Dean who shall notify the Board (hereinafter: the Board) that a hearing must be held.
    a) The Dean shall forward to the Board Chair all documentation pertaining to the incident.
    b) The Dean shall notify the faculty member and the student that the Board has been invoked in the case.

B. If the student does not agree to the charge or the sanction imposed by the faculty member:

1) The student should not sign any documents presented to him or her by the faculty member.
2) The faculty member shall present in writing the accusation, the evidence and the recommended sanction to the Dean, with a copy provided to the student.
3) The Dean shall examine the evidence and confer with the student and the faculty member.
4) If the Dean judges the charge to be justified, the Dean will inform the student and the faculty member, and uphold the sanction or impose an alternate sanction. If the student accepts the Dean's judgment and the sanction, it shall be imposed.
    a) The Dean shall send a copy of the offense and the sanction to the Registrar, who shall place the documentation in the student's academic file.
    b) The Registrar shall review the student's academic records. If there are any prior offenses, the Registrar will notify the Dean who will notify the Board that a hearing must be held.
        (i) The Dean shall forward to the Board Chair all documentation pertaining to the incident.
        (ii) The Dean shall notify the faculty member and the student that the Board has been invoked in the case.
5) If the Dean judges that the charges are not justified, the Dean will inform the student and the faculty member.

C. If the student chooses not to accept the Dean's judgment or the sanction imposed, the matter shall be referred to the Board.

1) The Dean shall notify the Board that a hearing must be held.
2) The Dean shall forward all documentation (the charge, evidence and the suggested sanction [see section A above] and documentation of the Dean's deliberations [see section B above] to the Board.

D. In all cases coming before the Board, these following procedures shall be followed:

1) Timetable:
    a) Within 5 *semester days* of receiving a case, the Board Chair shall
        (i) notify the faculty member who made the initial accusation of academic dishonesty and the student that the case is now being heard by the Board.

(ii) The Board Chair will provide a copy of all written documentation to the accused student by certified mail sent to the student's SBU Post Office box or, when no SBU Post Office box is on file, to the permanent address on file in the Records Office.

b) At the same time, the Board Chair may request that the faculty member provide a more detailed description of the charge and additional supporting evidence in addition to the original written documentation forwarded to the Board by the Dean. The faculty member shall provide this documentation to the Board within 5 semester days of receiving the request.

c) The Board Chair will provide the student with a list of University faculty and professional staff members who have agreed to serve as advisors to students in such cases.

d) The Board, through its Chair, shall schedule a hearing within four weeks.

(i) If the alleged academic dishonesty occurs during either a summer session or within four weeks of the end of a semester, the hearing must be held no later than four weeks after the start of the following regular semester.

(ii) In the case where the alleged academic dishonesty involves a student who is scheduled to graduate at the end of the semester in which the incident occurs, the Board will make every effort to render a decision as close to the end of the semester as possible.

e) At least one week prior to the hearing, the Board Chair shall notify the faculty member and the accused student of the time and place of the hearing, and provide them with a list of Board members.

f) A *semester day* is defined as a scheduled undergraduate/graduate class or exam day during a regular (fall or spring) semester.

g) Should a decision not be reached within five months of the dean's receipt of the report, all charges will be dropped.

2) The student shall attend the hearing. The student is strongly encouraged to be accompanied at the hearing by an adviser (not to be confused with the student's academic adviser). In the absence of an excuse from the Board Chair, a student who fails to appear for a Board hearing forfeits the right to defend oneself.

a) The accused student will be notified that he or she may select and contact an adviser for the hearing.

b) The Board Chair will provide the student with a list of persons who have agreed to act as advisers in academic dishonesty cases, if such a list is available. Students are not required to select an adviser from the list provided. Any member of the faculty or professional staff may function in such a role. Personal attorneys are not permitted at any meeting or hearing involved in the case.

c) Once a person has agreed to act as an adviser in a case, he or she should immediately notify the Board Chair in order to receive a copy of the written charge, the time and place of the hearing, and a list of the Board members.

d) An individual agreeing to act as the accused student's adviser is expected to aid the student in collecting evidence and in interviewing witnesses.

e) The adviser is also expected to be present at the hearing and to counsel the student in answering and asking questions.

f) Advisers are expected to be well versed in the policy and procedures.

3) The faculty member shall attend the hearing, and bears the burden of proving the allegation of academic dishonesty by clear and convincing evidence. Hearsay evidence is inadmissible.

4) Ordinarily, the Board order and procedure for the hearing will be as follows:

a) The faculty member may make a statement, and may be questioned by members of the Board and then by the accused student and/or the student's adviser. The student and/or

the student's adviser may make a statement, and may be questioned by members of the Board and then by the faculty member.

b) The faculty member and the student may call witnesses, who may be questioned by members of the Board and by the faculty member, the student, and/or the student's adviser. The witnesses will be heard in an order determined by the Board Chair. Each witness will be present at the hearing only when giving testimony. Witnesses will be instructed not to discuss the case outside the hearing.

c) The faculty member, the student and the student's adviser may also raise evidentiary and procedural objections.

d) The Board Chair together with a majority of the Board members shall be the final judge regarding the authoritative interpretation or application of any provision of this policy.

e) The Board shall meet immediately following the hearing to reach a decision, and shall ascertain that its decision is based on a careful review of all available evidence and that the evidence reflects the facts of the case. Within 72 hours, the Board Chair shall communicate in writing the decision and the sanction to be imposed to the student, the faculty member, the student's Dean and the Provost.

f) A student found guilty of academic dishonesty shall be assigned an appropriate sanction to be determined by the Board.

   (i) Ordinarily in the case of a first offense, the Board shall uphold the original sanction imposed by the faculty member or the Dean; however, the Board has the right to determine an alternate sanction.

   (ii) In the case of a second (or further) offense, the Board may impose the sanction determined by the faculty member or the Dean and an additional penalty the Board deems appropriate from one of two penalty categories—Censure, or removal from the university, with conditions specified by the Board.

   (iii) A student's record of Censures shall be expunged upon graduation.

g) If the Board finds no grounds to support the allegation of dishonesty, the Board will direct the faculty member who brought the charges to assign a grade in the course based on the student's work in the course disregarding the alleged dishonesty. In such a case, if a student wishes to appeal the grade assigned, Policy #33, *Student Appeals of Grades or Other Academic Decisions* becomes applicable.

5) Electronic or verbatim record or the hearing shall be permitted.

6) The record of each hearing shall consist of a detailed written report that shall include a statement of the rationale for the decision and any evidence provided.

7) As a rule, academic honesty hearings are closed and the proceedings are confidential. A hearing may be open, however, upon a written request filed with the Board Chair by the accused student.

8) The faculty member or the accused student may challenge for cause the participation of any member of the Board. Except in cases where the Chair is being challenged, the Chair's decision shall be final regarding any challenge for cause. A unanimous decision by the remaining Board members is necessary in order to disqualify the Chair for cause.

9) The Board's decision regarding the facts of the case and any appropriate sanction and/or penalty shall be final and will become part of the student's academic record until the student leaves the University.

10) In cases of multiple charges of academic honesty stemming from the same incident, the Board Chair shall decide whether to combine the cases in one hearing or to schedule separate hearings. The decision of the Board Chair is final.

E. Documentation of all academic honesty incidents will remain on file in the Registrar's office until the student leaves the University.

F) If at any point in the process the student has been cleared of the charges, the Dean shall ensure that all records pertaining to the incident are destroyed. BOARD

COMPOSITION, TERMS OF APPOINTMENT AND FINDINGS REPORT The Faculty Senate will appoint three faculty members and three alternates to the Board. These appointments will be made each year in April and will begin on the first day of the fall semester of the following academic year. One of those faculty members will be elected Chair by the other members. Chairs serve a one year term, renewable once. The term of Board members will be two years. With Senate approval, members can succeed themselves once. The President of Student Government will appoint two students and two alternates to the Board with the approval of the Faculty Senate. Generally, the term of appointment will be two years; however, students who graduate or leave the university will be replaced in a timely fashion. These appointments will normally be made each year in April. At the initial constitution of the Board, the appointment of both faculty members and students will be staggered to foster continuity of Board membership.

The Board Chair is responsible for conducting all hearings that come before the Board ensuring that the rules of fair process are observed. Pursuant to these ends the Chair, among other things shall:

1. determine whether a request for an open hearing should be honored;
2. determine the order in which witnesses and other participants (for example, advisers) will be heard;
3. rule on evidentiary and procedural objections and disputed interpretations [as above] of the policy with the support of a majority of the Board;
4. ensure that a proper decorum is maintained;
5. rule on requests for change of advisers;
6. solicit faculty and professional staff members willing to serve as advisers, maintain a list of advisers and provide this list to accused students;
7. write the final decision and submit copies to the required parties;
8. choose one of the Board alternates to serve for that hearing when a Board member is unavailable to serve at a hearing.

