

Student Life Polices and Procedure

Code of Student Character & Conduct

Fontbonne's tradition has always involved a commitment to facilitating the development of ethical, moral and value awareness in the entire campus community, including students. It is our belief that the campus environment can be a positive influence on students' values. A basic assumption is that students at Fontbonne are motivated, mature and responsible. The following guidelines are meant to support that assumption.

Preamble/Introduction

According to its Mission Statement, Fontbonne is dedicated to the discovery, understanding, preservation, and dissemination of truth. The University seeks to educate students to think critically, to act ethically, and to assume responsibility as citizens and leaders. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The Code of Student Conduct is written to clarify those standards of behavior, which Fontbonne considers essential to its educational mission and its community life. These general behavioral expectations and specific regulations are intended to represent a reasonable regulation of student conduct. Fontbonne reserves the right to amend, withdraw or add to these policies and procedures at any time. Fontbonne shall inform students of any such changes on the University website.

Prohibited Conduct

Students enrolling at Fontbonne University assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. Generally, Fontbonne University jurisdiction and discipline shall be limited to conduct which occurs on Fontbonne premises or which adversely affects the University community and/or pursuit of its objectives. Misconduct for which students may be subject to discipline falls into the categories listed below:

- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Fontbonne activities, including its public-service functions on or off campus, or other authorized non-Fontbonne activities, when the act occurs on Fontbonne premises.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the safety and well-being of any person, including oneself (see Anti-Harassment Policy on page 34).
- Actual or threatened sexual assault. This includes, but is not limited to, unwelcome sexual touching, making unwelcome sexual advances, or request for sexual favors. See Sexual Harassment Policy on page 35 of the Griffin Scratch.
- Hazing. Hazing is any act which endangers the safety or well-being of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on Fontbonne premises or at functions sponsored by, or participated in by, the University.
- Use, possession, or distribution of narcotics or other controlled substances except as expressly permitted by law. The possession or use of drug paraphernalia is also prohibited.
- Possession or use of explosives, firearms, weapons, or hazardous chemicals is prohibited on property owned, operated or leased by Fontbonne University. This includes the carrying of concealed weapons and the storage of weapons in vehicles.
- Attempted or actual damage, destruction, or defacement of University property or property of a member of the University community or other personal or public property.
- Attempted or actual theft of University property or possession of stolen University property or property of any person.
- Forgery, alteration, or misuse of any University document, record, or instrument of identification.
- Unauthorized use of the name or insignia of the University by individuals or groups.
- Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
- Misuse of telephone, including assisting or making unauthorized or harassing calls or making false calls to request emergency services.

- Misappropriation or misuse of student organization funds or property, including overextension of the budget of a student organization and unauthorized personal use of equipment.
- Violation of the University policy on computer use (see page 38).
- Providing false, dishonest, distorted or misleading information in any communication with any University representative, official, faculty member or office.
- False reporting of an emergency, such as a bomb, fire, or other emergency in any building, structure or facility by means of activating an alarm or any other manner.
- Failure to identify oneself and/or to cooperate with persons in authority who are in the process of discharging their responsibilities.
- Violation of federal, state or local law on University premises or at University sponsored or supervised activities.
- Violation of the University policy on drugs and alcohol (see page 32).
- Violation of the Residence Hall contract.
- Violation of any University policy or procedure not otherwise listed here.
- Abuse of the University judicial process including, but not limited to:
 - Failure to respond to communications from a University official or judicial body
 - Falsification, distortion, or misrepresentation of information before a University official or judicial body
 - Disruption or interference with the orderly conduct of a judicial proceeding
 - Interruption of a judicial proceeding knowingly without cause
 - Attempting to discourage an individual's proper participation in, or use of, the judicial system
 - Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding
 - Harassment (verbal or physical) and or intimidation of a University official or member of a judicial body or prior to, during, and/or after a judicial proceeding
 - Failure to comply with the sanction(s) imposed under the Student Code of Conduct
 - Influencing or attempting to influence another person to commit an abuse of the judicial system
- Refusal to cooperate in an investigation conducted by or on behalf of Fontbonne University
- Engaging in conduct which Fontbonne University determines is in violation of any policy, mission or value of Fontbonne University (see page 26 for violations of academic integrity/honesty).

Complaint Resolution Process

The complaint resolution procedure set forth below may be utilized by Fontbonne to resolve issues of student conduct but Fontbonne retains the discretion to take action regarding any reports of student conduct that may violate the Code of Student Conduct, and may initiate an investigation or disciplinary action on its own initiative.

A. Complaint

Any member of the Fontbonne community may file a "Conduct Complaint Form" against any student for violation of the Code of Student Conduct. Forms must be submitted to the Vice President for Student Affairs or designee. Forms are available electronically. Contact the Student Affairs Office.

B. Investigation

The Vice President for Student Affairs, or his or her designee, may conduct an investigation to determine if the complaint has merit. (Ordinarily, complaints that a student has violated the academic regulations of the University are received and heard by the Academic Affairs Office.) The University reserves the right to proceed with its judicial process even if separate criminal or civil charges are pending against the accused student for the same conduct giving rise to the complaint.

The determination against an accused student by either the Vice President for Student Affairs, designee, or hearing committee shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Student Conduct.

