

STUDENT HANDBOOK 2016-2017



# GRIFFIN SCRATCH

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# Introductory Materials

## Important Notice about the Griffin Scratch Handbook

We have provided this handbook as a resource for your educational journey here at Fontbonne University. This handbook states proudly and boldly the rights and expectations of members of our community. It is every student's responsibility to read and to understand the policies and procedures contained within this handbook. These items, along with the academic policies in the Fontbonne University Undergraduate and Graduate Catalog, will help you to understand who we are and how we have agreed to interact with one another.

There are some occasions during the course of the year when there are modifications to the policies contained within; normally, these occur after discussion and approval through the appropriate channels, many of which contain student input. At times, this is not possible, and therefore policies stated in the Griffin Scratch and on the Fontbonne University website are subject to modifications at any time, as deemed appropriate by the University. Changes may be implemented without prior notice. Furthermore, unless otherwise specified, such changes will be considered effective immediately. For the most updated versions of policies, visit the Fontbonne University website at: [www.fontbonne.edu/griffinscratch](http://www.fontbonne.edu/griffinscratch)

## About Fontbonne University

Fontbonne University takes its name from Mother St. John Fontbonne, who in 1808 after the French Revolution, refounded the Congregation of the Sisters of St. Joseph. More than a century and one-half before, in 1650, the Sisters of St. Joseph had been founded in Le Puy, France. During the French Revolution, the sisters were forced to return to their homes, and the community was dispersed.

Fewer than 28 years after the refounding, six Sisters of St. Joseph came to the United States in 1836 and established American roots at Carondelet, a small community in south St. Louis, Missouri. Five years later, in 1841, they opened St. Joseph's Academy for Girls.

The CSJ heritage of strength and stability stems from values found in the order's original documents and repeated in other records through the succeeding centuries. At least eight values can be identified throughout this long CSJ history – quality, respect, diversity, community, justice, service, faith, and Catholic presence.

It is on the tradition of service and of change, based on the values of the Congregation of St. Joseph, that Fontbonne College was founded in 1923. Fontbonne realized a change in status in 2002 when it became a university. A devotion to the tradition continues to move Fontbonne forward into the 21st century.

### *Mission Statement*

Fontbonne University, a Catholic institution sponsored by the Sisters of St. Joseph of Carondelet, is committed to the common good through the daily pursuit of transformative education, inspiring students to become global citizens who think critically, act ethically and serve responsibly.

### *Vision Statement*

Fontbonne University aspires to be a preferred destination, committed to providing a holistic learning experience rooted in excellence, for those seeking to be educated as leaders to serve a world in need and for those dedicated to educating them.

## *Values*

Fontbonne University honors the values and heritage of the Sisters of St. Joseph of Carondelet by fostering excellence, integrity, respect, diversity, community, justice, service, faith and Catholic identity.

## *Commitment*

Fontbonne University is committed to:

- Achieving academic and educational excellence
- Advancing historical remembrance, critical reflection and moral resolve
- Promoting dialogue among diverse communities
- Demonstrating care and respect for each member of the community
- Serving the larger community
- Preparing individuals to be an ethical and responsible presence to the world.

## *Catholic Identity Statement*

Fontbonne affirms its identity as a Catholic university. Sponsored by the Sisters of St. Joseph of Carondelet, it is founded on the beliefs that all creation reveals God, that the ministry of Jesus began a process of redemption that extends to this day, and that the Holy Spirit continues to impart grace through the daily experiences of women and men. Among the many signs of God's grace are teaching and learning, which at Fontbonne are pursued by people sharing a variety of religious beliefs and an understanding of the importance of education.

“Catholic” means “universal” and “throughout the whole,” like leaven permeating bread. The permeating quality of Fontbonne is our commitment to know, to love, and to serve the truth that unites faith and reason, nature and grace, the human and the divine. The desire for a greater understanding of creation and its Creator is one of the most profound expressions of human dignity. In this sense, to learn is to augment one's capacity for love so that the thoughtful and loving acts of an educated person are a witness to the transformation of the world that began with the Resurrection and continues with the enlivening of humanity. What makes us truly human helps to unite us with the divine as we seek to understand, love, and serve God and neighbor without distinction.

The permeating and universal nature of Catholicism gives rise to the mission and vision of this university. Because Fontbonne is Catholic, we embrace openness and inclusiveness. Because Fontbonne is Catholic, we pursue educational excellence. And because Fontbonne is Catholic, we seek to recognize the presence of God in all creation and to participate in the continuing transformation of ourselves and a world in need.

## *Diversity Statement*

Fontbonne University maintains a strong commitment to diversity to increase the number of faculty, staff and students from all backgrounds. Every person, regardless of race, color, creed, national origin, gender, sexual orientation, age or disability shall be treated with respect and dignity.

Therefore, Fontbonne University will strive to:

- Create a learning environment that promotes nurtures and supports the understanding, recognition and appreciation of contributions to society made by diverse individuals and groups.
- Increase recruitment and retention of diverse students, faculty and staff.
- Promote and foster effective communication and interaction among diverse populations.

## **Gunner the Griffin**

In 1976, just after Fontbonne College converted from an all-women's school to a coed institution, Barry McArdle, then dean of students and Shirley Greenspan, then physical education teacher, spearheaded a mascot finding search. After a Fontbonne community vote, the Griffin became the official mascot of Fontbonne College, now Fontbonne University. A Griffin is a mythological beast who is the king of the sky and the king of the land. It has the body of a lion and the head and wings of an eagle. Stories were told of how these fierce beasts were the guardians of massive treasure.

Fontbonne University has a special Griffin named Gunner. Gunner was introduced to the Fontbonne University family on November 9, 2007, at Late Night with Lee McKinney.

Gunner can be seen at many athletic home games and at various special events at Fontbonne University. He loves to dance and shake his wings! Just like the legends of old, Gunner keeps a vast amount of treasure but he is often seen dispensing this treasure out to the Fontbonne Community in the form of T-shirts and other surprises.



# Campus Resources

## Academic Advising

**Phone:** 314.719.3654

**Location:** Ryan Hall 107

**Hours:** M-F 8:30AM-4:30PM

Academic Advising at Fontbonne University is an integral part of the larger mission of the University. Our academic advisors are dedicated to reaching out to students and to encouraging their students to take responsibility for their own educational decisions, to develop their own academic and career plans, and to fully utilize the campus resources available to help them in reaching these goals.

The Office of Academic Advising serves as a resource for all Fontbonne undergraduate students. The office is responsible for overseeing the advising program, ensuring that each student is assigned an appropriate academic advisor in his or her field of study. The office's professional staff works directly with undecided students, Arts & Sciences students who have not yet attained major approval and Evening/Online students. The office also serves as a resource for any student who is considering a change of major, minor, certification or concentration, a double major or dual degree. Any student who has general academic questions is also welcome. Students who are new to the university are especially encouraged to come by to make sure they are aware of academic policies and procedures, as well as services and opportunities available to them. The Office of Academic Advising is located in Ryan 107. Call 314.719.3654 for an appointment or drop by between 8:30AM and 4:30PM.

## Academic Department Information

The following is a list of the academic departments. Some departments offer concentrations and certifications to support a major; majors, minors, concentrations and certifications are listed in the Fontbonne University Catalog.

### *Department of Behavioral Sciences*

- Chairperson: Dr. Laurel Newman, Associate Professor  
East Building, Room 310B; 314.889.1440; [lnewman@fontbonne.edu](mailto:lnewman@fontbonne.edu)
- Administrative Assistant: Jane Bidleman  
East Building, Room 327; 314.719.3616; [jbidleman@fontbonne.edu](mailto:jbidleman@fontbonne.edu)

### *Department of Biological and Physical Sciences*

- Chairperson: Dr. Stephenie Paine-Saunders, Associate Professor  
Anheuser-Busch Hall, Room 320; 314.889.1441; [SPaine-Saunders@fontbonne.edu](mailto:SPaine-Saunders@fontbonne.edu)
- Administrative Assistant: Janie Henderson  
Anheuser-Busch Hall, Room 326; 314.889.4574; [jhenderson2@fontbonne.edu](mailto:jhenderson2@fontbonne.edu)