The Board will report its findings to the accused student, the faculty member involved, the student's Dean and the Provost. The Senate chairperson shall receive a summary of findings for each academic year. This summary shall include the number of cases, their dispositions, and shall be made public by the Senate chair. In all cases information specific to the cases will be confidential and kept by the Board Chair. NOTE: Upon promulgation of this policy all previous University policies, no matter how longstanding nor where found, that are contrary to the above provisions are *"ipso facto"* null and void. Dated: March 24, 2006

Definitions of Academic Dishonesty (Adapted, with permission, from Northwestern University's Web site): Enrollment at St. Bonaventure University requires adherence to the University's standards of academic integrity. These standards may be intuitively understood and cannot in any case be listed exhaustively; the following examples represent some basic types of behavior that are unacceptable:

Cheating: copying another student's work; using unauthorized notes, study aids, electronic communication or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors

Plagiarism: submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source

Fabrication: falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected

Obtaining an Unfair Advantage: (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment; (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work; or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work

Aiding and Abetting Academic Dishonesty: (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or (b) providing false information in connection with any inquiry regarding academic integrity

Falsification of Records and Official Documents: altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, add/drop or withdrawal form, ID card, or any other official University document

Unauthorized Access to computerized academic or administrative records or systems: viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information

Appendix C – Advertising for Authorized Functions

Solicitation through advertising or promotion of a campus event/activity is permitted only if authorized by the Center for Activities, Recreation and Leadership. Any individual or organization advertising on campus must make certain the following responsibilities are carried out:

1. posters and fliers are developed that are attractive and in good taste;
2. only bulletin boards and/or designated areas are utilized for advertising;
3. all fliers, posters, and sheets are removed immediately following the activity or event;
4. promotions or publicity that in any way, shape or form promote or advertise the consumption of alcohol are prohibited;
5. promotions and advertisements should follow the guidelines established in the University's advertising policy, found in the St. Bonaventure University Governing Documents;
6. advertising a promotional design must be approved through the Center for Activities, Recreation and Leadership.

Appendix D – Alcohol Policies

St. Bonaventure University does not condone the underage use of alcoholic beverages. Therefore, underage possession and consumption of alcoholic beverages is not permitted on this campus. Persons twenty-one (21) years of age or older are permitted to possess and consume alcohol, provided they do so within the specified guidelines outlined below. **In all cases of substance abuse or misuse, individuals will be advised, and in some cases mandated, to attend**

University-sponsored educational and/or formal counseling programs. Within the definitions below, "residence hall rooms" applies to all singles, doubles, triples, suites and apartments.

Possession of Alcoholic Beverages – Alcoholic beverages and beverage containers (glass or can, empty, full or partially full) are prohibited in residence hall rooms where any or all occupants of the room are under 21 years of age. When alcoholic beverages are permitted, the limit is not to exceed more than one case of beer, one liter of liquor or one gallon of wine. Persons under 21 years of age are not permitted to be in the presence of alcoholic beverages, or beverage containers.

Consumption of Alcoholic Beverages – Consumption of alcoholic beverages is strictly prohibited if a student is under the age of 21. Persons 21 years of age or older who choose to consume alcohol may do so only in the presence of other persons 21 years of age or older, and must remain in control of their behavior. They will be responsible for their actions and must respect the rights of others.

Drunk and Disorderly Conduct – any disruptive behavior exhibited while under the influence of alcohol or other drugs.

Giving/Selling Alcohol to Persons Under the Age of 21 – including but not limited to buying alcohol for, or otherwise supplying alcohol to, a person(s) under the age of 21.

Hosting a Party in a Residence Facility – a room party is defined as: Six (6) or more people in a single room where alcohol is present; ten (10) or more people in a room larger than a single, including an apartment lacking a party permit, where alcohol is present.

Open Container – the unauthorized possession of an open container of alcohol in University public areas including but not limited to hallways, lounges, bathrooms, and outdoor spaces. This applies to all students (including those who are 21 years of age or older), and is defined as any open bottle, can, mug, cup, etc, used to transport alcohol.

Participation in Drinking Games – The University prohibits any game used for the purpose of the rapid consumption of alcohol.

Possession of a Device Used for Rapid Consumption of Alcohol – The University prohibits funnels, and any other device that can be used for the rapid consumption of alcohol.

Possession of a Keg/Beer Ball – Kegs and beer balls are not permitted in any residence hall facility, with the exception of those outlined in the University party procedures.

Presence at a Room Party – attendance at a party as defined under Hosting a Party.

Public Intoxication – exhibiting characteristics of intoxication in public areas including but not limited to lounges, hallways, bathrooms, etc.

Unauthorized Presence/Participation of Anyone Under 21 at a University Function Where Alcohol is Being Served

Party Procedures – Students living in the Garden Apartments, Townhouses or Phase II and III Apartments must obtain a party permit from the residence director for the apartments prior to hosting any parties. All University Alcohol Policies apply during a registered party. Guidelines for approval of such permit and for hosting approved parties are as follows:

1. Public parties and formals are prohibited. Party privileges extend only to private groups of specifically invited individuals. No public advertising is permitted.

2. Gardens of Brother Leo (Garden Apartments), Village of St. Anthony (Phase I&II Apts.) and Glen of St. Clare (Phase III Apartments) residents may sponsor parties only if those residents who are 21 years of age or older will be present. No parties are permitted in apartments where a student/resident is under the age of 21.

3. Students must apply for a permit with the residence life professional staff within the first two weeks of the semester, and successfully complete a training workshop as determined by the Coordinator for Residential Education and Housing. The number of parties an approved apartment is permitted to host shall be determined by the residence director.

4. All approved parties may begin no earlier than 7 p.m. on Fridays, and end no later than 1 a.m. of the night for which the party is approved. Parties are not permitted on nights of home basketball games, during alumni weekend or on weeknights.

5. Charging money for admission at any time before, during or after the party, is against New York State Law, and strictly prohibited.

6. The following lists the maximum number of people and alcohol permitted in apartments for parties (or any other time) by area:

    a. **Gardens of Brother Leo (Garden Apartments**) **–** thirty-five (35) people, alcohol not to exceed two quarter kegs, or the equivalent amount of wine or liquor

    b. **Phase I Townhouses –** twenty-five (25) people, alcohol not to exceed one quarter keg, or the equivalent amount of wine or liquor

    c. **Phase II & III Apartments –** sixteen (16) people, alcohol not to exceed one case of beer, one liter of liquor or one gallon of wine.

7. Food and alternative, non-alcoholic beverages must be available at all parties/events where alcohol is being served.

8. Residents of the apartment that is hosting the party (hosts) are responsible for keeping noise levels at parties within tolerable levels for other apartment residents. Hosts should be directly contacted regarding noise complaints. If no resolution can be reached, the Office of Safety and Security or appropriate residence life staff members should be contacted. Hosts are also responsible for any damage to University property as a result of their party.
9. Outdoor parties must be approved via the University Alcohol Events Requisition Procedures. Beer distributors are not permitted on campus. Students approved to host an outdoor party are responsible for any damage done to University property as a result of their party.

Other: The University also prohibits:

Any form of false identification
Overt intoxication on campus
Operation of a motor vehicle on campus while under the influence of alcohol or a controlled substance

Appendix E – Contracts

Any individual organization initiating action to contract a service or program must adhere to the following procedures:

1. For entertainment (musical groups, lectures, comedy, etc.) and other student activities (e.g. art exhibit or sale), the potential agreement or contract must be reviewed with, and signed by, the Director of the Center for Activities, Recreation and Leadership or another professional staff member as designated by the Vice Provost for Student Life. The Director of the Center for Activities, Recreation and Leadership and/or the Vice Provost for Student Life will be responsible to forward contracts for review by the Senior VP for Finance and Administration as necessary under the University purchasing/contracts policy. Due to the copyright laws, it is necessary to file all entertainment contracts within the Center for Activities, Recreation and Leadership.

2. All contractual agreements for other services must be reviewed with the Sr. Vice President for Finance and Administration.

3. Only the Director of the Center for Activities, Recreation and Leadership or persons authorized by the Sr. Vice President for Finance and Administration or Vice Provost for Student Life may sign or authorize entertainment, recreational or educational contractual agreements on behalf of St. Bonaventure University.

Note: Any individual not following the above procedures may be personally responsible for losses or damages resulting from an agreement they sign without authority to do so. Inquiries may be directed to the Director of the Center for Activities, Recreation and Leadership or the Purchasing Office.

Appendix F – Discrimination Policy

St. Bonaventure University provides equal opportunity without regard to race, creed, color, gender, age, national or ethnic origin, marital status, sexual orientation, veteran status, or disability in admission, employment and in all of its educational programs and activities. Any grievance pertaining to discrimination should be directed to the Advocacy Officers.

Appendix G – Drug Policy and Drug-Free Workplace & Campus Community Policy

Drug-Free Workplace and Campus Community Policy

St. Bonaventure University recognizes substance abuse in the workplace as a danger to personal health and safety. In addition, the unlawful use of controlled substances by employees in the workplace is inconsistent with the University's educational mission. As such, it is the policy of the University that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances in the workplace is prohibited. In an effort to promote a drug-free workplace and a drug-free campus community, the University urges its students/employees who experience drug-related problems to seek assistance through counseling given in drug and alcohol programs. These programs provide information about treatment and support group services for individuals who seek help. Students/employees who are experiencing performance problems in the workplace may be required to undergo treatment for substance abuse, or be subject to disciplinary action up to and including dismissal. Those individuals who do undergo treatment for substance abuse will be expected to follow the prescribed aftercare program.