In certain circumstances, the Vice President for Student Affairs or designee may impose a Fontbonne University or residence hall interim suspension prior to the conclusion of any investigation or any other action being taken by the Vice President for Student Affairs, designee, or hearing committee. Interim suspension may be imposed as the Vice President for Student Affairs deems appropriate, and for reasons including, but not limited to:

to ensure the safety and well-being of members of the University community or preservation of Fontbonne property and facilities used by Fontbonne;

to ensure the student's own physical or emotional safety and well-being;

if the student poses a direct threat to himself/herself or others, or if the student poses a threat of disruption of or interference with the normal operations of the University. During an interim suspension, students may be denied access to the residence halls,

access to the campus (including classes), and/or access to all other activities or privileges for which the student might otherwise be eligible.

Ordinarily, the accused student and the Vice President for Student Affairs or designee will meet within five business days to discuss the complaint unless the circumstances are such that the Vice President for Student Affairs or designee determines that the meeting is not necessary. The accused will have an opportunity to respond to the complaint. At the conclusion of the investigation, the Vice President for Student Affairs or designee may determine that the accused violated or did not violate the Code of Student Conduct. If the Vice President for Student Affairs or designee determines that the accused has violated the Code of Student Conduct, the Vice President for Student Affairs or designee will determine appropriate sanctions against the accused. Any sanctions or other considerations will be provided to the accused in writing. In most cases, the complainant will not be informed of the outcome. If the Vice President for Student Affairs or designee determines that the accused has not violated the Code of Student Conduct, the Vice President for Student Affairs or designee will so notify the accused.

In some cases, it may be necessary for the Vice President for Student Affairs or designee to seek additional information before rendering a decision. The accused may be asked to be present at any subsequent meetings before a final decision is made.

In some cases, the Vice President for Student Affairs or designee may determine to have the complaint against an accused student reviewed by a hearing committee, which shall then have the authority to determine whether or not an accused student has violated the Code of Student Conduct. While the committee may also be asked to make a recommendation regarding sanctions, the Vice President for Student Affairs or designee will make the final decision on sanctions, if appropriate.

The hearing committee shall consist of two students and three faculty or staff members, and alternates, who will be appointed by the Vice President for Student Affairs or designee as needed for a one year term. A chair shall be elected from the faculty or staff members. Hearings shall be conducted as follows:

Hearings shall be conducted in private.

Admission of any person to the hearing shall be at the discretion of the hearing committee chairperson.

For charges involving more than one student, the chair of the hearing committee may permit separate hearings for each accused student.

The accused student is responsible for presenting the student's own case in a hearing. If the student so desires, an advisor from the faculty or staff, who is not serving on the committee, may be assigned to assist the accused student prepare for the hearing.

The complainant, the accused and the hearing committee may present witnesses.

The chair shall determine which records, exhibits, and written statements may be considered by the committee.

All procedural questions are subject to the final decision by the chairperson.

After the hearing, the hearing committee shall determine by majority vote if the student has violated one or more sections of the Code of Student Conduct.

The proceedings of the hearing committee will be recorded and transcribed. The record will be the property of Fontbonne University.

C. Sanctions

Any one or more of the following sanctions may be imposed upon any student found to have violated the Code of Student Conduct:

- **Warning.** A notice in writing to the student that the student is violating or has violated institutional regulations.
- **Disciplinary Probation.** Probation is for a specified period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulations during the probationary period.
- **Loss of privileges.** Denial of specified privileges for designated period of time.
- **Fines.**
- **Restitution.** Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Education.** The student may be asked to meet with a University official and/or attend a special program which addresses the behavior which led to the disciplinary action. The program could be sponsored or facilitated by a group off or on campus.
- **Notification of Parent.** Alcohol-related violations by an underage student are likely to be referred to the student's parent(s).
- **Discretionary:** Work assignments, community service, or other assignments related to the specific violation.
- **Suspension.** Separation of the student from Fontbonne for a definite period of time, after which the student may apply for readmission, subject to any specified conditions. If a suspended student violates or fails to meet the specified conditions for readmission, regardless of whether the student applies for readmission, the disciplinary suspension may be converted to a non-academic dismissal by the Vice President for Student Affairs.
- **Non-academic dismissal.** A student may be dismissed from Fontbonne University for a variety of non-academic offenses. These include, but are not limited to, behavior or attitudes unworthy of a good campus citizen or violation of any University policy.

In addition to the sanctions listed above for individuals, groups found responsible for violating provisions of the Code of Student Conduct may face deactivation and the loss of all privileges, including recognition and funding by Fontbonne permanently or for a specified period of time.

If the Vice President for Student Affairs or designee determines, during the course of an investigation of a complaint, that another student has more likely than not violated the Code of Student Conduct (other than the student against whom a Conduct Complaint Form was originally filed), the Vice President for Student Affairs or designee may proceed with further investigation into the misconduct of that student, if the Vice President for Student Affairs or designee deems it necessary, or with making a determination and determining appropriate sanctions against the student, in accordance with the procedures set forth above.

D. Appeals

Determinations made by the Vice President for Student Affairs' designee or by the hearing committee may be appealed by the accused student or by the complainant, as set forth below, to the Vice President for Student Affairs within five business days of a decision. Such appeals shall be in writing and delivered to the Vice President for Student Affairs.