## *Bonnie and LB Eckelkamp College of Global Business and Professional Studies*

- Dean/ Jay Johnson, Associate Professor  
Anheuser-Busch Hall, Room 227, 314.889.4588; [jjohnson@fontbonne.edu](mailto:jjohnson@fontbonne.edu)
- Chairperson: Dr. Robert Romano, Director of Sports Management  
Anheuser-Busch Hall, Room 225, 314.889.4695; [rromano@fontbonne.edu](mailto:rromano@fontbonne.edu)
- Chairperson/Department of Fashion Merchandising: Angela Liljequist, Assistant Professor  
Anheuser-Busch Hall, Room 217, 314.889.1436; [aliljequist@fontbonne.edu](mailto:aliljequist@fontbonne.edu)
- Office Manager: Julie Factor  
Anheuser-Busch Hall, Room 226; 314.889.4518; [jfactor@fontbonne.edu](mailto:jfactor@fontbonne.edu)

## *Department of Communication Disorders and Deaf Education*

- Chairperson: Dr. Carmen Russell, Associate Professor  
East Building, Room 207; 314.719.3577; [crussell@fontbonne.edu](mailto:crussell@fontbonne.edu)
- Office Manager: Kathleen Matheny  
East Building, Room 218; 314.719.3636; [kmatheny@fontbonne.edu](mailto:kmatheny@fontbonne.edu)

## *Department of Education/Special Education*

- Chairperson: Dr. Jamie VanDycke, Assistant Professor  
East Building, Room 223; 314.719.3634; [jvandycke@fontbonne.edu](mailto:jvandycke@fontbonne.edu)
- Administrative Assistant: Danielle Johnson  
East Building, Room 235; 314.889.1430; [djohnson@fontbonne.edu](mailto:djohnson@fontbonne.edu)

## *Department of English and Communication*

- Chairperson: Dr. Heather Norton, Associate Professor, East Building, Room 320; 314.889.3641;  
[hnorton@fontbonne.edu](mailto:hnorton@fontbonne.edu)
- Administrative Assistant: Melissa Eichhorn  
East Building, Room 312; 314.889.4551; [meichhorn@fontbonne.edu](mailto:meichhorn@fontbonne.edu)

## *Department of Fine Arts*

- Chairperson: Mark Douglas, Associate Professor  
Fine Arts, Room 244; 314.889.4545; [mdouglas@fontbonne.edu](mailto:mdouglas@fontbonne.edu)
- Administrative Assistant: Karen Byington  
Fine Arts, Room 243; 314.889.1431; [kbyington@fontbonne.edu](mailto:kbyington@fontbonne.edu)

### *Department of History, Philosophy and Religion*

- Chairperson: Dr. Jack Luzkow, Professor  
East Building, Room 305; 314.719.3623; [jluzkow@fontbonne.edu](mailto:jluzkow@fontbonne.edu)
- Administrative Assistant: Sue Ebenreck  
East Building, Room 308; 314.889.4549; [sebenreck@fontbonne.edu](mailto:sebenreck@fontbonne.edu)

### *Department of Family and Consumer Sciences*

- Chairperson: Mary Beth Ohlms, Assistant Professor  
Anheuser-Busch Hall, Room 118; 314.719.8083; [mbohlms@fontbonne.edu](mailto:mbohlms@fontbonne.edu)
- Administrative Assistant: Victoria Logston  
Anheuser-Busch Hall, Room 126; 314.889.1415; [vlogston@fontbonne.edu](mailto:vlogston@fontbonne.edu)

### *Department of Mathematics and Computer Sciences*

- Chairperson: Dr. Mary Abkemeier, Professor  
Ryan, Room 406; 314.889.1497; [Mary.Abkemeier@fontbonne.edu](mailto:Mary.Abkemeier@fontbonne.edu)
- Administrative Assistant: Cheryl Burrus  
Ryan, Room 408; 314.889.4508; [cburrus@fontbonne.edu](mailto:cburrus@fontbonne.edu)

### *Department of Social Work*

- Chairperson: Sharon Jackson, Associate Professor  
Anheuser-Busch, Room 111; 314.719.3642; [smjackson@fontbonne.edu](mailto:smjackson@fontbonne.edu)
- Office Assistant: Mary Kay Sullivan  
Anheuser-Busch, Room 111; 314.719.8004; [mksullivan@fontbonne.edu](mailto:mksullivan@fontbonne.edu)

## **Athletics**

Fontbonne's athletic program is affiliated with the NCAA Division III and the St. Louis Intercollegiate Athletic Conference. Fontbonne is also an affiliate member of the Midwest Lacrosse Conference, Midwest Conference, and Continental Volleyball Conference. Fontbonne Athletics features both men's and women's intercollegiate varsity sports and a spirit squad. Men's NCAA sports include baseball, basketball, cross country, golf, indoor and outdoor track and field, soccer, lacrosse, tennis, and volleyball; women's NCAA sports include basketball, cross country, golf, indoor and outdoor track and field, softball, soccer, tennis, and volleyball.

Our spirit squad is dance which is also an active part of the athletic program.

In addition to on-campus health and fitness facilities, nearby Forest Park offers golf courses, jogging and bicycle paths, and outdoor tennis and racquetball courts for personal recreation.

For additional information call 314.889.1444.

### *Intramural Sports*

Intramural sports are offered so that all students may actively participate in school-sponsored activities. Fontbonne University's intramural program offers individual, dual and team sports. Skill levels range from beginners to the

advanced. Intramural games and tournaments are announced during the semester. Please check the intramural website for more information on these competitive games at [www.fontbonnegriffins.com](http://www.fontbonnegriffins.com). Information on Fontbonne's intramural program may also be obtained through the athletic office located in the Dunham Student Activity Center.

## Bookstore

**Phone:** 314.889.1420

**Web:** [www.fontbonne.edu/bkstr.com](http://www.fontbonne.edu/bkstr.com)

**Location:** First Floor of Ryan Hall

**Hours:** M-R (9AM - 6PM), F (9AM - 2PM). Hours may change during holiday and summer season.

The Fontbonne Bookstore is located in Ryan Hall on the first floor. It is a full service bookstore offering new and used textbooks. Other items stocked are imprinted sportswear, school supplies, imprinted gift items, personal convenience items and other merchandise for University students. Students may purchase their textbooks new, used, rental or digital. Rentals may be written and hi-lighted in. Text rentals save students up to 80%. Rental web-site [fontbonneshop.com](http://fontbonneshop.com) We accept cash, check, Visa/MasterCard, Discover or American Express.

## Business Office

**Phone:** 314.889.1476

**Web:** <http://my.fontbonne.edu/students/campus-life%E2%80%8B/business-department/?role=student>

**Location:** Ryan Hall 215

**Hours:** M-F 8:30AM-4:30PM.

The Business Office is located in Ryan Hall, Room 215, and is a place where students can:

- Make payments for tuition, fees and fines.
- Purchase griffin bucks, parking tags, books of stamps.
- Purchase tickets for student activity events.
- Cash a personal check up to \$25.00 plus a \$1.00 check cashing fee.
- (Two-party checks are not accepted)

**\* A valid I.D is required for all transactions.**

If you have questions about your student account balance, payment plans, student account refund, bookstore voucher or past due balance, please contact the Business Office. You may stop by, email or contact the Business Office at 314.889.1405. For your convenience the office is open Monday-Friday 8:30AM to 4:30PM. You can also access your student account online at [www.fontbonne.edu](http://www.fontbonne.edu).

Fontbonne University is pleased to offer you the convenience of online services. You may enroll to electronically receive your monthly statements, yearly 1098-T tax form, receive your refund electronically and pay online. An email notice will be sent to your Fontbonne e-mail address whenever an online transaction is generated.

You may also provide any third-party payer with their personal login so they can have access to the bill and make payment. Enroll now and enjoy the convenience of E-Bill!

## Campus Ministry

As Campus Ministry at Fontbonne, we are committed to calling students into an awareness of the presence and inspiration of a Creator who loves us and calls us into the fullness of life. Empowered by the Spirit, we will do this by providing an open, engaging, relational environment—through conversations, programs and spaces—that allow for depth, authenticity, healthy challenges, acceptance, love, and opportunities for spiritual growth and faith-driven leadership. Among the many activities we offer are liturgies, prayer services, faith sharing groups, alternative spring break trips, retreats, interfaith programming and comfortable spaces to encourage students to discover and dialogue about their beliefs and spiritual practices.

## Career Development

Recognizing that career development is a lifelong process, Fontbonne's Career Development office connects students to their future goals and ideas as they develop and manage their careers over a lifetime, even in times of uncertainty. To help students make informed career decisions, select realistic academic majors, and master job search skills for ongoing professional development, a range of programs, events and resources, including self-assessment, occupational information, and online job listings are offered. In addition, the department has recently introduced [Purple Briefcase](http://fontbonne.edu/jobs) (fontbonne.edu/jobs), our online career network where students and alumni can connect with employers to find jobs, internships, and work study opportunities. The career development office is located in the student affairs office on the first floor of Medaille Hall.