Those convicted of violating a criminal drug statute while in the workplace will face dismissal from University service.

Policies Regarding Possession, Use, and Distribution of Controlled Substances
St. Bonaventure University expects all students to abide by NYS and federal laws pertaining to possession, use and/or distribution of controlled and illicit substances. For the definitions below, controlled or illicit substances include, but are not limited to, marijuana, cocaine, heroin, acid, etc. The following behaviors are strictly prohibited at St. Bonaventure University:

Possession of a Controlled Substance – having on one's person, or knowingly being in the presence of, any controlled or illicit substances. Additionally, no one shall possess any prescription medication that is not specifically prescribed to him/her.

Use of a Controlled Substance – taking or consuming a controlled or illicit substance. Methods of use include, but are not limited to, smoking, injecting, snorting, inhaling, ingesting, etc.

Distribution of a Controlled Substance – providing controlled or illicit substances to others. This includes selling and/or giving a substance to someone else. Giving or selling to someone else medication prescribed to you is strictly prohibited. Additionally, aiding someone else in the distribution of controlled or illicit substances is strictly prohibited.

Possession of Drug Paraphernalia – having on one's person and/or knowingly being in the presence of any device or materials utilized for the consumption and/or distribution of controlled or illicit substances. These include, but are not limited to, bowls, bongs, hookahs, scales, etc.

Appendix H – Fan Code of Conduct

REILLY CENTER Fan Code of Conduct
St. Bonaventure University's Department of Athletics and the Atlantic 10 Conference are committed to serving our fans by providing a secure, comfortable and enjoyable experience for all fans in and around the Reilly Center. The Fan Code of Conduct has been instituted to make sure that your experience is consistent with our commitment.

As a supporter of St. Bonaventure Athletics, we ask you to help us maintain a positive game day experience by adhering to the following:

- Fans will be treated in a consistent, professional and polite way by all staff and team personnel.
- No obscene or abusive language, gestures, signage or behavior.
- Verbal or physical confrontation, including dangerous, abusive or profane behavior is prohibited.
- Harassment of game officials or visiting team's fans, players or coaching staff is prohibited.
- Disruptive actions or behavior that is unruly, disruptive, or illegal, including but not limited to throwing objects on the court or unauthorized trespassing on the court or other restricted areas of the Reilly Center, will result in immediate removal from the arena.
- Firearms, weapons, and dangerous chemicals, including but not limited to guns, knives, sling shots, metal knuckles, lasers, mace, or tear gas, are strictly prohibited.

- Signs of alcohol impairment in and around the Reilly Center that result in irresponsible behavior will lead to denial of entry or subject persons to arrest or ejection from the arena.
- Smoking in unauthorized areas is prohibited.
- Obscene or indecent clothing or related material will not be admitted into the Reilly Center.
- Interfering with or failure to abide by security procedures, emergency procedures or requests from staff concerning Reilly Center operations will result in immediate removal from the arena.

Fans who are unwilling to abide by the provisions outlined in this Fan Code of Conduct will be subject to ejection without refund and may also be subject to arrest and prosecution. Season ticket holders are required to abide by the Fan Code of Conduct and are also responsible for their guests.

Appendix I – Fire Safety Policies and Procedures

St. Bonaventure University adheres to all standards set forth by the New York State Department of Fire Safety, and requires that all students living in residence halls, including Townhouses, Apartments and Gardens, abide by the standards set forth below.

Fire Safety Policies

Appliances: The uncontrolled use of appliances can cause the overloading of circuits and result in fires in residence halls. Students are permitted to bring approved appliances provided they are all in good working order. The following are approved appliances: televisions, irons, refrigerators (not to exceed 4.5 cubic feet). Large appliances, such as refrigerators, must be plugged directly into a wall outlet. Students are encouraged to unplug appliances when not in use, and ALL items **must** be unplugged from outlets during breaks where the University closes its residence halls (please reference the Academic Calendar for dates which residence halls close). Many appliances **are not permitted** in the residence halls, including in Townhouses, Apartments and Gardens. These appliances include **BUT ARE NOT LIMITED TO:** microwaves, all sandwich and indoor grills, toaster ovens, toasters, waffle irons, hot plates, deep fryers, space heaters, propane tanks, electric frying pans or skillets, halogen lamps, etc.

Bonfires/Other Outdoor Fires – All burning or creating fires outdoors is strictly prohibited on campus grounds or property, including but not limited to creating bonfires, campfires, burning leaves, etc. Should a club or organization wish to host an organized event that includes a bonfire, special permission may be obtained only through the Office of Safety and Security Services.

Candles and Other Sources of Ignition: All candles, regardless of whether or not they are for decorative purposes, are **strictly prohibited** in all residence hall facilities. Additional sources of ignition that are prohibited in all residence hall facilities include, but are not limited to, the following: incense, lanterns, charcoal, lighter fluid of all kinds. Additionally, smoking is strictly prohibited within all residence hall facilities, and within 30 feet of the entrance/exit of all facilities.

Evacuation During the Sounding of an Alarm: All persons are required to follow evacuation procedures listed below in "Fire Safety Procedures." Failing to do so will be considered a violation of this policy.

Extension Cords, Multi-plug Adapters, Power Strips: The New York State Fire Code has specific rules regarding the use of extension cords and similar devices. **All extension cords and multi-plug adapters**

are strictly prohibited in all residence hall facilities. Surge protected power strips are permitted, but only power strips of the polarized or ground type, equipped with over-current protection. Power strips must be plugged directly into a permanent wall outlet. The daisy chaining of power strips (plugging one power strip into another) is strictly prohibited.

Holiday Lights Christmas Trees, Cable Cords, Electrical Wires, etc.: Holiday lights are only permitted to be hung for 30 days. Real Christmas trees are prohibited in all residence hall facilities. Electrical and cable cords must not be stapled or nailed to a wall or floor. Tape may be used if necessary. Additionally, no cable or electrical wiring may run underneath carpeting, through doors or windows, or along the ceiling.

Keeping Clear Exit Pathway: Students are responsible for maintaining a safe, healthy and clean living environment. Therefore, students must maintain a clear exit and entrance pathway free from obstruction in and out of their residence hall room and/or apartment, in case of emergencies. Additionally, all hallways, stairwells, building entrances and exits, are to be kept clear of debris, furniture, etc.

Outdoor Grills: Students living in Townhouses, Apartments and Gardens are permitted to have outdoor grills, provided they remain outdoors and at least 30 feet away from the building. Students are also reminded that the storage of charcoal and lighter fluid indoors is strictly prohibited. Grills may not be chained or otherwise attached to any facility on campus.

Tampering with Fire Safety Equipment: Tampering with any fire safety equipment in any facility is strictly prohibited, and punishable by law. Actions such as removing batteries from smoke detectors, covering smoke detectors, tampering with sprinkler heads, affixing items to sprinkler pipes, setting off fire extinguishers, falsely pulling or otherwise activating a fire alarm, are **extremely dangerous** to the health and welfare of everyone, and are strictly prohibited.

Wall and Window Coverings / Ceilings: Students are prohibited from covering more than 10% of a given wall in any residence facility. Therefore all tapestries and most window coverings (other than those provided by the University) are strictly prohibited. Additionally, hanging any objects from ceilings is strictly prohibited.

Fire Safety Procedures

St. Bonaventure will consistently abide by and enforce all fire safety policies. Students living in residence halls are subject to the following procedures with regards to fire safety:

Fire Alarms and Evacuation: Whenever a fire alarm sounds, students must exit the residence facility immediately, and remain at least 50 ft. away from the building, until appropriate Residence Life or Safety and Security personnel announce that students are permitted to re-enter. Students failing to exit the residence hall during the sounding of an alarm, or re-entering the residence hall before given permission, will be subject to the judicial hearing process. In the event of a real fire, please EXIT THE BUILDING IMMEDIATELY utilizing the nearest clear exit. If there is no alarm sounding, and there is a pull box along your exit pathway, please pull the fire alarm. However, if there is no pull box on your way out of the building, continue your exit and notify the Office of Safety and Security using the nearest emergency phone, or by calling 375-2525. **All fire alarms must be taken seriously, and students must evacuate the residence hall immediately during any sounding of an alarm.**

Inspection: All residence hall facilities are subject to unannounced fire safety inspections throughout the year. These inspections may be conducted by authorized personnel from the student life division,

maintenance department, and the New York State Office of Fire Prevention and Control. Inspections will occur regardless of whether students are present in the room at the time.

Violations: If violations of the above mentioned fire safety policies are found during inspections, or at any other time, students occupying the room or apartment may be subject to automatic fines, and/or the judicial hearing process. Students found to be in violation of the New York State Fire Code are responsible for their individual actions and will pay restitution to St. Bonaventure University for any and all fines levied by New York state to the University as a result of their actions or violation of the law.