The Vice President for Student Affairs will review any such appeals by the accused or by the complainant according to the following criteria:

- To determine whether the original meeting with and/or investigation by the designee or hearing by the hearing committee was conducted fairly and in conformity with prescribed procedures.
- To consider new evidence, sufficient to alter a decision, not known at the time of the original meeting, investigation or hearing.
- In addition, the accused student only may appeal:
- To determine whether the decision reached regarding the accused student was based on evidence that, more likely than not, was true and accurate.
- To determine whether the sanctions imposed were appropriate.

Upon review, the Vice President for Student Affairs may either uphold or overturn the original decision in whole or in part. If the original decision is overturned, the matter is then returned to the designee or hearing committee, for reconsideration in accordance with the Vice President of Student Affairs' decision. If sanctions assessed by the designee are overturned, the matter is then returned to the designee for reconsideration of the sanctions, in accordance with the Vice President for Student Affairs' decision.

If it is the Vice President for Student Affairs who rendered the original decision being appealed or assessed sanctions being appealed, the appeal must be made in writing within five business days to the Executive Vice President for Strategy and Operations. The Executive Vice President's decision will be final.

Students as Citizens

Students at Fontbonne have the same rights and responsibilities as citizens in the larger community. If students fail in their obligation to the larger community, Fontbonne will not provide sanctuary. Students in violation of civil law are subject to the penalties prescribed by that authority.

Institutional Policies and Procedures

Alcohol and other drugs

It is the goal of Fontbonne University to promote a drug-free living and learning environment.

In accordance with the mandate of federal legislation, the manufacture, distribution, possession or use of illicit drugs, and the unlawful possession, use or distribution of alcohol on Fontbonne University property or as a part of any of its activities is prohibited. Violations of the policy will be handled according to procedures covering the conduct of administrators, faculty, students and staff.

- Standards of Conduct - Illicit Drugs: The unlawful manufacture, possession, distribution or use of illicit drugs on Fontbonne University property or as a part of any of its activities by students, employees, or their guests is prohibited.
- Standards of Conduct – Alcohol: The possession and use of alcohol by persons under the age of 21 years is prohibited. University policies limit the lawful use of alcohol by persons 21 years of age or older to specific occasions and designated locations. Students are responsible for their behavior, and students and organizations will be held accountable for any misconduct related to the use of alcohol. In the event of violations of alcohol policies, students will be subject to disciplinary action. In addition, Fontbonne may notify the student's parents or guardian of the violation if the student is under 21 years of age and in some cases if the student is 21 years of age or older.

During special Caf® events, such as dances or activity nights, beer and wine service maybe made available in the Caf® along with a full range of non-alcoholic beverages. Event sponsors must contract with AmeriServe in order for alcohol to be served. Food service and non-alcoholic beverages are required when alcohol is served. Students and other persons 21 years of age or older must provide proof of age, if requested, before being served. Distribution of alcohol to anyone under the age of 21 is prohibited. No alcoholic beverages may be brought in to the Caf® or removed from the Caf®. Alcohol advertising (e.g., “B.Y.O.B”) for any on or off-campus event is not permitted. Intoxicated persons will be prohibited from entering school-sponsored events, and intoxicated guests are not allowed to be escorted into the residence halls. Fontbonne’s Public Safety Office should be contacted in the event that an intoxicated student or guest needs transportation.

No alcoholic beverages are allowed in unapproved areas. Unapproved areas include but are not limited to lounges, hallways, courtyards, and outside of buildings. In addition, St. Joseph’s Residence Hall aspires to be an alcohol-free building: no alcoholic beverages are allowed by residents or guests, even if they are 21 or older.

While Fontbonne respects students’ right to privacy, it retains its right to enter residence hall rooms if there is sufficient reason to believe that University policies have been violated.

While responsibility for personal patterns of alcohol use is essentially that of the individual, there are ethical and value issues related to the use of alcohol. Alcohol misuse and abuse can lead to academic failure, physical and psychological dependency, organ damage, and threats to student safety and well-being. The Fontbonne community is called upon to be responsible and responsive to those who are in the developmental process of forming their own codes of personal behavior. The Student Affairs Office offers prevention and intervention alcohol awareness programs, literature, personal counseling and off-campus referrals for assistance with alcohol-related concerns.

Student Drug Testing Policy

Fontbonne University promotes a safe, drug-free living and learning environment. As stated in the Student Life Policies and Code of Student Conduct, Fontbonne University prohibits the use, possession, manufacture or distribution of illegal drugs or other controlled substances as well as the use or possession of drug paraphernalia.

Fontbonne University believes that drug testing based on a reasonable suspicion of drug use is appropriate to ensure the health, safety and welfare of its students and to assist students before they may harm themselves or others. Accordingly, Fontbonne University may require a student to submit to a drug test if a student has acknowledged substantial drug use or when there is reasonable suspicion that a student is under the influence of illegal drugs or controlled substances. Reasonable suspicion is based on the student’s appearance, behavior or conduct that indicates the student may be under the influence of an illegal drug or controlled substance. When an incident occurs, the Student Affairs Office should immediately be notified to review the facts and circumstances in order to determine if reasonable suspicion exists and the appropriate course of action.