Appointments may be scheduled in person or by phone at 314.889.4516 during normal office hours (M-F, 8AM – 4:30PM). For additional information, please go to [www.fontbonne.edu/career](http://www.fontbonne.edu/career).

## Center of Leadership and Community Engagement

**Phone:** 314.719.3592

**Web:** [www.fontbonne.edu/activities](http://www.fontbonne.edu/activities)

**Location:** Medaille 400

**Hours:** M-F (8:30AM - 4:30PM)

The Center of Leadership and Community Engagement coordinates and oversees student organizations, leadership programming, co-curricular activities, student involvement and engagement, and new student orientations. The department helps to schedule and program activities to meet students' social, recreational, cultural, and entertainment interests.

Upon becoming a member of the Fontbonne community, students are highly encouraged to join various student organizations. Student organizations related to professional associations, community service needs, and social/recreational activities form a strong and integral part of the students' total university experience. Student participation in co-curricular involvement opportunities can increase leadership and teamwork skills, interpersonal communication, problem-solving, and decision-making abilities, thus contributing to personal growth and professional appeal.

Any student or students interested in receiving more information or wanting to form a new student organization may contact the Assistant Vice President for Student Affairs, at 314.719.8057, or may stop by the office in Medaille 400.

## Communication and Marketing

The communications and marketing office looks for potential news stories that highlight faculty, staff and student activities and achievements. The office develops appropriate stories as news releases or media advisories to St. Louis area news media and other relevant media outlets. Students with potential story ideas should draft a brief description and submit it to the department by e-mail: [mjohnson@fontbonne.edu](mailto:mjohnson@fontbonne.edu), or by dropping it off in the mailroom.

If students are contacted by the news media for interviews, photos or video on campus, they should notify the communications and marketing office for clearance. For more information, call the communications and marketing office at 314.889.1467.

## Counseling and Wellness

The counseling and wellness department is staffed by a licensed clinical social worker who provides free brief mental health counseling to currently enrolled Fontbonne students. Students seek counseling for a variety of concerns including depression, relationship issues, stress/anxiety, homesickness, and loss of a loved one. Confidentiality is maintained following ethical and legal obligations mandated by the state of Missouri. The department also provides referrals to off-campus counseling resources. As student health and wellness is related to academic success, the department provides wellness resources and activities for students throughout the academic year. The counseling and wellness department is located in the student affairs office on the first floor of Medaille Hall.

Appointments may be scheduled in person or by phone at 314.889.4516 during normal office hours (M-F, 8AM – 4:30PM). For further information, go to [Fontbonne.edu/counseling](http://Fontbonne.edu/counseling). In cases of on-campus, after-hours emergencies, contact Fontbonne's Public Safety office at 314.889.4596; for off-campus emergencies, contact 911.

## Financial Aid

The Financial Aid Office at Fontbonne University exists to provide monetary assistance to students who could not otherwise enroll without such support. These funds include Title IV aid from the federal government such as the Pell Grant, SEOG, Work-Study, Federal Perkins Loans and Direct Student Loans; state aid in the form of Missouri grants; and institutional assistance consisting of Fontbonne Grants, Work-Study, and scholarships.

Applications and informational assistance for all of the above programs are available at the Financial Aid Office, located on the third floor of Ryan Hall, Room 310, 314.889.1414. The 2017-18 Free Application for Federal Student Aid (FAFSA) will become available starting October 1<sup>st</sup>, 2016. The priority deadline to have your FAFSA filed is January 15<sup>th</sup>, 2017 to maximize your potential for Federal and State aid assistance. Filing the FAFSA is the first step in applying for financial aid: [www.fafsa.gov](http://www.fafsa.gov). Our school Code is: **002464**.

As a financial aid recipient, your ongoing contact with the Financial Aid Office is very important. If for any reason your registration or residency status should change at any time during the year, you must immediately notify the Financial Aid Office. More detailed information regarding financial aid can be found in the University catalog and on our website: [www.fontbonne.edu/financial-aid/](http://www.fontbonne.edu/financial-aid/).

## Fitness Programs

The Fontbonne University Fitness Program is designed to give the students, staff and faculty of the University an opportunity to participate in a variety of classes geared towards physical fitness. The program includes such classes as yoga, pilates, zumba, and many other workouts. The classes are offered throughout the first and

second semester and in the summer. The classes are offered in six-week sessions for a minimal cost. For more information please contact Ryan Good at 314.889.4744.

## Food Services

### *Ryan Hall Dining Room*

Hot breakfast, including omelets and waffles; full course lunch and dinners, soup and salad bar, pizza, and deli bar, fresh fruit, desserts and beverages can be purchased with cash/credit card /declining balance (Griffin Bucks) / traditional resident meal program / block plan in the Ryan Hall Dining Room. Display cooking, special event and holiday menus are regular offerings. These programs are designed to fit a variety of lifestyles and tastes.

#### *Hours of Operation*

	<i>Mon-Fri</i>	<i>Sat</i>	<i>Sun</i>
<i>Breakfast</i>	7:30AM – 9:00AM	10AM – 1PM	10 AM – 1PM
<i>Lunch</i>	11:15AM -1:30PM	10AM – 1PM	10AM – 1PM
<i>Dinner</i>	4:15PM – 6:30PM	Dinner available in DSAC Caf	4:15PM – 6PM

### *Resident Student Dining Options*

All student meal plans options this year include \$25 in Griffin Bucks per semester! Griffin Bucks may be used at any time during the serving hours in the Ryan Hall dining room or at the Griffin Grill located in the DSAC.

#### *Traditional Meal Plan*

The resident student’s traditional meal plan week is seven days long. The week begins on Saturday and ends the following Friday. Only the plan holder can use the meals each week. Meals are non-transferable for the week. Students can eat in the Ryan Hall Dining Room with the traditional meal plan or use the meal exchange program at the Griffin Grill located in the DSAC.

**19 Meal Plan:** The 19 meals include breakfast, lunch, and dinner, Monday-Friday, brunch and dinner on Saturday and Sunday.

**14 Meal Plan:** Students on this plan can choose any 14 meals of the 19 meals offered during the official meal plan week.

**10 Meal Plan:** Students on this plan can choose any 10 meals of the 19 meals served during the official meal plan week.

#### *Block Plan*

The resident student may choose to use a block program for dining in Ryan Hall Dining Room or the Griffin Grill. The block program can be used at any time throughout the semester for the plan holder or their guest(s). Unused meals at the end of the semester do not transfer to the next semester. There are no refunds. If meals run out before the semester is over, the resident can purchase additional meals through Griffin Bucks. The student is encouraged to look at the entire semester and budget meals according to his or her meal needs.

### *Meal Exchange*

For additional information on Resident student meal exchange please see Griffin Grill.

### *Why must I show my I.D. card when I come into the dining room to eat?*

Resident students must present meal cards to the cashier when eating in the dining room. Students, faculty and staff using “Griffin Bucks” must also present a university I.D. card to the cashier when accessing their declining balance accounts.

### *Tuesday Lunch Special – Dining Room*

Each Tuesday at lunch will be a designated special priced meal, which will be available to faculty, staff and students with a valid Fontbonne ID. Community members without their valid ID will have to pay the standard causal meal rate. In addition the University has the discretion to notify the foodservice manager when special guests can participate in the special meal rate.

### *Reminders*

Food is not to be shared with non-meal plan or non-cash paying customers. Removal of food, beverages, utensils, tumblers and china are not permitted out of the dining room without the permission of the Food Service Director. You are welcome to eat and drink as much as you want while in the dining room, but must keep it within this area. Certain policies and procedures must be followed to maintain a cost-effective and efficient dining program. To-go cups and take-out containers are not to be shared. Each take-out container is viewed as a single serving for one individual. For additional information on To-go cups and take-out containers see the cashier. Health regulations require that shirt and shoes be worn in the dining room facilities at all times.

### *Griffin Go Box*

Faculty, staff, and students may pay a deposit to gain access to the Griffin Go Box (To-Go Reusable Container) program. Once the deposit is paid, you will receive a Griffin Go Box card. Take the card to Ryan Dining Hall and exchange the card for a Griffin Go Box which can be used in Ryan Dining Hall or the Griffin Grill. Once you are done with the container, bring it back to Ryan Dining Hall and exchange it back for your Griffin Go Box card. You may repeat this process as many times as you want throughout the academic year.

Food Service Committee meets the first Wednesday of the month in the Ryan Dining room at 2:00PM. All are welcomed to attend. If you have a question please do not hesitate to contact the Food Service Director at 314.889.1449.