Appendix J – Firearms, Dangerous Weapons, Dangerous Chemicals and Fireworks

The use, and/or possession of firearms, weapons or hunting materials, including, but not limited to knives, slingshots, catapulting devices, etc., other than by authorized police agencies, is prohibited on the campus, grounds or in the facilities of St. Bonaventure University. This includes the illegal possession or use of explosives and dangerous chemicals and fireworks of any kind.

Appendix K – Fundraising, Sales and Solicitation Activities

Fundraising, sales and solicitation activities must be authorized, in writing, by the Director of the Center for Activities, Recreation and Leadership (C.A.R.L.), the organization's designated officer, the organization's adviser, and the ticket office manager. If the solicitation is to take place off campus the organization must also have the approval of University Relations. Required solicitation forms are available at C.A.R.L., room 208 Reilly Center, and at the Center for Community Engagement in the Merton Center. The Director of C.A.R.L. must approve the solicitation form prior to any fundraising, sales or solicitation activities can take place.

A. The criteria and philosophy that governs such activities are:

1. to give University organizations the opportunity to conduct legitimate money-raising activities, which provide a direct benefit or service to members of the University community, and are for the purpose of providing support for the organization to function;
2. to provide consistent and fair procedures promoting equal opportunity for all University organizations needing to implement fund-raising activities;
3. to prohibit illegal or unacceptable activities and unfair competition (e.g., similar sales at the same time). Cash and/or alcohol prizes are prohibited.
4. Sales determined to be in direct competition/conflict with permanent official University services are prohibited unless carried out in conjunction with the service (i.e. University Bookstore, CAB, travel, etc.) in question.
5. Activities determined to be for personal benefit are strictly prohibited.
6. Individual, organization and University liability is a primary concern for setting criteria, policies and procedures to govern fund-raising activities (i.e. and organization wishing to sell food must be able to show product liability insurance that the product meets standards on health, freshness, etc.).

B. Procedure for requesting, scheduling and conducting a fund-raising, sales, or solicitation activity (this applies to approved student organizations and other groups of students):

On Campus:

1) Obtain a solicitation form and policy/procedure information through C.A.R.L. in the Reilly Center;
2) Select a calendar date for the sale through the Reilly Center Ticket office;
3) If setting up tables or requesting space, the ticket office manager and the Director of the C.A.R.L. must be notified;
4) A sample of the items to be sold must be left with the Reilly Center ticket Office;

5) No solicitation is permitted two hours prior to or during basketball games due to current number of vendors. The Director of C.A.R.L. and/or the Ticket Office Manager must approve a fund-raising activity to be held at a particular activity or event.
6) The sponsoring organization will be responsible for the removal of all promotional materials campus-wide within 24 hours after the activity.
7) Promotion and advertisement for the fundraising activity must conform to the standards outlined in the "Advertising for Authorized Functions" policy (see Appendix C).
8) Gift certificates and merchandise may be raffled.
9) Cash and/or alcohol prizes are strictly prohibited.
10) Residence Halls:
Fund-raising/sales activities are permitted only on a limited basis in residence hall facilities. **Door-to-door sales are strictly prohibited**. The Coordinator for Residential Education and Housing, and the Director of C.A.R.L. must approve all fundraising and solicitation activities taking place in residence halls and apartments.

Off-Campus

1) Solicitation outside the St. Bonaventure community (i.e. Olean, Allegany, parents, alumni, etc.) must be authorized by the Director of C.A.R.L. and the Associate Vice President for Advancement..
2) If approved, all communication forwarded to off-campus persons must be well written and in good taste. The organization adviser will approve all letters, fliers, etc.
3) Organization representatives conducting off-campus fund-raising activities will need a letter of introduction and/or authorization to share with off-campus agencies.
4) All business ventures by an individual or organization, profit or non-profit, involving the selling or promoting of a product or service off campus, or involving the solicitation of funds and/or in-kind gifts off campus in the name of the University, require written approval of the Office of University Relations. Without such approval, the Vice President for University Relations may impose a fine upon an organization and/or confiscate any monies collected. If it is not a student organization, the case will be presented to the Vice Provost for Student Life.
5) No direct solicitation of money and/or in-kind gifts may be made without expressed approval of the Associate Vice President for Advancement.
6) Credit card vendors are not permitted. Additionally, student groups are not allowed to solicit fellow students on behalf of credit card vendors.

C. Request to solicit off-campus agencies/organizations/individuals:

The previously stated criteria and procedures must be followed. In addition, the sponsoring organization and University must receive direct benefit from such a solicitation activity.

D. Vendors: Vendors wishing to sell or promote a product or service for profit on the St. Bonaventure campus must comply with the following:

1) Vendor must be sponsored by a University-recognized organization. Vendors should not be sponsored without benefit to the organization. Register with the Reilly Center ticket office;
2) St. Bonaventure University supports non-profit organizations (charitable organizations) co-sponsored by a student organization. Registration with the Center for Activities, Recreation and Leadership is required;
3) Advertising (fliers, posters, etc.) by vendors is subject to approval from the Reilly Center ticket office and C.A.R.L. before distribution on University property may begin. Promotion and advertisement for the fundraising activity must conform to the standards outlined in the "Advertising for Authorized Functions" policy (Appendix C, Student Code of Conduct).
4) St. Bonaventure University reserves the right to limit or restrict vendors and/or the sale of certain services or products.
5) Anyone under the age of eighteen (18) must be accompanied by an adult at all times.

6) Credit card vendors are not permitted.

E. Use of University Logos:

1) University Logo – The use of the University logo (the bell tower) is encouraged on all University publications. Please contact the Vice President for University Relations at (716) 375-2334 for approval of the use of the University logo.
2) University athletics logos – Please contact the Associate Director of Athletics for External Relations at (716) 375-2283 for approval to use the University's athletics logo(s).

Appendix L – Guests/ Visitors and Visitation Policies

Guest and Visitor – St. Bonaventure University is private property, for use by faculty, staff, and students. St. Bonaventure University welcomes guests and visitors, and those with official business at St. Bonaventure. **Guests/Visitors of resident students are limited to a 48-hour stay within a seven (7) day period.** The University requests that you abide by all University policies regarding use of facilities and maintenance of public order. While visiting the campus, please proceed directly to the office where you have an appointment, or inquire at the University Office of Safety and Security (375-2525) for directions.

Visitation Policy – visitation is not permitted to any residence hall floor other than one's own residence hall floor between the hours of:

1 a.m. and 8 a.m. on weeknights
2 a.m. and 10 a.m. on weekends

NOTE: Students who live on a floor that is partitioned into separate wings for male and female students are not permitted on any wing other than their own during the times listed above.

Appendix M – Procedures for Reporting Harassment (Discrimination)

Procedures: All reports of harassment (discrimination,) must be investigated by the University. Anyone wishing to report harassment may do so in the following ways:

1. Students wishing to report being a victim of harassment, or knowledge of another student(s) being a victim of harassment, where such harassment was allegedly perpetrated by another student, may do so through any of the following student life staff members: residential education staff (Resident Assistant (RA), Residence Director (RD), Coordinator of Housing and Residential Education, Executive Director of Residential Living and Conduct), or Safety and Security Services. The report will be investigated through the appropriate channels.
2. Students wishing to report being a victim of harassment, or knowledge of another student(s) being a victim of harassment, where such harassment was allegedly perpetrated by a faculty or staff member, may do so through any of the University's Advocacy Officers as outlined in the procedures set forth by the Council on Discrimination and Harassment (CODAH), or the University Ombuds officer. However, such a report could also be made to a member or the residential education staff (RA, RD, Coordinator of Housing and Residential Education, Executive Director of Residential Living and Conduct), or Safety and Security Services. Upon receiving the report, the abovementioned would turn the report over to the Director of the CODAH for investigation. Said report would be handled through the University's CODAH procedures, and not through the student judicial process.
3. Faculty or staff wishing to report being a victim of harassment, or knowledge of another faculty or staff being a victim of harassment, where such harassment was allegedly perpetrated by a student, may do so either through the CODAH procedures, or through the Executive Director of

Residential Living and Conduct. Any formal charges would occur through the University student judicial process.

4. Faculty or staff person wishing to report being a victim of harassment, or knowledge of another faculty or staff being a victim of harassment, where such harassment was allegedly perpetrated by a faculty or staff person, is not subject to this policy or procedure outlined here, but is subject to the CODAH policies and procedures.

Students, faculty and/or staff will have the following procedural options if filing a report through Judicial Affairs (distinct from the CODAH procedures).

a. Speak with the University Ombuds Officer
b. Obtain a "No Contact" order immediately
c. File a written report through Judicial Affairs and take no action
d. File a written report and have a mediation (only in appropriate situations)
e. File formal University charges against the student(s) allegedly perpetrating the harassment, and participate in a Judicial Process as outlined in the Code of Conduct for all violations of University Policy.