Fontbonne University will engage the services of a qualified laboratory to conduct the drug test. A positive test result for unlawful drugs (or lawful drugs not used in connection with and in conformity with a physician’s prescription) or an adulterated or diluted sample as reported by the testing laboratory, may result in the student not being permitted to live on campus, suspension, dismissal or other action that Fontbonne University, in its sole discretion, deems appropriate depending on the circumstances. If a student refuses to take a drug test, such refusal will be treated the same as a positive test result.

Fontbonne University recognizes that substance abuse is an illness and a health problem. Fontbonne University is willing to help students obtain assistance needed in the resolution of a substance abuse problem.

Fontbonne University will make good faith efforts to maintain the confidentiality of all drug test results. Test results may be disclosed to the student, the student’s parents or guardians, and to those who have a legitimate need to know, as determined by Fontbonne University, in its sole discretion.

Drug Free Workplace

The unlawful use of a controlled substance in any setting is dangerous. Employees of Fontbonne University, including students in work study positions, who unlawfully use a controlled substance in the workplace not only jeopardize their own employment and safety, they also place other employees, our students and guests of the University at personal risk. All employees of the University serve as role models for students. And, the unlawful use of a controlled substance in the workplace would not only violates laws, but is contrary to the spirit and mission of Fontbonne University.

Fontbonne abides by the provisions of the Higher Education Amendment of 1998 and all employees and students, including those making application for Federal Pell Grants, are required to sign a statement of compliance.

Health insurance

Student accident and sickness insurance information is available in the Student Affairs office on the first floor of Medaille Hall. The plans are voluntary and optional. Each student deals directly with the insurance company and no plan is sponsored or specifically endorsed by the University.

All international students accepted for study at Fontbonne University will be required to carry medical/health insurance by an insurance company selected by Fontbonne University in the U.S. Purchase of such insurance coverage will be completed at the time of registration at the University.

All students participating in inter-collegiate athletics must verify with the Athletic Director that they have adequate medical insurance and are in sound physical condition. This verification needs to be documented with insurance and by physician's certifications. The University does not carry primary medical insurance on any student.

Medical forms

All resident students are required to have an emergency medical form on file in the Student Affairs Office. Resident students and all international students must also provide medical documentation of tuberculin skin tests, and inoculations for mumps and meningitis.

Nondiscrimination

Fontbonne University does not discriminate on the basis of race, color, religion, age, gender, gender orientation, national or ethnic origin, or disability in employment or in the administration of its educational policies, admission policies, scholarship and loan programs, or athletic and other school-administered programs. Furthermore, Fontbonne University prohibits retaliation against anyone who either opposes unlawful discrimination, assists or participates in an investigation of a complaint of discrimination, or exercises that person's rights under any law that forbids employment discrimination.

The Fontbonne University coordinator for Title IX and Section 504 of the Rehabilitation Act of 1973 and the EEO Coordinator for other laws and regulations prohibiting discrimination is

Vice President for Finance and Administration

Fontbonne University

6800 Wydown Boulevard

St. Louis, MO 63105

Phone: (314) 719-8017

Fax: (314) 719-8023

If the allegations of discrimination or retaliation allege involvement of the Vice President for Finance and Administration, then notification of the complaint shall be made to the Executive Vice President for Strategy and Operations. The University will thoroughly and promptly investigate all complaints and take corrective or disciplinary action when appropriate.

Fontbonne University complies with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended.

Policy Prohibiting Harassment

Harassment based on an individual's race, color, religion, age, gender, gender orientation, national or ethnic origin, disability or other status protected by law is not tolerated at Fontbonne University. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's protected status. Examples of harassing conduct include: epithets, slurs, jokes, teasing, kidding, negative stereotyping, and threatening or hostile acts that relate to an individual's protected status.

Any written or graphic material, including any electronically transmitted or displayed material that likewise denigrates or shows hostility toward members of these protected groups is considered harassment. Fontbonne University will not tolerate harassing conduct that:

- creates an intimidating, hostile or offensive working or academic environment.
- affects tangible employment benefits.
- interferes unreasonably with an individual's working or academic environment or performance.

Sexual Harassment

Sexual harassment involves any one or more of unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct based on sex when:

Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment or unreasonably interfering with an individual's work or academic performance.

Submission to such conduct is an explicit or implicit term or condition of an individual's employment or academic activities.

Submission to rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual.

Sexual harassment may include: unwanted sexual advances; explicit sexual propositions; displaying sexually suggestive objects; pictures or materials; sexual innuendo; sexually-oriented verbal abuse; sexually suggestive comments; unwanted contact such as touching, patting, stroking, pinching, or brushing against another's body; sexually oriented kidding, teasing or practical jokes; jokes about gender specific traits; foul or obscene gestures or language. Sexual harassment also involves inappropriate conduct toward an individual which, although not motivated by sexual desire, would not have occurred except for that person's gender.

Reporting Procedures

All employees and students have the responsibility to assure that Fontbonne University's non-discrimination and anti-harassment policies are effective. Any University employee or student who experiences, observes, hears, or otherwise witnesses unlawful harassment or discrimination, or who receives a report of unlawful harassment or discrimination, must immediately notify:

Vice President for Finance and Administration

Fontbonne University

6800 Wydown Boulevard

St. Louis, MO 63105

Phone: (314) 719-8017

Fax: (314) 719-8023

If the Vice President for Finance and Administration is the person alleged to be engaged in the harassment, notification shall be made to the Executive Vice President for Strategy and Operations.