**\*Hours of operation and location are subject to change and will be posted if modified for the meal hour or day.**

### *Griffin Grill (DSAC)*

The Griffin Grill can be found in the Dunham Student Activity Center on the 2nd floor in the Caf. This is the spot where you can enjoy “hot off the grill” menu items and meals designed for students on the move. Menu items include: Salads, wraps, hot and cold sandwiches, daily specials and “Grab ‘N Go” items.

Resident students must present meal cards to the cashier when ordering at the Griffin Grill. Students, faculty and staff using “Griffin Bucks” must also present a university I.D. card to the cashier when accessing their declining balance accounts.



## *Hours of Operation*

	<i>Mon – Fri</i>	<i>Sat and Sun</i>
<i>Continental Breakfast</i>	9AM – 11AM	Closed
<i>Lunch/Dinner</i>	11AM – 10PM	4PM – 10PM

On Saturdays only between the hours of 4PM - 6PM, the normal menu offerings are expanded to include a Vegetarian Entrée, Salad Bar and a Daily Special.

## *Resident Student Meal Exchange*

Meal exchange gives the resident student, a greater flexibility when using the meal plan service. The block plan and traditional 19, 14 and 10 resident dining meal plans include meal exchanges. Meal exchange is for continental breakfast, lunch and dinner only. Students can exchange their meals at the Griffin Grill by selecting a combination special that will be posted on a weekly basis in the Caf. The meal exchange is limited to preselected items.

**\*Hours of operation and location are subject to change and will be posted if modified for the day.**

## *Griffin Bucks*

Griffin Bucks, a declining card balance works similar to a bank debit card. You must have money in your account and your Fontbonne ID to be able to swipe your card for food purchases. If there is no money in your account your swipe card will not complete the transaction. You must tell the cashier if you are planning to use the ID card for the block program, traditional meal program or food dollars.

To set up your declining balance card service you will need to deposit each time a minimum of \$25.00 into your account through the Business Office. You will receive a 10% bonus for each new deposit made into your account. All transactions involving credit cards, cash, or checks will be conducted through the Business Office. Griffin Bucks will carry forward in your account from fall to spring, not from spring to fall. Accounts for Griffin Bucks will be closed and cleared on the last Friday preceding the spring semester Saturday Commencement. Griffin Bucks are non-refundable.

The participant's ID card will be the access device for the Griffin Bucks declining balance account. The card must be presented at the time of purchase and shall be the only means of accessing the participant's account. Only one ID card per participant may be valid at any time. Participants may not transfer Griffin Bucks from one student account to another.

For resident students this will be in addition to the traditional meal programs or block program. This program does not take the place of the block plan or the traditional 10, 14 or 19 meal plans. Griffin Bucks can be used to purchase food items in the DSAC snack bar, or to pay for additional meals in the Ryan dining room. Food Service and the Business Office can assist you in checking your Griffin Bucks balance. Parents may add money to their student's Griffin Bucks account by contacting the Business Office at 314.889.1405, Monday – Friday from 8:30AM – 4:30PM.

Students are responsible for reporting a lost or stolen Fontbonne ID card with Griffin Bucks declining dollars to Student Affairs at 314.889.1411. Fontbonne assumes no financial liability for a lost or stolen ID card.

## Health Services

Fontbonne students may receive medical care at the Southside Family Practice (314.647.9444) which is part of Esse Health, an independent group of over 75 physicians in private practice in the St. Louis area. Southside Family Practice is located close to Fontbonne in the doctors' building of St. Mary's Health Center at 1031 Bellevue, Suite 300, one-half mile east of Big Bend Boulevard and just south off Clayton Road. Southside is staffed by physicians, a physician assistant, and a nurse practitioner and offers a full-range of medical services. Most major health insurance plans are accepted. Information on the medical staff, participating insurance plans, and billing procedures is available online at [www.essehealth.com](http://www.essehealth.com).

Students should identify themselves as Fontbonne students when calling to schedule appointments. In most cases, students can be seen the same day or the next day by one of the providers. **Students should bring their insurance cards and co-pays to each appointment. Students are responsible for any payments not covered by insurance.** Professional staff is available by telephone after hours and on weekends. Please contact Fontbonne's student affairs office (314.889.1411) if you have any questions.

### *Insurance Information for American Students*

All students are highly recommended to have appropriate and adequate health insurance coverage. No plan is sponsored or endorsed by the university. As a courtesy to our students, a list of potential insurance providers is available on the Fontbonne website, under Student Services, at <http://www.fontbonne.edu/studentlife/student-services/>. Again, Fontbonne is not affiliated with these providers and is simply providing these links as a courtesy for students and their families to consider as potential options.

### *Insurance Information for International Students*

All international students accepted for study at Fontbonne University are required to carry medical/health insurance by an American insurance company selected by Fontbonne University. Students are automatically enrolled in the insurance plan upon enrollment at the university.

**Exemption:** Government sponsored students are exempt from enrolling in the requisite insurance program as stated above. All new government sponsored students must show proof of insurance within the first two weeks of arrival to Fontbonne. Failure to do so will result in student being automatically enrolled in a university sponsored insurance program.

### *Insurance and Medical Health Requirements for Athletes*

All students participating in intercollegiate athletics must verify to the Athletic Department that they have adequate medical insurance and are in sound physical condition. A student's physical condition will be determined by the team physician or designee prior to competition through a physical examination. Ongoing observation will be monitored by the coaching staff, athletic training staff, and team physician. Insurance verification needs to be documented. The university does not carry primary medical insurance on any student. Additionally, any student participating in intercollegiate athletics must complete the necessary paperwork in order to practice or compete. Furthermore, every student must be declared academically and athletically eligible by standards set by Fontbonne University and the NCAA.

## Information Technology

The Fontbonne University Information Technology (IT) department exists to ensure that the university's information technology supports the mission, values, and strategic plan of the university. We are committed to providing faculty with the appropriate tools to support their individual teaching styles as well as the diverse learning

styles of their students. We are dedicated to providing staff and administration with technological tools and information to support the planning, operational, and business functions of the university. We hope to achieve these goals with the highest standards of excellence in a challenging environment where we may also develop personally and professionally.

In addition we also provide:

- Wireless network access
- E-Mail
- Network storage space
- Academic computer labs
- Online class registration and Student Information Management
- Web-based Blackboard class support
- Support for on-campus (dorm) phones and voicemail

The Information Technology office is located on the 3rd Floor in Ryan Hall, Room 322. To find the most current IT department information, please view our online resources at the web address below:

[https://griffinnet.fontbonne.edu/ICS/Campus\\_Resources/Information\\_Technology/](https://griffinnet.fontbonne.edu/ICS/Campus_Resources/Information_Technology/)

## International Affairs

The Office of International Affairs is a comprehensive student-centered office that assists students with transition to the American system of higher education. We provide students with academic and personal assistance, admissions, orientation, and advisement of immigration regulations. The office strives to provide a “home away from home” through a reliable, knowledgeable and trustworthy staff dedicated to serving the international interests of Fontbonne University and to prepare its students for the global challenges and opportunities of the 21st Century.

All matters related to international students may be directed to the Office of International Affairs, Ryan Hall, 1st Floor of Ryan or contact the Director of International Affairs at 314.889.4509 or [internationalaffairs@fontbonne.edu](mailto:internationalaffairs@fontbonne.edu).

## Kinkel Center for Academic Resources

**Phone:** 314.889.4571

**Web:** [www.fontbonne.edu/kinkel](http://www.fontbonne.edu/kinkel)

**Hours:** M-R (7:30AM - 11PM), F (7:30AM - 5PM), Sat (9AM - 5PM), Sun (1PM - 9PM).

The Kinkel Center is located on the second floor of the Jack C. Taylor Library. The center provides academic support to all Fontbonne students through academic tutoring, coaching on academic matters, workshops, placement testing and disability support services. Tutoring in business, writing, and math is available by online appointment with a specialist in his/her discipline. Tutoring in other subjects may be requested by filling out a form available in the Kinkel Center. There is no cost for tutoring at Fontbonne University. Every student can have two hours of tutoring per week in each subject for which he is registered. Additional tutoring requires the permission of the Director of the Kinkel Center.

The Kinkel Center also offers testing for on-line classes. Call 314.889.4571 for additional information or to schedule an appointment or register for an appointment on the web by going to the Kinkel Center for Academic Resources on the Academic Resources web site (<https://www.fontbonne.edu/academics/academic-resources/kinkel-center-for-academic-resources/>).