Accommodations

Certain accommodations may be made by the Vice Provost for Student Life or his designee in an effort to mitigate any situations where further harassment could occur as a result of a victim filing a report or bringing forward allegations. These accommodations could include, but are not limited to: summary suspension; changing class schedules of alleged victims and/or alleged perpetrators; changing room assignments and/or restriction from living on campus; "No Contact" orders; attendant restrictions; all other restrictions outlined in the Code of Conduct under "Interim Sanctions"; any other interim restriction or sanction deemed appropriate by the Vice Provost for Student Life or his designee.

Retaliation

Alleged victims also have the right to continue their educational endeavors free from retaliation or further harassment as a result of filing a report or participating in a judicial process. ANY evidence of such behavior from the alleged perpetrator, or on behalf of the alleged perpetrator, could warrant immediate summary suspension from the University pending judicial proceedings.

Sanctions

If a student is found responsible for harassment or related allegations through the student judicial process, all sanctions listed in the "Sanctions" section of this Code of Conduct would be considered possible outcomes, up to and including expulsion from the University.

For CODAH Policy and Procedures, go to my.sbu.edu, employee, governing documents, Discrimination and Harassment Policies and Procedures

Appendix N – Leaves of Absence

A leave of absence for medical reasons must be issued by the Vice Provost for Student Life. Students must make their requests *in writing* to the Vice Provost for Student Life at or prior to the time they are requesting to take the leave, and leaves will not be granted retroactively. Medical leaves of absence will not be entertained after the official last date to withdraw from classes, as established by the University's academic calendar, with the exception of extreme emergency cases.

Medical leave is granted by the Vice Provost for Student Life upon recommendation of the University physician and/or Counseling Center personnel or other appropriate professionals (see below). Medical leave is typically granted when a student's condition makes it necessary for the student to leave campus for an extended period of treatment. A medical leave serves a student in the following ways:

1. A student is withdrawn from classes, receives a “W” on the student transcript for those courses, and while the student does not receive academic credit for the courses, the student is not penalized for the withdrawal.
2. A student living in a residence hall is granted a space for the following semester upon readmission, provided that on-campus living is not a recommended restriction.
3. Financial payments to the University are reimbursed on a prorated basis.

Students leaving the University for medical reasons will be eligible to participate in the readmission process only after they have received necessary treatment, and upon approval of the Vice Provost for Student Life, in consultation with the . The student may be recommended for readmission only after the University receives written reports of evaluations from qualified health care professionals, and the student participates in an interview with theExecutive Director of the Center for Student Wellness . After these evaluations are complete and received by the University, a recommendation will be made to the Vice Provost for Student Life who will make a decision regarding the student’s eligibility for readmission. The University reserves the right to require consultations between the student and relevant professionals of the University’s choice. Stipulations for return to the University will be outlined at the time a request for leave is granted. Students who have withdrawn from St. Bonaventure with good standing may be readmitted when formal application for readmission is approved by the Office of Admissions. If the student has been absent for more than one full semester, a processing fee must be filed with the application.

Before a student is readmitted, the student must furnish an updated medical history record. Any student who leaves St. Bonaventure University for medical reasons must complete the readmission process by July 15 for the fall semester and by Dec. 1 for the spring semester. The readmission process requires that a student complete the following steps:

1. make reapplication through the Office of Admissions;
2. submit a letter from the student to the appropriate University representative indicating why the student believes he/she is ready to return to the University;
3. provide documentation as required by the Office of Admissions;
4. discuss with the appropriate University representative(s) the request for admission. If readmission is approved, on-campus housing, when appropriate, will be assigned by the Housing Office.

Appendix O – Maintenance of Public Order and Public Demonstrations

St. Bonaventure University recognizes an individual’s right to peacefully organize for the purpose of expressing opinions. Members of the St. Bonaventure University community are free to express opinions publicly and privately, but in an orderly and respectful manner that does not disrupt the operation of the institution. St. Bonaventure University reserves the right to revoke the campus privilege(s) including residency in or utilization of any of its buildings, or on its grounds, or any occupant whose conduct, solely in the University’s opinion, becomes injurious or potentially injurious to the academic community. St. Bonaventure University is private property, for use by students, faculty and staff. Members of the St. Bonaventure University hosting guests and/or visitors assume responsibility for the conduct of their guest(s)/visitor(s).

Unacceptable behavior/practices on the campus and properties of St. Bonaventure University include but are not limited to:

Harassment in any form; sexual harassment; violence against any community member or guest; theft or destruction of University or personal property; interference with academic freedom and freedom of speech; interference with an individual’s right to assemble peacefully; unauthorized occupation of any University facility, office or building; bias-related activity of any kind; lewd, indecent or obscene conduct or behavior; forcible interference with the freedom of movement of any member of the University

community or guest; any action or situation that recklessly or intentionally endangers mental or physical health, causes bodily or physical harm, or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization; any action that jeopardizes the safety of any member of the academic community, guest or visitor.

St. Bonaventure University does not condone, nor does it forbid, public demonstration. Campus demonstrations are limited to the outdoors and may include members of the University community exclusively. Demonstrations may not be conducted within 100 yards of the University Chapel, Franciscan Friary or University Health Services Center. Members of the University community who choose to peacefully demonstrate must register as a scheduled campus activity through the Office of Event Management Services and be approved by the Vice Provost for Student Life no less than 48 hours (two business days) prior to the event. A recognized student organization or University faculty/staff member must sponsor any/all campus events. Said student organization or faculty/staff member assumes all responsibility for the scheduled event. All members of the St. Bonaventure University community are expected to comply with the reasonable directives of any authorized University official, including but not limited to University Safety and Security staff members. Sound-amplification equipment may not be used at any time, in any place, or in such a manner so as to disrupt the University's functions of teaching, public service or administration, or study and sleep in the residence halls, or other authorized scheduled event. St. Bonaventure University neither permits, nor forbids, off-campus demonstrations by members of the University community. Students as participants in local community affairs, as residents of, or visitors to, Allegany, N.Y., Olean, N.Y., or other municipalities, colleges or universities, are expected to abide by local, state and federal laws and ordinances. The University will act in situations wherein a specific act off campus endangers the welfare of the University and/or wherein members of the University community are harmed as a result of student conduct off campus.

Appendix P - Parental Notification Policy

In situations involving serious injury, illness, emotional or psychological concerns, a University medical doctor, counselor, the Vice Provost for Student Life and/or his designee may notify the parent(s)/guardian of an affected student. The Vice Provost for Student Life or his/her designee may notify the parent(s)/guardian of other situations (e.g. disciplinary matters or crisis situations). Where possible, the student will be aware of and have the right to initiate such notification. Unless otherwise notified by the student, the University will assume that the student agrees to the involvement of parent(s)/guardian in this process as stated above.

Appendix Q – Residence Life and Housing Policies

GENERAL HOUSING POLICIES

The St. Bonaventure University Residence Life Program provides an environment that supports the Mission of St. Bonaventure University. The residence life environment supports the Catholic, Franciscan heritage, which acts as one of the many vehicles to cultivate academic and social achievement. Offering a living experience of quality, both academically and socially, St. Bonaventure strongly recommends on-campus housing for the first three years for the University experience. Based upon available space, the residential experience is offered to all undergraduate students. Residential space is available to graduate students on a limited basis; this upper-class residential experience is reserved for responsible individuals who wish to experience the unique Bonaventure tradition of the Bona's community. Residence hall space is limited by design and is intended as a privilege offered to our students, faculty and staff.

All students will be held accountable for damages to their personal living quarters. If individuals responsible for damage occurring in corridors and/or common facilities of the residence halls are not

identified, all students living in the area in which the damage occurs will be held accountable. If any individual is judged responsible for damages subsequent to resident students being charged, students will be reimbursed accordingly. All rooms are equipped with necessary furnishings. Students are not permitted to bring additional wooden or flammable furnishings that add to the fire load of the room. *Any* additional furniture must be approved by the student's residence director. Removal of University furniture from any residence hall is strictly prohibited, and the University will not store unwanted furniture. Students with disabilities who may require specialized housing accommodations will need to fill out a Housing Accommodations Request Form. These forms can be obtained in the Housing Office, Health Services in Doyle Hall, or in the Teaching and Learning Center, Doyle Room 26. NOTE: The University is not liable for a student's property that may be lost, stolen or damaged in any way, wherever this may occur on the premises, including storage facilities. University students may wish to consider seeking renters insurance and/or property insurance while living in University residence halls and attending St. Bonaventure University. NOTE: Students are responsible for keeping their residences locked.

Cable/Television: Cable hook-up is available to each student living in the residence halls. Televisions are permitted, provided no outside antenna/dish is required.

Change of Address: All students are to report changes of home address and/or telephone number to the Registrar's office within ten (10) days of the change.

Check-In Procedures: Resident students are required by the University to formally check in to the residence halls with the Residence Life staff upon their arrival at the start of the academic term. Generally, residence halls will open to resident students 24 hours prior to the start of the academic term. Each student assumes responsibility for the room, apartment or townhouse the student contracts. The University provides each resident student with an inventory form for this purpose. The room inventory form is to be completed at the time of check-in to assess the present condition of the room and to ensure against improper billing at the end of the academic term.