No employee or student is required to confront the alleged harasser or report that person's concern to the alleged harasser. The University will thoroughly and promptly investigate all complaints and take corrective or disciplinary action when appropriate. Likewise, the University will initiate a thorough investigation and take corrective or disciplinary action as appropriate against incidents of harassment that come to the University's attention, regardless of whether a formal complaint is made.

Fontbonne University will investigate every harassment and discrimination complaint thoroughly, promptly and impartially. All investigations shall be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigation and all actions taken will be shared only with those who have a need to know. The investigation findings will be documented, and the complaining individual and the alleged harasser will be kept advised of the progress of the investigation and of the University's final determination. If, after investigation, Fontbonne University determines that an employee or student has engaged in illegal discrimination or harassment, appropriate disciplinary action, up to and including discharge or dismissal, will be taken against the offending individual.

In the event that the complaint involves an employee of the University, a complaint of alleged discrimination or harassment may also coincide with a Grievance (see online policy manuals, Volume V, paragraph 5.8). At the discretion of the University Administration, separate investigations may be conducted, or the investigations may be merged.

False reports of discrimination or harassment are subject to possible discipline under the University's code of student conduct or the employee handbook.

Investigation Procedures

Level I - Informal Procedure

Informal procedures are designed to work out a mutually agreeable solution to a problem. At the option of the complainant only, it may be possible to resolve a harassment or discrimination complaint through a voluntary conversation between the complainant and the alleged harasser or discriminator, which conversation is facilitated by a University designee appointed by the Vice President for Finance and Administration. If the complainant, the accused, and the University designee feel that a resolution has

been achieved through this informal procedure, then no further action need be taken. The results of any informal resolution shall be reported by the University designee in writing signed by the complainant and the accused, and submitted to the Vice President for Finance and Administration.

If the complainant, the accused, or the University designee, chooses not to participate in the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, the complainant may utilize the formal procedure.

Level II - Formal Procedure

The complainant shall submit a written and signed complaint with the Vice President for Finance and Administration which clearly states the particulars concerning each incident of harassment or discrimination, including:

- the name and position of the accused
- the nature of discrimination or harassment
- the date(s) when the alleged harassment or discrimination occurred
- the details of the alleged conduct including any information that would support the complaint
- the redress that is sought

In the absence of a written complaint, the University will investigate any notifications of discrimination or harassment that may come to its attention. This investigation will be considered a formal procedure.

The Vice President for Finance and Administration shall inform the Vice President(s) in whose area the accused and accuser are employed of the complaint, or, in the case of students, shall inform the Vice President for Student Affairs, or, in the case of OPTIONS students, will inform the Dean of Business and Administration.

The Vice President for Finance and Administration will promptly investigate the complaint or will appoint a University designee to promptly investigate the complaint. The complainant and the accused will each be interviewed. The accused will then be furnished with a copy of the written complaint and will have an opportunity to respond in writing within ten (10) working days.

Within twenty (20) working days after the time the accused has to respond in writing to the written complaint, the Vice President for Finance and Administration (or University designee, if applicable), will prepare investigation findings and, if appropriate, determine any corrective or disciplinary action to be taken. The Vice President for Finance and Administration will inform the appropriate Vice President or Dean of the findings of the investigation. Both the accused and the complainant will be informed of the findings of the investigation by the Vice President for Finance and Administration.

Appeal Procedures

Individuals requesting an appeal of the findings of an investigation of a harassment or discrimination complaint must appeal in writing to the Vice President and Dean for Academic Affairs within ten (10) days of being informed of the findings of the investigation.

If an individual requests an appeal, the appeal must be in writing, and, if applicable, it must cite any alleged procedural or substantive error that occurred during the investigation, if applicable, and provide an account of any new information that has become available since the investigation was conducted.

Within ten (10) days after receipt of the written appeal, the Vice President and Dean for Academic Affairs must meet with the complainant and with the alleged harasser or discriminator. The written decision of the Vice President and Dean for Academic Affairs shall be issued within five (5) days of the latter of these two meetings and shall be final and binding.

If the underlying allegations involve the Vice President and Dean for Academic Affairs, then written request for appeal shall be made to another member of the Office of the President.

Retaliation Prohibited

Fontbonne University prohibits retaliation against any person who makes a complaint of discrimination or harassment, opposes discrimination or harassment, or testifies, assists or participates in an investigation proceeding or hearing relating to such discrimination or harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment or treatment based upon retaliatory motive that is reasonably likely to deter protected activity.

Right to Alternative Complaint Procedures

A student's complaints of discrimination on the basis of race, color, religion, age, gender, gender orientation, national or ethnic origin, or disability, including complaints of racial, sexual or other unlawful harassment, may be filed with the:

U.S. Department of Education
Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, Missouri 64114
Phone: (816) 268-0550;
TDD: 1 (800) 437-0833;
E-mail: ocv.kansascity@ed.gov.