## Library (LIBR)

**Phone:** 314.889.1417

**Web:** <http://library.fontbonne.edu/home>

**Hours:** M-R (7:30AM - 11PM), F (7:30AM - 5PM), Sat (9AM - 5PM), Sun (1PM - 9PM). Library is closed on some evening and weekends, as posted on the library webpage.

Fontbonne University Library provides access to over 90,000 volumes with over twenty million additional items available through the statewide MOBIUS consortium. The library collection includes books, e-books, journals, magazines, videos, CDs and electronic resources.

The library's website connects students to nearly 100 online research tools with access to over 73,000 full-text titles. A current Fontbonne ID is required to borrow materials from the library or to retrieve online resources remotely.

The library provides over 50 student computer workstations, wireless access, scanners, laptop checkout, a photocopier, comfortable reading spaces, small group study areas, classrooms, meeting rooms, and an auditorium.

Reference librarians are available to personally assist students with research. Instructional services include individual assistance, tutorials, orientations, and classroom sessions. Details on using interlibrary loan are available on the library webpage. Course reserves are available at the circulation desk.

## Mailroom Service

**Phone:** 314.889.1420

**Location:** First Floor of Ryan Hall, Room 111.

**Hours:** M-R (8AM - 4:30PM).

If you live on campus and have a mailbox, any incoming mail will be placed in your campus mailbox M-F. If the item is too big to fit in the box, a note will be placed inside advising you to come to the Mailroom to collect the item. You will need to show your FBU photo ID to retrieve your item(s).

You can send out letters/postcards (both domestic and international) and domestic items over 13 ounces. We will meter these items in the Mailroom. You will need to pay with cash for these services. You can also go directly to an area Post Office to mail a letter, postcard or package. A book of stamps (20) can be purchased from the Business Office. **We do not provide envelopes and have a limited supply of boxes for sending packages.** Students can purchase envelopes at the campus bookstore or at area Walgreens and Schnucks stores. When an envelope or package is brought to the Mailroom to be mailed, it should already be sealed and ready to go. We will sell you the necessary postage to mail the item but keep in mind, the Mailroom has limited cash for making postage transactions so it is best to bring small bills so change can be made.

The Mailroom has USPS packaging materials and forms for mailing items needing special handling. These items are free for the asking.

If you want to send an item/document overnight that need to be tracked, we can offer UPS or Fed EX services but you will have to provide a credit card number that can be charged for the shipping fees. These types of transactions must be made prior to 2:30pm so the Mailroom staff can call and schedule a pick up that day. The Mailroom also has the necessary forms/packaging for these items. If it is after the 2:30pm cut-off time, the prepared item can be dropped off at numerous locations around the St. Louis area or it will be picked up in the Mailroom the following day.

## *International Mail Services*

Letters and postcards going to foreign countries can be mailed by the Mailroom. Students mailing packages going to foreign countries must take the item to a local US Post Office for processing.

## **Online Courses/Services**

Fontbonne University offers fully online, accredited, undergraduate degree programs in multiple disciplines. Fontbonne University's online courses are student-centered, just as the traditional face-to-face courses are. The learning environment is an asynchronous one, giving flexibility to the online course. The asynchronous nature of the course does not mean that the course lacks structure and/or deadlines. Students are expected to participate in class discussions and activities and have weekly assignments and deadlines. Course requirements may include weekly group discussions, online quizzes, individual and/or small group assignments, readings, problem solving, or the critiquing of articles. Online undergraduate courses may require proctored testing on campus or at an approved location.

Fontbonne also offers several degree programs in a blended format. This requires some on-campus meetings. The number of face-to-face meetings varies depending on the program.

Prior to taking the first online course at Fontbonne University, a student must complete the Blackboard Tutorial, a free tutorial, which introduces the student to Blackboard, the online course environment, to our sponsors, the Sisters of St. Joseph, and to Fontbonne University history. Students who register for online courses, or courses for which the Blackboard Tutorial is a prerequisite, will automatically be enrolled in the tutorial. The Blackboard Tutorial is available beginning several weeks before the start of every semester and before each eight-week term. Access information will be sent to all students enrolled in the tutorial; this information will be sent to the students' Fontbonne University email address.

Students should prepare themselves to begin all online courses on the first day of the semester or the first day of the scheduled course duration. For new online students, this preparation includes completing the Blackboard Tutorial in advance of the semester start date. Students must complete the Blackboard Tutorial at least one business day (Monday thru Friday) before the start of courses to be prepared to begin their course on time. Students who do not participate in their online course on the first day will be reported to the Registrar's Office for non-attendance and may be dropped from their course.

Minimum Technology Requirements for online students include:

- Minimum of 4 GB of RAM with DSL or high-speed Internet access.
- Windows and Office 2010 or higher for PC and Office 2011 for Mac. Most online courses require Word and PowerPoint, and many require Excel. Fontbonne University's standard software platform is MS Office 2013.

Some courses require the purchase of additional course-specific software; this information should be listed in the course schedule or course syllabus. Use of Fontbonne University email is mandatory for online courses. Students must have daily access to a computer. It is recommended that students have their own computer for use with online coursework.

Students residing in states other than Missouri, please visit <http://www.fontbonne.edu/stateauthorization> to locate State Authorization information

## **Public Safety**

Uniformed officers patrol the campus 24 hours a day. You may contact a public safety officer from an on campus telephone by dialing extension: HELP (4357) or 4596

From an outside telephone, dial: 314.719.HELP (4357) or 314.889.4596.

If the officer is on the telephone when you call, you will receive a voice mail message. You may leave a message and the officer on duty will return your call. If you wish, you may page the officer on duty by calling 314.381-HELP (4357). At the tone, you will need to dial in your call back number. The security officer on duty will return your call when the page is received.

Please report any unsafe conditions, situations, and/or suspicious people on campus to:

- Public Safety by dialing extension HELP (4357).
- Director of Public Safety by dialing extension 8024.
- Student Affairs by dialing extension 1411.

## Public Transportation

### *Bi-State Bus/MetroLink Rail Schedules*

Current schedules for both local Bi-State bus and MetroLink rail services are available in the Information Office on the first floor of Ryan Hall. For other areas and detailed route information call - 314.231.2345.

## Registrar

**Phone:** 314.889.1420

**Location:** Ryan Hall 205

**Hours:** M-F (8:30AM - 4:30PM).

The registrar is the official keeper of student academic records. The registrar's office, Ryan 205, provides the following services for students: semester course schedules; materials for course registration, including change of registration (add/drop forms); enrollment verification for insurance, for veterans and loan deferment forms, etc. The office also provides all forms required for approval of major, change/drop/add major, minor concentration, certification, application for degree (must be filed by September 30 for students intending to graduate in December, January 31 for students intending to graduate in May and May 30 for students intending to graduate in August).

Transcripts, the official records of your university work are also handled by the registrar's office. Transcript requests must be in writing and signed by the student. Requests must be made three days in advance of the time needed. Transcripts are not available for students who have a HOLD on their records for nonpayment of tuition, fees, etc.

## Residential Life

One of the most enriching and exciting aspects of university life is living on campus. Fontbonne's department of residential life offers a neighborhood environment in which students can grow in self-discipline, organizational skills, effective study habits, and independent living. The neighborhood atmosphere also provides the opportunity to develop study partners, support systems, and lasting friendships with a diverse group of neighbors.

The residence halls which make up the on-campus neighborhood are St. Joseph Hall, Medaille Hall, and Southwest Hall. The buildings are co-educational, with men and women living in designated areas. The St. Joseph Hall student population consists of freshmen, sophomores, and juniors. Resident rooms in this building are designed for double occupancy.

**Medaille Hall** is designed for single occupancy. Many of these rooms are reserved in advance by returning Fontbonne resident students. The Hall population is predominately juniors, seniors, and graduate students.

**Southwest Hall**, on the third floor of the Fine Arts Center, offers apartment-style living. Each unit is designed to accommodate four students with separate bedrooms and shared living room, kitchenette, and bathroom. This residence hall population is primarily juniors, seniors, and graduate students. The lower levels of this building house the fine arts department.

Generally, a student must be registered as a full-time student to reside on campus. For additional information or application call 314.889.1411.

## **Service, Diversity, and Social Justice**

The department of service, diversity, and social justice cultivates and promotes a campus culture that respects human dignity and encourages and recognizes service, diversity, and social justice through expanded opportunities for student learning, leadership, and civic engagement. The department advises several student organizations, promotes service opportunities (local, national, and international), and encourages dialogue around issues of diversity and justice. Look for opportunities to get involved through celebrations, workshops, programs, and service trips. The service, diversity, and social justice department is located in the student affairs office on the first floor of Medaille Hall. Contact the director of service, diversity, and social justice at 314.889.4503 with inquiries or visit: <http://www.fontbonne.edu/studentlife/servicediversitysocialjustice/>.