Check-Out Procedures: When the student moves out of the room for any reason at any time, the student must comply with the proper check-out procedures. The preferred method is Express Check-Out. An Express Check-Out form and key envelope must be obtained from a Residential Education staff member, and can likely be found in the RA Office for that residential area. The student must complete the form, place the room/building key(s) in the key envelope, and return both to a Residential Education staff member. Every student has the right to have a professional staff member evaluate the room in his/her presence to do a preliminary damage assessment. While the Express Check-Out form waives this right, students choosing to have a professional staff member evaluate the room must make arrangements with the Residence Director in advance of their departure. This preliminary assessment, done with the inventory card, may not be the final inspection, as final damage assessments cannot be made until all occupants of the room have removed all of their belongings. Failure to properly check-out, either with Express Check-Out or with a professional staff member, will result in a $25 Improper Check-Out fine, in addition to whatever key charges may apply.

Lofts: Wooden lofts are not permitted to be built in residence hall rooms. If a student wishes to purchase and construct a metal loft in a residence hall room, it's done at his or her own risk, and must follow this procedure:

1. obtain a loft registration form
2. get permission from the residence director prior to construction of the loft
3. have the residence director inspect and approve the loft immediately after construction.

Any student who does not follow this procedure will be mandated to remove the loft *immediately* and may be subject to judicial action and/or fines.

Meal Plan: A student living in a residence hall must purchase one of the following meal plans: Bona Platinum, Bona Gold, or Bona Silver. The only exceptions are students living in Townhouse or Garden Apartments, and graduate students. Unused Flex Dollars and student block plan meals will transfer from the fall to the spring semester. At the end of the spring semester, unused Flex Dollars and student block plan meals are nonrefundable and cannot be transferred to the summer or the new academic year. Absolutely no reimbursements will be given for unused meal plans or Flex Dollars. Within the abovementioned guidelines, students may change a University meal plan during the first ten (10) business days of each semester only. This policy is strictly enforced. Students are required to personally file the appropriate request form for a meal plan change by reporting to the Housing Office. Meal plan changes are done exclusively through the Bona Express Office, RC 202.

Painting: Students may, within University guidelines, enhance their living environment by painting their room, or painting (appropriate) murals in common area spaces. Should a student wish to do this, he or she must obtain PRIOR approval from the residence director for said residence hall by:

1. obtaining a painting permission form from the residence director
2. providing the form and a sample of the color, or exact drawing of anticipated mural, to the director of housing. The residence director will either approve or deny the request.
3. If approved, the room or mural is subject to inspection by the residence director. Students understand that they will be held accountable for all damages to University property if established painting procedures are not followed.

PETS: Pets are not permitted in any University facility. NOTE: In accordance with Section 504 of the Rehabilitation Act of 1973 and 1990 Americans with Disabilities Act, modifications will be made to allow the presence/use of service animals.

Room Changes: Room assignments are made in the spring for all returning resident students and during the summer months for all new students. Requests for room changes should be based on serious concerns. When room changes are necessary:

1. Room change requests must be presented to one's Resident Assistant and then to the Residence Director.
2. Changes, when approved, must fall within the guidelines established for check-in and check-out procedures.
3. All room changes are based upon available space (which is generally limited) in the residence halls.
4. Unauthorized changes will result in disciplinary action, fines, and may result in the loss of University housing.

Room/Apartment Care & Inspection: Students are responsible for cleaning their own room, for removing waste materials regularly and maintaining sanitary and safety conditions. RECYCLING IS REQUIRED. Additionally, students living in suite-style accommodations are responsible for regular cleaning of their bathrooms.

NOTE: St. Bonaventure University affirms its respect for residents' rights to maximum privacy in their room, apartment, and townhouse. However, authorized personnel may enter rooms for reasons of health, safety, general welfare, or to make necessary repairs to room or room equipment. See Student Code of Conduct for further description of the University's Room Search procedures.

Appendix S – Sexual Violence

Statement of Intent:

St. Bonaventure University promotes the respect for the dignity and integrity of each person. Therefore, acts of sexual violence are not acceptable in our community, and will not be tolerated. The Sexual Violence policy is designed to give all students the knowledge and ability to make informed choices, and the information to understand when they have been wronged. While the University expects all students to abide by NYS laws with regards to Sex Offenses (see NYS Penal Code, Article 130, *Sex Offenses*), students must understand that the University treats this issue very seriously. Any violation of said laws, and/or the below-stated University policy, will be subject to a hearing by the University Judicial Board and the full range of its sanctioning power, up to and including expulsion. *See "Reporting Procedures" near the end of this appendix*

Sexual Violence Policy

Sexual Violence, according to the following standards set forth by St. Bonaventure University, is defined as any unwanted sexual contact, or behavior of a sexual nature, committed by an individual or group of individuals, against another individual(s) without expressed consent from the victim(s). Sexual misconduct can be committed by a male or female, against someone of the opposite or same sex.

Sexual Violence offenses include, but are not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Intercourse
3. Non-Consensual Sexual Contact
4. Sexual Exploitation

Definitions:

1. **Harassment (Sexual) -** Sexual Harassment is a form of harassment with specific distinguishing characteristics, which are described below. Sexual harassment has been defined by the EEOC as a type of prohibited sex-based discrimination. According to the EEOC guidelines, supported by St. Bonaventure University, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute *sexual harassment* when
    a. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's education/employment;
    b. submission to or rejection of such conduct by an individual is used as the basis for education/employment decisions affecting such individual; or
    c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive educational/working environment. For example, sexual harassment would include the following kinds of behavior, or other kinds of behavior with a similar harassing effect:
        i) abusing an employee or student through insulting, degrading, or oppressive sexual remarks, jokes, innuendoes, or other sexually oriented conduct (including, among other things, graphic or descriptive comments relating to an individual's body or physical appearance; sexually oriented teasing or pranks; improper suggestions, objects, or pictures; unwanted physical contact); or
        ii) threats, demands, or suggestions that an employee's working conditions or a student's grade depends in any way upon tolerating or accepting sexual advances or sexually oriented conduct.

2. **Non-Consensual Sexual Intercourse –** engaging in, or attempting to engage in, anal, vaginal, or oral penetration of any kind, however brief that penetration may be, with another person without the person's expressed consent (see "consent" defined below). Intercourse includes:

vaginal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight.

3. **Non-Consensual Sexual Contact –** intentionally having any physical contact of a sexual nature with another person without his/her expressed consent (see "consent" defined below). Acts of unwanted sexual contact may include but are not limited to the touching a person's buttocks, penis, vagina, breasts; and/or touching of another person with said body parts; and/or making another touch you in said manner; and/or taking clothes off of another person.

4. **Sexual Exploitation –** any behavior pertaining to sexual activity, which knowingly degrades or subjects a victim to degradation, without that person's consent, and does not fall under the category of Non-Consensual Sexual Intercourse or Contact. Said behaviors may include but are not limited to any audio and/or visual recording of a consensual sexual act without the person's knowledge; distributing, without the prior consent or knowledge of the victim of exploitation, an audio and/or visual recording of a consensual sexual act; voyeurism; knowingly spreading HIV or STI to another person without his or her knowledge; attempting to incapacitate someone for the purposes of committing sexual assault or unwanted sexual contact defined above; exposing one's genitals in non-consensual circumstances or inducing another to expose their genitals.

Additional Applicable Definitions:

Consent

Consent is defined as a clear, verbal and voluntary "yes". The following conditions apply to the term "consent" according to the University:

1. Silence, lack of physical resistance, and/or the absence of a verbal "no" are not forms of effective consent.
2. Once a person says "no," it is established that he or she is not giving consent to a sexual act. Any activity or further encouragement beyond that point could be construed as force, coercion or intimidation.
3. Prior relationship, existing relationship, or prior sexual contact does not pre-suppose consent. A sexual act must be mutually agreed upon each time it occurs.
4. Consent to one sexual act does not indicate consent to all sexual acts.
5. Effective consent cannot be given if a person is incapacitated (see below).
6. Effective consent cannot be given under coercion, force, or threat of physical harm or injury.

A person is considered unable to give effective consent under the following conditions according NYS Penal Law, Article 130, Sex Offenses:

1. He/she is unconscious or otherwise physically unable to communicate consent or lack of consent to an act.
2. He/she is mentally disabled, or suffers from a mental disorder, which renders him/her incapable of appraising or controlling his/her conduct.
3. He/she is mentally incapacitated, rendering him/her temporarily incapable of appraising the nature of his/her conduct, due to the influence of alcohol or other drugs, administered to him/her without his/her consent.
4. He/she is less than 17 years old.

Force

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. It includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

Coercion
Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes it clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Incapacitation
Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of the sexual interaction). Incapacitation can result from disability, sleep, involuntary restraint, or the taking of drugs or alcohol.

Confidential Assistance

If a student is seeking assistance as a result of an incident of sexual violence, but wishes to have the details kept entirely confidential, they should speak with counselors or health care providers in the Center for Student Wellness, religious in University Ministries, and/or off-campus resources such as Victim's Services or Olean General Hospital (contact information is provided in this section). Anytime an incident is reported to a mandated reporting authority at the University, an investigation will be initiated.