Consensual Relations Policy

When two individuals have consented at the onset to a romantic or sexual involvement, such consent does not preclude a charge of sexual harassment for subsequent unwelcome conduct of a sexual nature. The educational mission of the University is promoted by professionalism in employee-student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Romantic or sexual relationships between University employees and students in a hierarchical relationship may harm this atmosphere, undermine professionalism, and hinder fulfillment of the University's educational mission. Therefore, the University prohibits romantic or sexual relationships between employees and students who are in a hierarchical or reporting relationship and who are not married to each other (i.e. teacher/student, coach/team member, faculty or staff/work study student, etc.).

Family Educational Rights and Privacy Act (FERPA)

20 U.S. Code Section 1232g and 34 Code of Federal Regulations Part 99

The following statements relate to Fontbonne University and the Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment. Please contact the Registrar's Office at (314) 889-1421 with any questions.

In accordance with the Family Rights and Privacy Act, certain information designated as "directory information" may be released without the prior consent of a student, unless the student has forbidden its disclosure in writing by completing a Request to Withhold Release of Directory Information form available in the Registrar's Office. This form must be turned in to the Registrar within two (2) weeks of the start of the semester. It will stay in effect until the fall term of the next academic year. The University will assume that a student does not object to the release of Directory Information unless the student files this written notification. A complete listing of Directory Information items is included in the FERPA policy which is posted on Fontbonne's website at: <http://www.fontbonne.edu/Downloads/temp/Ferpa.pdf>.

Students should read the FERPA policy to know their rights and responsibilities as they pertain to their education records. Questions should be directed to the Registrar's Office.

Information Technology Usage

Fontbonne University is committed to the ideals of honesty and respect for both the real and intellectual property of others. Demonstrating care and dignity for each member of the community, serving the larger community and preparing competent individuals who bring an ethical and responsible presence to the world are among items listed in the Fontbonne University Mission Statement. It is the University's hope that what is listed below will serve as a minimal set of guidelines for technology usage on campus.

All users of the University computer facilities must agree to use the facilities legally and ethically and in keeping with their intended use. Computing facilities are recognized as University resources. Each computer user, therefore, is expected to act responsibly so as not to violate the rights of others. Employees and students are reminded that they must abide by the following computer policies. These policies are found in the faculty/staff manuals, in the Fontbonne University Student Handbook and in the Offices of Student Affairs and information technology.

Fontbonne University reserves the right to protect the integrity of its computing systems, workstations and academic lab facilities.

U.S. and Missouri state laws

No person may use Fontbonne University's computing resources for any illegal or unauthorized act. In particular, individuals may not use computing resources to violate any state or federal laws or any regulation of Fontbonne University. These actions include, but are not limited to the following:

- Violating copyright laws and/or software agreements-When in doubt, do not copy.

Creating, disseminating or possessing legally obscene material or other illegal documents or images.

- Using University resources to harass or threaten others.
- Violating the statutes 569.093-569.099 Cum Supp RSMO 1992
- Tampering with computer data
- Tampering with computer equipment
- Tampering with computer users

Anyone violating these statutes may be criminally charged with a misdemeanor or felony and may also be liable for compensatory damages and attorney's fees in a civil lawsuit. (537.525 RSMO Cum Supp 1992).

Computer use standards of conduct

All users of the University's computing equipment and services are expected to observe the rights of other users and behave in an ethical manner. Examples of unacceptable behavior includes:

- Using the University network or other computer facilities for financial gain
- Damaging hardware or software belonging to the University or others
- Sending, displaying, printing, or playing obscene messages or images, including those received through e-mail in a public setting
- Displaying, sending or printing messages that harass an individual or group because of their race, color, religion, age, gender, gender orientation, national or ethnic origin or disability or any other protected status.
- Accessing the private computer files of other users
- Using an account owned by another user or allowing another user to use your account
- Interfering in any way with another's use of the University's equipment or services, including any disruptive use of video or audio media in the labs
- Deleting software, data or communications belonging to the University or others
- Posting anonymous messages
- Posting personal communication without the original author's consent
- Vandalizing the data of another user
- Knowingly introducing a computer virus or other destructive program
- Wasting limited resources, such as unnecessary printing, making electronic mass mailings for non collegiate business, monopolizing machines, disproportionately using CPU, memory, disk space, or network bandwidth.
- Sending personal information, without express approval, about faculty, students, or staff to third parties, including members of chat groups.
- Installing unlicensed software on University work stations
- Removing any equipment or supplies, including paper, toner or ink from University labs or offices

Disciplinary action

Access to computing resources is contingent upon prudent and responsible use. Inappropriate use of computing services and facilities will not be tolerated and may result in loss of computing privileges. In addition, disciplinary and/or legal action may be pursued for violation of these codes and statutes through appropriate University procedures.

Parking Information

The Fontbonne University parking areas are for use by students, faculty, staff, registered visitors and other individuals conducting business for or authorized by the University. It should be understood that Fontbonne University assumes no liability for loss or damage to any vehicle or its contents while parked or operated on University property.

All vehicles operated and parked on Fontbonne University property are required to be registered.

Faculty, Staff and Students

Faculty, staff and students are required to display a parking hang tag on their vehicle whenever their vehicle is parked on campus. Parking hang tags are sold in the Business Office. Parking hang tags are sold for the day, term or year.