## **Student Affairs**

**Phone:** 314.889.1411

**Location:** First Floor of Medaille Hall

**Hours:** M-F (8:30AM - 4:30PM)

Fontbonne's division of student affairs supports the central mission of the university and contributes to the overall development of each student. Through individual and collective care and concern, and drawing upon specific areas of expertise, student affairs staff members strive to engage, educate, and empower our students. A rich blend of resources, services, and programs creates a campus spirit and integrative learning environment intended to be inclusive of all students. Through out-of-the-classroom experiences, students can increase their understanding of self and others, strengthen interpersonal, communications and critical thinking skills, and develop leadership abilities and a heightened sense of personal and social responsibility. For additional information, go to [www.fontbonne.edu/studentlife/](http://www.fontbonne.edu/studentlife/).

## **Study Abroad**

Fontbonne encourages students to become a part of the global community by offering multicultural learning experiences through individual study abroad programs, faculty-directed study abroad trips, and international community service projects. Students have participated in programs and projects throughout the world, including Italy, England, Ireland, Brazil, El Salvador, and Australia. Short-term, semester, and academic year abroad opportunities are available.

For additional information on study abroad programs call: 314.719.8058

## Theater

Fontbonne's Fine Arts department offers a variety of plays and performance events for the campus community. Participation in these productions is open to all students, regardless of major. Auditions are held at the beginning of each semester. If you are interested in working on a show (in either backstage or on-stage roles), contact Deanna Jent, Ph.D., professor of performing arts, at 314.889.4561 for information.

Fontbonne Theatre's 2015-2016 season begins with *Playhouse Creatures* which runs Thursday, October 22<sup>nd</sup> through Sunday, October 25<sup>th</sup>, and *A Master Thesis Production*, Thursday, March 18<sup>th</sup> through Sunday March 20<sup>th</sup>. A *Ten Minute Play Festival* is planned for December 8<sup>th</sup> and 9<sup>th</sup>, and *A Devised Theatre Production or Staging Literature Scenes* will be performed April 30<sup>th</sup> and May 1<sup>st</sup>. All students currently enrolled at the university are able to enjoy Fontbonne Theatre at a nominal charge. Reservations can be made in advance.

Fontbonne also is home to a professional theatre company: Mustard Seed Theatre. Students have the opportunity to work with professional theatre artists backstage as well as opportunities to audition and perform with the professional company. Students are given a discounted rate to attend the productions. The MST 2014-2015 season starts with *The Amish Project*, August 28<sup>th</sup> through September 13<sup>th</sup>. *All is Calm: The Christmas Truce of 1914* runs November 27<sup>th</sup>, through December 20<sup>th</sup>. The third Mustard Seed show is to be determined and will open February 5<sup>th</sup> and runs through February 21<sup>st</sup>. The season ends with *Bosnian/American* which runs April 15<sup>th</sup> through 24<sup>th</sup>.

## Vending Machines

A variety of snack, juice, coffee and soda machines are located on the first, second and some third floors of classroom buildings and the residence halls. Soda machines are also located on the first floor of the DSAC. Additional snack, juice, soda, coffee, sandwich and Fresh Healthy food vending machines are located on the first floor of Ryan Hall. See the mailroom staff for refunds for damaged/outdated products, complaints or suggestions for better vending machine service. Do not call the vendor for a refund.

There are also two change machines on campus, one in the first floor of Medaille Hall, the other on the first floor of Ryan Hall.

Both of these change machines will accept \$1 and \$5 dollar bills and will dispense quarters. If you don't want quarters, you can go to the Business Office for change.



# Student Activities and Organizations

## Student Organizations

There are over 20 different registered student organizations at Fontbonne University. It is the mission of the clubs and organizations to provide the opportunity for leadership, diversity, and an avenue for programming activities and professional development. Fontbonne University reserves the right to register groups of Fontbonne students who wish to create formal organizations.

Registration of a student organization by Fontbonne University is an acknowledgment that the organization has complied with registration procedures. The University will grant all rights and privileges accorded every registered organization. Registration of a student organization implies that the University approves the organization's constitution and bylaws. Registration does not indicate or imply that the University endorses the views expressed at meetings. The individuals involved are solely responsible for any view held or expressed. Fontbonne's policy is to encourage free discussion of moral issues as part of the educational process. Organized advocacy of a position contrary to the University's Core Documents (mission, vision, values, and Catholic Identity) is not endorsed or funded by the University.

Only student organizations that maintain good standing as officially registered Fontbonne University student organizations by adhering to all required policies and procedures will be authorized to use University facilities or services, or be permitted to identify themselves directly or indirectly with the University name or credit. The University reserves the right to review the activities of student organizations and to ensure compliance with University policies. All student organizations are directly responsible to the Assistant Vice President for Student Affairs in collaboration with the Vice President for Student Affairs.

### *Registration of Student Organizations*

Registered groups, like registered students, will be held accountable to the standards and norms of conduct and civility which help constitute the Fontbonne University community. Registering a group says to those who belong to it that their contribution is viewed as part of the overall educational mission of the institution and that the students must continue to strive to be faithful to that mission. Rightly understood, however, registration of a student organization does not itself imply an institution's endorsement of particular stands that the group may take.

- I. All student organizations seeking eligibility for University benefits are required to be registered by the Center of Leadership and Community Engagement (registration forms are available in the office and on-line).
- II. Registration and eligibility for University benefits shall neither be withheld nor denied on the basis of race, color, religion, gender, sexual orientation, physical impairment, national and/or ethnic origin or age.
- III. The registering student organizations must ensure that the purpose of the organization is consistent with Fontbonne University's Core Documents.
- IV. The administration of the University reserves the right to review such decisions, offer guidance and even intervene when necessary, if the educational values and mission of the University appear to be undermined. Fontbonne seeks to encourage the exercise of responsible freedom; student representatives should be allowed the greatest possible discretion in making these judgments.
- V. Disputes, challenges and exceptions to the above registration policies should be directed to the Vice President for Student Affairs or designee.
- VI. Registration of student organizations in no way implies that the University endorses positions or points of view espoused privately or publicly by the organization.

- VII. All student organizations seeking registration shall, at the time they apply to be registered, meet the following criteria and agree to the following responsibilities:
- A. The student organization must have a constitution which states the purpose and goals of the organization and how they are consistent and compatible with Fontbonne University's Core Documents. The constitution must indicate a statement with respect to the organization's affiliation, if any, with off-campus organizations. Any changes in a student organization will require review of the organization's registration status.
  - B. The student organization must demonstrate how its purposes and goals contribute to the educational mission of Fontbonne University.
  - C. The student organization must agree to institutional policies and procedures appropriate to the organization's activities and conduct both on and off campus.
  - D. The student organization must agree to comply with the University's nondiscrimination policy in regard to membership.
  - E. The student organization must agree that the exercise of freedom of expression will be done in a peaceful, non-disruptive manner and with appropriate consideration of and respect for differing points of view.
  - F. The student organization, when involved in issues that may be controversial or provocative, must seek the advice and counsel of their advisor and the Assistant Vice President for Student Affairs in collaboration with the Vice President for Student Affairs.
  - G. Because registration of a student organization in no way implies that the institution necessarily endorses positions or points of view espoused privately or publicly by members of the organization, the student organization should represent itself in ways that make this point clear.
- VIII. All student organizations are required to register every spring semester with the Center of Leadership and Community Engagement for compliance of their activities with their constitution and the consistency of their constitution with Fontbonne University's Core Documents.
- IX. Registered student organizations complying with the criteria and responsibilities listed above have the following rights and benefits:
- A. Use of the University name in association with the organization in the manner designated by the institution.
  - B. Use of University facilities, at no charge or at reduced charge, in accordance with applicable policies for meetings and activities. Facilities shall be granted on a priority basis to registered student organizations or departments in an objective manner based on the consistency of the proposed use of the facilities with the purpose of the organization as stated in its constitution.
  - C. Solicitation of membership on campus under the organization's name.
  - D. Use of campus bulletin boards and other designated posting areas according to policies on posting in this Griffin Scratch.
  - E. Access to campus services, leadership programs, the expertise of a faculty or staff advisor, representation in student government, the advice and counsel of the Center of Leadership and Community Engagement staff and appropriate communication resources on campus.
  - F. The request of student activity funding from appropriate sources.
  - G. Access to the 4th floor Medaille Hall with a keycode to the student organization president.
  - H. Listing of the organization in the official publications of the University.