Reporting Sexual Violence

All reports of sexual violence should be made to Safety and Security Services. The University's main concern is that survivors of sexual violence receive the help and guidance essential for beginning the process of healing, while giving special consideration to the welfare of the campus community. Students have several options for receiving assistance if they are a survivor of sexual violence. Faculty, administration, staff, and religious at the University have different roles and responsibilities. Procedures for reporting sexual violence are outlined under "University's Procedures for Reporting Sexual Violence" below.

Formal Report
Students wishing to file a formal complaint for investigation through the University should follow procedures outlined in "University's Procedures for Reporting Sexual Violence. All formal complaints will be investigated, and investigations should take no longer than 60 days to complete. A decision will be made by the Vice Provost for Student Life or his designee whether or not the matter will be heard through the University Judicial Process, and what process will be utilized, once the investigation is complete.

University's Procedures for Reporting Sexual Violence

All reports of sexual violence must be investigated by the University. Anyone wishing to report such incidents should do so through Safety and Security Services. Investigations should take no longer than 60 days, and will be handled in the following ways:

1. Students wishing to report being a victim sexual violence, or knowledge of another student(s) being a victim, where such behavior was allegedly perpetrated by another student, should do so through Safety and Security Services. The report will be investigated through University appointed Title IX Investigators. Investigator will submit his/her findings and recommendations for further action to the Title IX Coordinator.
2. Students wishing to report being a victim of sexual violence and/or harassment, or knowledge of another student(s) being a victim, where such behavior was allegedly perpetrated by a faculty or staff

member, may do so through Safety and Security Services. The report will be investigated through University appointed Title IX Investigators, in cooperation with University CODAH advocacy officers, and Title IX would submit his/her findings to the Title IX Coordinator and the Director of the CODAH. Said reports would be handled through the University's CODAH policy, and not through the judicial process.

3. Faculty or staff wishing to report being a victim of sexual violence or knowledge of another faculty or staff being a victim, where such behavior was allegedly perpetrated by a student, should do so through Safety and Security Services. The report will be investigated through University appointed Title IX Investigators. Investigator will submit his/her findings and recommendations for further action to the Title IX Coordinator.
4. Faculty or staff person wishing to report being a victim of sexual violence and/or harassment, or knowledge of another faculty or staff being a victim, where such behavior was allegedly perpetrated by a faculty or staff person, is not subject to this policy or procedure outlined here, but is subject to the St. Bonaventure University CODAH policies and procedures.

Accommodations

Certain accommodations may be made by the Vice Provost for Student Life or his designee in an effort to mitigate any situations where further threat and/or harassment could occur as a result of a victim filing a report or bringing forward allegations. These accommodations could include, but are not limited to: summary suspension; changing class schedules of alleged victims and/or alleged perpetrators; changing room assignments and/or restriction from living on campus; "No Contact" orders; attendant restrictions; all other restrictions outlined in the Code of Conduct under "Interim Sanctions"; any other interim restriction or sanction deemed appropriate by the Vice Provost for Student Life or his designee.

Retaliation

Alleged victims also have the right to continue their educational endeavors free from retaliation or further harassment as a result of filing a report or participating in a judicial process. ANY evidence of such behavior from the alleged perpetrator, or on behalf of the alleged perpetrator, could warrant immediate summary suspension from the University pending judicial proceedings.

Sanctions

If a student is found responsible for sexual violence or related allegations through the judicial process, all sanction definitions can be found in the "Sanctions" section of the Code of Conduct, would be considered possible outcomes, up to and including expulsion from the University. The sanctions possible if someone is found responsible for Sexual Violence are: Written Warning, Disciplinary Fines, Community Service, Attendant Restrictions, Disciplinary Probation, Loss of Campus Residency, Suspension, or Expulsion.

Distribution of Policies and Procedures

The University Policy and Procedures for Sexual Violence as they relate to SBU students can be found in the Student Code of Conduct, Appendix X. The Code of Conduct is located online at www.sbu.edu/studenthandbook, or by going to the student life webpage at www.sbu.edu. Students, faculty and staff can also locate the Code of Conduct on MySBU under general links. Hard copies of the Code of Conduct can be obtained by contacting the Student Life Division, 716-375-2512, or by going to the Student Life Office, Reilly Center 201. Additionally, the Sexual Violence policy and procedures are available in the annual crime report, published on the Student Life page of the University website, and hard copies are available in both the Safety and Security Office on the first floor of Robinson Hall, and in the Student Life Office.

Title IX Coordinator

In accordance with Office of Civil Rights legislation pertaining to Title IX of the Education Amendments of 1972, the University is required to appoint and maintain a coordinator for Title IX Compliance on campus. St. Bonaventure University's Title IX Coordinator is the Director of Human Resources. All reported incidents of sexual violence and subsequent documentation of investigations, findings, and judicial hearing outcomes will be kept on record with the Title IX Coordinator in accordance with University policies regarding records management.

Appendix T – Smoking Policy

The New York State Legislature has determined that there is a significant body of scientific literature showing that breathing second-hand smoke is a health hazard for nonsmokers. To protect nonsmokers from involuntary exposure to secondhand tobacco smoke in indoor areas, and to preserve the health, comfort and environment of the people of New York, the Legislature has enacted a law regulating smoking in certain public areas, including private educational institutions. St. Bonaventure University, as an educational community and consistent with the Franciscan values recognizing the sanctity of human life, complies with this New York state mandated health policy.

In compliance with state law, then, and faithful to the core values of St. Bonaventure University, the following smoking regulations have been adopted:

1. **Smoke-free Workplace**: St. Bonaventure University guarantees its employees and students a smoke-free workplace.
   a) Smoking is prohibited in **ALL** indoor areas of the University, including University vehicles.
   b) Smoking is not permitted in any residence facility, at anytime.
   c) Smoking is prohibited within 30 feet or less distance from all entrances/exits to all University buildings.

2. **Tobacco Products**: Sale of tobacco products is restricted on campus.

3. **Posting of Signs**: "No Smoking" signs will be prominently displayed. Additionally, copies of this policy will be posted on the University Web site, employee handbooks and available to all employees and prospective employees upon request.

4. **Enforcement:** Failure to comply with this policy places both the smoker and the University at risk of substantial civil penalty.

   a) Sanctions: Sanctions will be imposed as a result of a University judicial hearing.

   b) Flagrant repeated violations of this policy may be cause for severe disciplinary action up to and including dismissal (for employees) or expulsion (for students). These sanctions will be assessed through already existing University procedures.

5. **Responsible Person**: Complaints may be directed to the director of Safety and Security, the University's agent responsible for enforcing this policy, and/or the residence life staff for violations occurring in the residence halls.

Appendix U – Social, Recreational and/or Educational Activity Policies

1. All University organizations and departments must contact the Office of Event Management Services (118 Robinson Hall) and the Center for Activities, Recreation and Leadership (208 Reilly Center) as the first steps in scheduling a special event, activity or program. In addition, both offices will assist your organization or department in making your event a successful event across the board. In order to ensure compliance with University policy and procedure, and to best ensure a successful event for all concerned, the following areas should be given careful consideration:
   a. Scheduling a facility
   b. Technical needs to include sound & light reinforcement, multi-media, etc.

c. Ticket sales
d. Marketing
e. Research, planning, advertising, promotion, production and assessment
f. Risk awareness
g. Policies and procedures
h. Security
i. Food Service
j. Transportation
k. Hospitality
l. Contracts
m. Labor
n. Anticipated attendance
o. Goals and Objectives
p. Anticipated outcomes
q. Analysis of who, what, why, when and where

2. Every student club and organization that plans to do a special event, activity, or program needs to complete a Student Activities Special Event/Activity Programming form, which is available in the Center for Activities, Recreation and Leadership (208 Reilly Center). This form must be completed and approved by the Director of the Center for Activities, Recreation and Leadership prior to any special event, activity, or program taking place. You must also complete an Event Request Form, available in the Office of Event Management Services (118 Robinson Hall), to ensure placement on the University calendar and to receive assistance with special event needs. It is further understood that prior to approval, no advertising or promotion of the event will take place in any form. Once approved, a copy will be sent to the Office of Event Management Services to place this event on the University calendar.
   It is understood that no student, student club or organization member, officer, or adviser is permitted at any time, to commit any current or future St. Bonaventure University resources in support of a program or event without the approval and written consent of the Director of the Center for Activities, Recreation and Leadership. Also, any inquiries or contacts made outside the University by a student club or organization towards securing goods or services from a vendor, implied or otherwise, both verbal or in writing, are not considered valid by the University without the approval of the Director of the Center for Activities, Recreation and Leadership. It is further understood that student club and organization officers, members, and advisers cannot commit University or student funds either allocated or raised under University guidelines to any student for services or goods to be rendered, without the approval and written consent of the Assistant Director of the Center for Activities, Recreation and Leadership. As per University purchasing policy, student club and organization officers, advisers, and members must submit a purchase requisition form to the Office of the Center for Activities, Recreation and Leadership with all the required information and signatures. Goods or services cannot be ordered or purchased before submitting a purchase order requisition form. Failure in any way to comply with this University purchasing policy will make the non-compliant party(ies) responsible for the debt incurred to the outside vendor.