Visitors

Visitors on campus will be issued a "Guest" tag when they register. Visitors conducting business with Fontbonne University from 8 a.m. to 4:30 p.m., Monday through Friday, are required to register in the Information Office, Room 101 in Ryan Hall. After normal working hours, all visitors should register in the Public Safety Building across from St. Joseph's Hall. Visitors seeing students are required to register in the Public Safety Building.

Parking regulations are strictly enforced 24 hours a day. It is assumed that individuals parking on campus are familiar with and agree to adhere to all parking regulations. The Fontbonne University Public Safety Department has been charged with the duty of enforcing parking regulations. Parking citations will be issued for all observed violations.

Complete parking regulations may be obtained from the Business office in Ryan Hall or at the Public Safety Building on the parking lot. Parking regulations are also available online at “www.fontbonne.edu”.

Snow schedule

In the event of severe weather, the University may reschedule class times. The snow schedule is published in the fall and spring course schedules and on the Fontbonne web site in October.

Announcement of the snow schedule or cancellation of classes will be made ONLY on: KMOV-TV (Channel 4), KSDK-TV (Channel 5), KTVI-TV (Fox 2), KMOX-AM radio (1120), MAJIC radio (105FM), and WSIE radio (88.7FM).

The University Switchboard will carry the tape recording announcing snow delay or cancellation. For morning or Saturday classes, the message will be there by 6 a.m.; for evening classes, the message will be there by 2:30 p.m. OPTIONS students and faculty are to call 314/719-3682 after 3 p.m. for notification of cancellation of OPTIONS courses. OPTIONS classes do not operate on a snow schedule.

Please try not to call the switchboard when we are in session. Listen to the stations listed previously. Information may be communicated by e-mail and text message alert. Sign up at www.fontbonne.edu/text.

Evening Classes

Cancellation of day classes will not necessarily mean the cancellation of night classes. The decision on night classes, will be made by 2:30 p.m. and heard on the stations listed previously, and may be communicated by e-mail and text message alert. Sign up at www.fontbonne.edu/text. OPTIONS students and faculty are to call 314/719-3682 after 3 p.m. for notification of cancellation of OPTIONS courses.

Snow schedule for day classes will not necessarily mean there will be a snow schedule in force for that evening's classes. The decision on use of the snow schedule for evening classes, will be made by 2:30 p.m. and heard on the stations listed previously, and may be communicated by e-mail and text message alert. Sign up at www.fontbonne.edu/text. OPTIONS classes do not operate on a snow schedule.

Evening Snow Schedule

From 4:30 p.m. onward: Classes start ½ hour late and end ½ hour early.

Cancellation of, or snow schedule for, night classes will be announced on KMOX or WSIE radio. Listen after 2:30 p.m. for any announcement. The University switchboard will also carry a tape recording (314-862-3456).

It is the instructor's responsibility to dismiss class if the weather becomes inclement during evening classes.

Miscellaneous Policies and Procedures

Activity periods

There are three activity periods each week: Monday, Wednesday and Friday, 12:00 p.m. to 12:50 p.m. No classes are scheduled during this period. The time is available for scheduling campus activities such as meetings for student government, departmental organizations/associations, all campus meetings, guest lecturers, and celebration of liturgy.

Bio-Terrorism Pranks

Fontbonne prohibits any type of bio-terrorism prank, including but not limited to, signs, letters, or suspicious substances imitating anthrax or other chemicals. The University will not tolerate such actions and will deal quickly and legally with anyone involved.

Bulletin boards

Bulletin boards are located in all campus buildings. Some boards are identified for use and are used by specific departments or campus organizations. Others are open for posting of notices.

Below are guidelines for posting notices:

In most cases, all signs must have the stamp of approval from the Student Affairs office. Signs without this stamp will be removed. The Director of Student Development or designated representative within the Student Affairs office are the only people who can approve signs to be posted. Departments and student organizations that have their own bulletin board do not need approval to hang signs on their own board.

- Only registered student organizations, departments, and offices may post signs on community bulletin boards.
- Job listings outside of the Fontbonne community are to be posted only on the Fontbonne Career Services website.
- Any signs selling materials, goods, or services can be posted only on the community bulletin boards, which are located in Medaille Hall and in the DSAC Caf. Only one copy may be posted at each location.
- Any individual member of the Fontbonne community who wishes to post a sign (other than on the Community Board) must have the sponsorship of a department, office, or registered student organization. For example: If Joe Student wants to post a sign about cutting down all trees in the world he would need to get sponsorship from a student organization like "Pave-the-World Organization" or a department like Student Activities. The sponsoring body must have its name on the sign.
- Any non-Fontbonne organizations wishing to advertise events on campus must be sponsored by a Fontbonne student organization, office, or department. The sponsoring Fontbonne body must have its name on the sign.
- All signs will be dated when approved and must be taken down by the sponsor two weeks after the date on the sign. The Director of Student Development will give special consideration to longer postings on a case by case basis.
- Signs may not be hung on any type of glass, i.e. doors or windows. The office of residential life reserves the right to hang signs on the doors and windows of the residence halls in order to get necessary information to the students on campus. It is up to individual departments or offices to decide to post signs on their own glass doors or windows.
- Lawn signs are permissible but must be approved by the director of student development.
- If student organizations fail to follow this posting policy, they will lose their rights to hang signs.
- No sign will be approved that advertises anything that violates the campus alcohol policy.