- I. Access to campus services such as audiovisual equipment, inter-campus mail, etc.
- J. The right to actively promote the goals, purpose, identity, programs and activities of the organization. Active promotion may be regarded as wearing organizational clothing or accessories, displaying organizational paraphernalia, display and/or distribution of written publicity for the organization of an event. Promotion includes letters or any symbols that could be associated with the group. This applies to any on-campus and off-campus Fontbonne associated event.
- X. Clarification and interpretation of the above guidelines will be provided as needed by the Vice President for Student Affairs or his/her designee.

## *Activities Regulations*

Registered student organizations at Fontbonne University seeking to propose and sponsor a campus event shall submit a form event approval request to the Center of Leadership and Community Engagement. Sponsorship of an event must comply with the following guidelines and procedures.

### I. Introduction

Fontbonne University supports and encourages the student development that occurs outside of the classroom as part of the students' co-curricular experience. Campus events and programs are a valued part of the Fontbonne Community whether educational, recreational, or social in nature. Fontbonne University understands the importance of encouraging free discussion of moral issues as part of the educational process through "a commitment to open communication, personal concern and diversity" and educating students "to think critically, act ethically and to assume responsibility as citizens and leaders." However, speech and expression are not absolute rights at a private institution and must be examined in light of both particular circumstances and the broader values and aspirations of Fontbonne University as a Catholic institution. While restrictions on expression must be reluctant, in some situations they may be deemed appropriate.

### II. Purpose

This policy provides guidance for registered student organizations who seek to sponsor an event at Fontbonne University, such that that: (a) the freedom to pursue truth may flourish; (b) the teachings of the Catholic Church will always be respected even when examined; and (c) the opportunity to exchange ideas will not conflict the rights or safety of others in the Fontbonne University community, or interfere with the University's mission, values, and core documents.

In providing guidance, this policy integrates concepts of inquiry, expression, dialogue and the exchange of ideas with an exception of social responsibility. Fontbonne University acknowledges the distinct role that activities "outside of the classroom" have on the University campus. To effectively accomplish the integration of these concepts, this policy outline a way of proceeding that focuses students on both the pursuit of truth and how that pursuit is expressed.

### III. Individuals Affected

This policy is intended for registered student organizations seeking to sponsor a campus event. This policy excludes both academic and university departments.

The Center of Leadership and Community Engagement, as an entity within the Division of Student Affairs, has direct oversight of the policy on behalf of Fontbonne University. Other departments may be involved

with the review of some event requests including Service, Diversity, and Social Justice; Campus Ministry; Mission Integration; Academic Affairs; and the Endowed Chair. Depending on the nature of the event request, the review may not be limited to these areas.

#### IV. Event Definition

For the purpose of this policy, an event is defined as any activity, program, or outing that utilizes University resources, including but not limited to university funds, student organization or the university's name, facilities reservations, and/or personnel resources.

#### V. Sponsorship

Sponsorship of the event is defined as the primary Registered Student Organization choosing to host the program and therefore the responsible entity for all policy and procedural guidelines. Co-sponsors of the event must be identified on the 'Event Approval Request Form', including both other Registered Student Organizations and University and Academic Departments. Co-sponsorship of an event is defined as any other student organization or department that is providing financial, logistical, and/or event support for the proposed program. Additional information from co-sponsoring Registered Student Organizations may be requested at the discretion of the Assistant Vice President for Student Affairs.

The approved hosting of an event does not imply approval or endorsement, by the sponsoring group or by Fontbonne University, of the views expressed by speakers, presenters, or others who participate.

#### VI. Policy

While Fontbonne University acknowledges a student's individual right to express and explain his or her own beliefs, by virtue of its Catholic character, the time, place, and manner of exercising speech on campus for events planned by students and recognized student organizations is subject to policies and procedures adopted by the University. As such, the University reserves the right to review events proposed by registered student organizations, including those which are funded in full or in part by University sources (e.g. student activity fee). It also reserves the right to reject or alter events that the University deems to be inconsistent with its values and mission and other core documents. This means that a balanced event, one that would include opportunities for opposing viewpoints to be presented, may be necessary in order for controversial societal, political, moral, and/or ecclesiastical topics to be addressed in a way that provides a more complete educational experience and understanding of the subject matter.

Examples of programs that the University would not approve would include those deemed to present a danger of inciting violence or unlawful behavior; advocates the physical harm, coercion, intimidation or other invasions of personal rights of individual students, faculty, staff, administrators or guests; and/or violates any University policy. The University also has the right to regulate the time, place and manner of all on-campus activities and expression and to prohibit any activity, speech, or expression that is deemed by the administration to create a clear and present danger of blocking roadways, walkways, or common areas; Restricting or preventing physical access to campus buildings; generating excessive noise; and/or interfering with or disrupting classes or unlawfully interfering with other campus events or activities.

While acknowledging there may be approved programs which include critiques of Catholic teaching and/or Fontbonne University, the University does not knowingly make available its facilities to individuals,

organizations or businesses, whose activities will deride, mock, or ridicule the Roman Catholic Church or the University's core documents.

## VII. Procedures

Registered Student Organizations of the University who seek to sponsor a campus event may apply to do so according to the procedures below.

Students must complete the 'Fontbonne University Event Approval Request Form', made available by the Center of Leadership and Community Engagement. Completing an Event Approval Request Form does not guarantee approval. Supplemental 'Courageous Dialogue' form may be required upon the request of the Assistant Vice President for Student Affairs.

Students may check on space availability, availability and costs of speaker/presenters, and other logistical needs for the event. Students should consult the Fontbonne academic, activities, and athletics calendars for any potential conflicts.

Completed Event Approval Request Forms must be submitted to the Assistant Vice President for Student Affairs at least twenty (20) business days prior to the proposed program. *Note that some events will necessitate an extended timeline due to contractual agreements or the nature of the event. Event Approval Request Forms for these events must be submitted, and the event must be approved, prior to any outside contract or legally binding agreement being confirmed.*

The Assistant Vice President for Student Affairs will provide written notification of any procedural questions or concerns about the program within five (5) business days of the submission. *Procedural questions or concerns may include, but are not limited to, clarification of issues related to Sections II or VI.*

After receiving event approval from the Center of Leadership and Community, students may move forward with their event planning including space reservation, vendor or performer confirmation, and other event logistics.

The University has the right to impose discipline, as deemed appropriate, upon any student organization whose oral or written expression violates University policy or Code of Student Character and Conduct or goes beyond that which is protected by this particular policy.

# 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.

## I. 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 Character and 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.

If there is a reasonable belief that a student poses a threat of disruption of or interference with the normal operations of the University, we may require that the student meet with a university counselor. If a meeting is required and the student does not comply, the situation will be evaluated and may be processed as a disciplinary action.

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.

## II. 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:

- A. 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.
- B. Implied or specific physical altercations or abuse, verbal altercations or abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the safety and well-being of any person, including oneself. This includes but is not limited to, face-to face, written, printed, and social media (see Anti-Harassment Policy).
- C. 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 of the Griffin Scratch).
- D. 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.
- E. 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.

- F. 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.
- G. 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.
- H. 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.
- I. 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.
- J. Attempted or actual theft of University property or possession of stolen University property or property of any person.
- K. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
- L. Unauthorized use of the name or insignia of the University by individuals or groups.
- M. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
- N. Misuse of telephone, including assisting or making unauthorized or harassing calls or making false calls to request emergency services.
- O. Misappropriation or misuse of student organization funds or property, including overextension of the budget of a student organization and unauthorized personal use of equipment.
- P. Violation of the University policy on computer use (see Information Technology).
- Q. Providing false, dishonest, distorted or misleading information in any communication with any University representative, official, faculty member or office.
- R. 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.
- S. Failure to identify oneself and/or to cooperate with persons in authority who are in the process of discharging their responsibilities.
- T. Violation of federal, state or local law on University premises or at University sponsored or supervised activities, such as but not limited to, gambling.
- U. Violation of the University policy on drugs and alcohol
- V. Violation of the University policy on smoking and tobacco (see Tobacco Free Policy)
- W. Violation of the Residence Hall application contract, guidelines, and policies, and/or the Off-Campus Residence Handbook
- X. Violation of any University policy or procedure not otherwise listed here.
- Y. Abuse of the University judicial process including, but not limited to:
  1. Failure to respond to communications from a University official or judicial body
  2. Falsification, distortion, or misrepresentation of information before a University official or judicial body
  3. Disruption or interference with the orderly conduct of a judicial proceeding

4. Interruption of a judicial proceeding knowingly without cause
  5. Attempting to discourage an individual's proper participation in, or use of, the judicial system
  6. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding
  7. Harassment (verbal or physical) and/or intimidation of a University official or member of a judicial body prior to, during, and/or after a judicial proceeding
  8. Failure to comply with the sanction(s) imposed under the Student Code of Conduct
  9. Influencing or attempting to influence another person to commit an abuse of the judicial system
- Z. Refusal to cooperate in an investigation conducted by or on behalf of Fontbonne University
- AA. Engaging in conduct which Fontbonne University determines is in violation of any policy, mission or value of Fontbonne University.