3. The organization sponsoring a special event, activity or program is responsible for any and all damages caused by those attending and the organization must pay the cost of repairing any damages and/or replacement costs. If the organization contests payment, the matter will be brought to the Vice Provost for Student Life.

4. Student organizations (including all student members of the organization) require an adviser (chaperone/s) when traveling/representing St. Bonaventure University.

5. Students traveling internationally while participating in extra-curricular activities, including University social and service-related trips, must complete the required medical form available through University Health Services.

6. A sufficient number of advisers (chaperones) are required to adequately supervise the number of students representing St. Bonaventure University at an event/function away from campus. Please refer any questions related to organizational travel to the Director of the Center for Activities, Recreation and Leadership. Please note: A Risk Awareness/Travel Agreement form is required of each person traveling. This form is available in the Office of the Center for Activities, Recreation and Leadership (RC208) and must be signed by the participant, the chaperone and the Assistant Director of the Center for Activities, Recreation and Leadership prior to traveling on a University-sponsored trip.

7. The organization sponsoring a special event, activity, or program is responsible for the maintenance of good order and proper behavior and must abide by the rules and regulations as outlined by the Director of the Center for Activities, Recreation and Leadership, and under the provisions outlined by St. Bonaventure University and Student Code of Conduct.

ID/GUESTS: Campus Rathskeller

1. All SBU persons attending over- and under-age events with alcohol being served must have a St. Bonaventure University identification card to gain admittance to the event.

2. All SBU persons and/or guests who wish to purchase and consume legal beverages at the campus Rathskeller must have a legal form of appropriate identification.

3. A member of the SBU community, if applicable, must accompany all guests. Students are responsible for the conduct and behavior of their guest(s).

4. If the event of a program is deemed a closed event by the organization sponsoring it (meaning open to those only of age and/or members of a particular class), appropriate legal identification is required for admittance.

GENERAL REQUIREMENTS:

1. The University and New York state prohibit showing or carrying any form of false identification, public intoxication, and operation of a motor vehicle while under the influence of alcohol or a controlled substance.

2. When legal beverages are purchased at the Rathskeller, non-alcoholic beverages and high protein foods must be available during the hours of operation and must be free of charge during closed events.

All University, federal, state and local laws and regulations are in effect at events in which legal beverages are available for purchase. It is further understood by all attending who purchase and consume alcoholic beverages at these events, that they will do so in a responsible manner and will not drink alcohol and drive a motor vehicle.

Appendix V – Student Clubs and Organizations Policies and Procedures

Each student is strongly encouraged to become involved in the University by becoming a member of a student organization(s). The Center for Activities, Recreation and Leadership and the Student Government Association coordinate, initiate and respond to concerns relating to student organizations.

Organizational members and advisers are expected to keep these offices informed. All activities and projects must be registered with these offices.

1. Issuance of Charters
   a. A University-recognized organization may exist on campus only when it has received a charter from Student Government. Petitions for a charter must include:
      i. The name and purpose of the group
      ii. The appropriate membership expected
      iii. The name of the advisor of the group
   b. When a group receives a charter, the names of the responsible officers and a copy of the group's constitution must be submitted to Student Government as soon as they are established. All chartered student organizations must submit an organization registration form and an updated constitution to Student Government.

2. Revocation of Charters
   a. A charter may be revoked by Student Government, in consultation with or at the request of the Director of the Center for Activities, Recreation and Leadership in the following instances:
      iv. If an organization does not follow its original intent and guidelines
      v. If there is a mismanagement of University appropriated funds
      vi. If the organization is found to be responsible for serious violations of University policy
      vii. If the organization is found to be responsible for serious violations of local, state or federal law
   b. A student organization may appeal a decision concerning the revocation of its charter to the Vice Provost for Student Life.

3. Membership in Student Organizations
   a. Active membership in student organizations is open to full-time and part-time students in attendance at St. Bonaventure University as well as to the academic and administrative staff of the University. Other persons may be inactive members of a student organization if its constitution or by-laws so provide.
   b. Only active members may:
      i. Hold an office in the organization
      ii. Preside, officiate and vote at the meeting
      iii. Distribute materials on campus on behalf of the organization. Inactive members may assist an active member in distributing materials, but an active member must be present at all times.
      iv. Solicit funds on behalf of the organization.

4. Advisers to Student Organizations
   a. Every student organization must have an adviser. The advisers for the University's organizations are subject to final appointment, on an annual basis, by the director of the Center for Activities, Recreation and Leadership, after consultation with the appropriate organization. The adviser must be a full-time member of the administrative staff or faculty.

   b. An Adviser's Responsibilities are to:
      i. Ensure that the organization's financial affairs are handled in a business-like manner;
      ii. Ensure that all functions of the organization conform to University regulations as well as local, state and federal laws;
      iii. Inspect and affix their signature to the quarterly report sent to the treasurer of Student Government;
      iv. Attend all meetings of the organization. If absent from any meetings, advisers are to receive a copy of the minutes of the meeting;

v. Be present, or have a representative present, at all social events sponsored by the organizations;
vi. Upon discovery of any procedures or actions that they believe to be seriously detrimental to the organization and it members, bring the matter to the attention of the officers of said organization and, if necessary, to the attention of the director of the Center for Activities, Recreation and Leadership;
vii. Notify the director of the Center for Activities, Recreation and Leadership if the adviser finds that circumstances require his or her resignation.

c. Organization's Responsibility to the Adviser:
   i. Officers are required to consult their advisers regarding their opinion on all proposed activities;
   ii. The advisers should be considered the first contact by members of the organization who feel that the officers are delinquent in their duties;
   iii. The adviser should have full speaking privileges at all meetings of the organization, its committees or subcommittees;
   iv. When a change in adviser becomes necessary, the organization's president or chief executive officer must contact the Director of the Center for Activities, Recreation and Leadership.
d. Use of the University's name – Events or activities sponsored by student organizations must not be advertised or promoted in such a way as to suggest that they are functions sponsored by the University.

Appendix W – Students with Disabilities Policy

Under Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, St. Bonaventure University is mandated to make reasonable accommodations for otherwise qualified students with disabilities. These limitations may include visual or auditory impairments, learning disabilities, orthopedic involvement, mobility impairment or other medical conditions. Individuals with non-visible disabilities, such as seizure disorder, head trauma, emotional illness or diabetes may also be entitled to receive support services. Specific accommodations will be arranged with each student depending on the type and extent of the disability. The full policy statement entitled *St. Bonaventure University Policy Statement – Students with Disabilities* is available in the Teaching and Learning Center in Doyle Hall.

Appendix X – Technology Policy

Technology Services

Due to rapid changes in technology, you should refer to our Web site at http://technology.sbu.edu for the latest information and support for using University technology, software, and network services. Also, please read the computer use policy available on our technology Web site under Student Technology.

Connecting to University Network:

All students will be required to have virus protection installed on their computers before connecting to the network. Once connected to the network you will be required to run University sanctioned McAfee virus protection. The software can be downloaded (free of charge) from our Web site at http://technology.sbu.edu. It is recommended that students configure this software for auto-updates.

Users running Microsoft Windows operating systems will also be required to update the critical patches provided by Microsoft. Critical patches address system vulnerabilities as they are found in Microsoft's operating systems. Instructions on how to do this will be provided on our Web site at http://technology.sbu.edu for the latest updates and information.

Computer/Phone Support: Students are ultimately responsible for their own computers and phones. Technology Services reserves the right to refer students back to the vendor for further technical support. If you are experiencing problems contact the help desk (716-375-7600). The help desk office is located in the basement of Hopkins Hall. Staff is available from 7:30 a.m. through 9 p.m. Monday through Thursday and 7:30 a.m. through 5 p.m. on Fridays. You can leave a voice mail message after hours or send an e-mail to helpdesk@sbu.edu and someone will contact you the next business day. You may also want to visit our Web site at http://technology.sbu.edu for the latest updates and information.

Network Accounts: All students are issued a network account at St. Bonaventure University. If you are not sure what your login ID or password is you must personally come down to the help desk (basement of Hopkins) with your student ID for assistance. Please note that passwords will not be given out or changed over the phone or through other e-mail accounts due to security reasons.

My SBU: The My SBU campus portal is your gateway to many essential services. Checking your grades, viewing your unofficial transcripts, accessing your e-mail, registering for classes and paying your bills are just some of the services available at MySBU. It can be accessed from any Internet connection (on or off campus) at http://my.sbu.edu.

The E-mail System: St. Bonaventure Web Mail can be accessed from any Internet connection in the world. The address is http://webmail.sbu.edu. Web Mail is best viewed with Internet Explorer.

E-mail Tips: E-mail boxes are limited to 100mb of storage; students are responsible for managing their own account. To delete a message, simply highlight it and hit the delete button on your keyboard. This moves the item into deleted items; this is where you would permanently delete the item in the same manner. Students are also advised to clean out their sent items folder as well.
*Note: Popup stoppers can cause the loss of access to new messages. It is recommended that webmail.sbu.edu be added into the white list of the popup stopper or that any popup stopper is turned off before trying to view Web mail.