The fact that a flyer/notice is posted on a campus bulletin board does not mean that the University endorses the message.

Internal postings may be hung in the following locations:

- Ryan Hall: student dining hall, back entrance to right of wood walls (this is Student Organization space only); front main doors entering or exiting the dining hall; stairwells, first floor stairwells next to door; arcade entrance to building right wall.
- East/Science Buildings: arcade entrance to the right on wall; horseshoe entrance to the right on wall; bulletin boards by stairwells.
- Library: ask someone at desk to post.
- St. Joseph's Hall: bulletin board next to elevator; first floor fire doors.
- Medaille Hall: second floor doors; bulletin boards, walls to right of main entrance.

Any signs displayed in unapproved areas will be removed.

Calendar listings

Listings in the student handbook have priority over non-published events. Notices of upcoming events are published on the calendar on the website.

Contracts

Contracts which students or student organizations make with outside agencies must be signed or co-signed by the director of student development.

Financial Accounts

Accounts are due in advance for the fall and spring semesters. Payment –in-full less any financial assistance must be received by the due date in order to avoid late fees. You will receive an “IMPORTANT INFORMATION” letter with your “Anticipated Statement” that states the due date. Students may not begin a new semester until all financial obligations to the University have been settled. A balance not paid by the due date will prevent a student access to Fontbonne University’s website. Your website password will become invalid immediately. Once payment is made, you must notify the Business Office to reinstate your password. Students will not receive diplomas or transcripts until all bills are paid. Late fees are assessed monthly.

PLEASE NOTE: To reinstate a password can take up to 24 hours.

Students who have committed to a payment plan for their semester balance and have not complied with the contract or received other funds to cover the account will not be allowed to set up future payment arrangements.

No final adjustment or refund is made for late entrance, for absence after entrance or for dismissal. Tuition adjustments involved in withdrawal from University will be computed according to the published refund policies.

Fire Equipment

For reasons of community safety, any tampering with equipment designed for fire safety (fire alarms, extinguishers, emergency lights, hoses, etc.) is a serious offense punishable by suspension from the University. Anything pertaining to the fire equipment should be reported immediately to Public Safety office or Physical Plant.

Fund Raising

To ensure proper use of the University's name, to minimize inconvenience to donors, and to assure proper adherence to local laws, all off-campus fund raising by students must be approved by the vice president for student affairs and the vice president for institutional advancement.

On-campus funds raised by students for public service cannot be used for personal gain. To protect the privacy of students, no soliciting or selling is permitted in the residence halls. These activities can be conducted only in areas designated by the director of residential life.

For reasons of privacy and the public good, the University does not permit salespeople, canvassers, agents or distributors on campus. Anyone attempting to sell anything on campus is trespassing. On occasion, the vice president for finance and administration may give written authorization to sell or solicit on campus at a given location or a given time. In this case, the seller should show authorization; request it!

Guests

Guests and visitors are expected to follow University procedures and policies. Those who refuse shall be asked to leave by University personnel. Fontbonne students are liable for the behavior of their guests.

I.D. cards

The Student Affairs office issues picture I.D.s during regular office hours. There is no charge for the first I.D. If the I.D. is lost or damaged, a replacement card can be purchased for \$10.

The I.D. identifies the holder as a Fontbonne student and is issued for campus security, use of facilities in the Dunham Student Activity Center, library borrowing privileges, cashing checks, and using Griffin Bucks. A valid I.D. may be used throughout the city for discounts to selected movies, sporting events, plays, museums and cultural events. To get an I.D., one should have proof of semester registration and a receipt for paid fees.

Lost and found

All lost articles found on campus should be given to the Public Safety officer on duty. You are encouraged to put your name in your books and notebooks and have some identification on other personal articles. Call extension HELP (4357) for assistance.

Nonliability of the University

Fontbonne accepts no liability for the debts of its students, nor will the University act as an agent for outside organizations in collecting student debts. The University is not responsible for off-campus injuries or losses of property.

Phone services

To report trouble with a phone line, or if you have questions regarding telephone services, please contact the information technology office located on the third floor of Ryan Hall, ext. 1494. Between the hours of 4:30 p.m. and 8 a.m. call ext. 8095 and leave a voice mail message that includes your name, room number, extension and description of the trouble you are experiencing.

Records

Information given on official University forms must be correct and complete. Providing false or misleading information may result in disciplinary action or cancellation of registration.

Anyone who removes, alters, destroys or reveals the contents of records or files of a student, faculty or administrative member of Fontbonne University without authorization may be subject to prosecution under civil law and dismissal from the University.

Changes in a student's name or address must be recorded in the registrar's office. Failure to receive information from the University will not be an acceptable excuse if a student has failed to notify the registrar of such changes.

Theft

Fontbonne is not responsible for replacement, reimbursement or investigation of lost or stolen personal property. Missing items should be reported to Public Safety and Student Affairs.

Vandalism

Fontbonne University holds students responsible for any actions that may cause damage to University property. The University is not responsible for personal property damage caused by vandals. Students should take precautions to secure their belongings.

Weaponry

Possession or use of explosives, firearms or weapons is prohibited on property owned, operated or leased by Fontbonne University. This includes the carrying of concealed weapons and the storage of weapons in vehicles.