### III. 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 Character and Conduct, and may initiate an investigation or disciplinary action on its own initiative.

#### A. 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 complaint resolution 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 or designee shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Student Character and 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 or designee. Interim suspension may be imposed as the Vice President for Student Affairs or designee deems appropriate, and for reasons including, but not limited to: the safety and well-being of members of the University community or preservation of Fontbonne property and facilities used by Fontbonne; 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 offer to 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 Character and Conduct. If the Vice President for Student Affairs or designee determines that the accused has violated the Code of Student Character and 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 Character and 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 and/or consultation before rendering a decision. The accused may be asked to be present at any subsequent meetings before a final decision is made.

## B. Sanctions

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

1. **Warning.** A notice in writing to the student that the student is violating or has violated institutional regulations.
2. **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.
3. **Loss of privileges.** Denial of specified privileges for designated period of time.
4. **Fines.**
5. **Restitution.** Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. **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.
7. **Notification of Parent.** Alcohol-related violations by an underage student are likely to be referred to the student's parent(s) or guardian, and in some cases if the student is 21 years of age or older.
8. **Discretionary.** Work assignments, community service, or other assignments related to the specific violation.
9. **Campus Restriction.** 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.
10. **Non-Academic 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 non-academic suspension may be converted to a non-academic dismissal by the Vice President for Student Affairs.
11. **Non-academic Dismissal.** Permanent separation of a student from Fontbonne. The student may not apply for readmission.

In addition to the sanctions listed above for individuals, groups found responsible for violating provisions of the Code of Student Character and 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 Character and 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.

### C. Appeals

1. Determinations made by the Vice President for Student Affairs' designee may be appealed by the accused student or by the complainant by submitting a written appeal to a designated Appeals Hearing Officer within five working days of the original decision. *\*Appeals must adhere to the criteria below.*

Upon review, the designated Appeals Hearing Officer may either uphold or overturn the original decision in whole or in part. The Appeals Hearing Officer's decision will be final.

**\*Appeals Criteria: Should the accused student or the complainant choose to appeal, appeals must be in accordance with the following criteria:**

1. To determine whether the original meeting and/or investigation was conducted fairly and in conformity with prescribed procedures.
2. To consider new information, sufficient to alter a decision, not known at the time of the original meeting or investigation.

In addition, the accused student only may appeal:

1. To determine whether the decision reached regarding the accused student was based on evidence that, more likely than not, was true and accurate.
2. To determine whether the sanctions imposed were appropriate.

### *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.

# Policies and Procedures

## Academic Policies

Information on all academic policies, procedures and requirements is found in the current Fontbonne University Catalog.

Your Fontbonne catalog is your primary source of university and department information related to your academic program. The catalog you begin with as a first-time student identifies the requirements you must meet in order to complete a baccalaureate degree at Fontbonne. Your academic advisor can assist you in understanding and following all of your degree requirements and the requirements for your program of study once you have chosen a major. Fontbonne University expects that you will be responsible for reading the catalog, following the policies and regulations, and seeking clarification about anything you do not understand.

## *Student Responsibilities*

It is the student's responsibility to consult the current Fontbonne University Catalog for details on:

- academic policies, procedures, regulations and requirements;
- general education, major, minor, concentration, certification, and degree/graduation requirements including filing deadlines;
- information on various programs such as double majors, dual degrees, certificate programs, cooperative education, online courses, inter-institutional cross registration, foreign language study, 3/2 programs, exchange programs.

## *Academic Integrity/Honesty*

Fontbonne University is committed to graduating students who are prepared to think critically, to act ethically, and to assume responsibility as citizens and leaders (see Mission Statement). Fontbonne University expects the highest standards of integrity from its students.

A violation of academic integrity includes, but is not limited to, any act of cheating, plagiarism, fabrication, and dissimulation and any act of aiding and abetting academic dishonesty. In cases where academic integrity is in question, the following definitions and policies will apply.

**Cheating** is a purposeful deception in the preparation and/or submission of papers and assignments and the taking of exams, tests or quizzes.

**Plagiarism** is the representation of the words and ideas of another as one's own in any academic exercise. Plagiarism includes failing to give a citation for using work from another person or source. Modifications and rephrasing do not reduce the requirement for giving a citation. This also applies to information obtained electronically, such as from the Internet.

**Fabrication** is the deliberate falsification or invention of any information or citation in any academic exercise, such as making up a source, giving an incorrect citation, misquoting a source.

**Dissimulation** is the disguising or altering one's own actions with the intent to deceive another about the real nature of one's actions concerning an academic exercise. Examples include fabricating excuses for such things as missing classes, postponing tests, handing in late papers, turning in a paper for one class that was originally written for another class (when original work is requested).

Broader incidences of academic integrity include but are not limited to:

**Abuse of resources** is the damaging or any resource material or inappropriately limiting access to resource material that is necessary for academic work. Abuse includes hiding library materials, removing non-circulating material from the library, hiding or stealing another person's textbook, notes or software, failure to return library materials when requested.

**Forgery of academic documents** is the unauthorized changing or construction of any academic document, such as changing transcripts, changing grade books, changing grades on papers which have been returned, or forging signatures. Other examples include completion of an application for any academic program that omits or falsifies any requested information. Such violations can result in the revocation of the application, even if approval was previously granted on the basis of fabricated information.

**Sabotage** is the damaging or impeding of the academic work of another student. Sabotage includes ruining another student's lab work, destroying another student's term paper.

**Aiding and abetting** academic dishonesty is knowingly facilitating any act defined above.

Individual instructors will set specific policies regarding academic integrity. In general students may expect to receive a 0 on any assignment, exam, test, or quiz and perhaps fail a course when a violation of academic integrity has occurred.

Violations of academic integrity have a broad impact on the University and will result in University review and action. Faculty who observe violations of academic integrity are asked to report all violations to the Office of Academic Affairs where records of violations will be maintained for five years. University review and action may include tutorials on the appropriate use of materials, academic probation, or expulsion, depending on the nature of the offense. All procedures for disciplinary actions are detailed in the Griffin Scratch and Fontbonne policy manuals.

### *Students with Disabilities*

Fontbonne University offers accommodations to students with documented physical, visual, hearing, learning or psychiatric disabilities. Any Fontbonne student is eligible for special services or accommodations if:

1. The student self-identifies that he or she has a disability and needs accommodation.
2. The student provides appropriate and verifiable documentation of the disability.
3. The student provides notification in a timely fashion.

For accessibility and residence hall needs, contact Student Affairs at 314.889.4523. For academic accommodations, contact the Kinkel Center for Academic Resources at 314.889.4571. Academic accommodations must be requested each semester.

### *Veterans*

Particular questions dealing with the educational benefits of veterans should be directed to the financial aid office.

### **Activity Periods**

There are three activity periods each week: Monday, Wednesday and Friday, 11:00AM to 12:20PM.

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.

## 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 and off-site campus locations 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.

- I. **Standards of Conduct - Illicit Drugs:** The unlawful manufacture, possession, distribution or use of illicit drugs on Fontbonne University property and off-site campus locations or as a part of any of its activities by students, employees, or their guests is prohibited.
- II. **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.
  - A. No alcoholic beverages are allowed in unapproved areas without special permission. Unapproved areas include but are not limited to lounges, hallways, courtyards, and outside of buildings. In addition, St. Joseph’s Residence Hall is designated as an alcohol-free building; no alcoholic beverages are allowed by residents or guests, even if they are 21 or older.
  - B. While Fontbonne respects students’ right to privacy, it retains its right to enter any residence hall rooms if there is sufficient reason to believe that University policies have been violated.
  - C. 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.
- III. **Alcohol Serving Policies and Procedures:**

*Alcohol Serving Policy* – Because of Liquor license restriction from the State of Missouri, St. Louis County, and the City of Clayton, any event sponsor (defined as any Fontbonne University individual, organization, or department, or any non-affiliated campus individual or group) that plans to serve alcohol at an on-campus event, must make arrangements through Ameriserve which holds the liquor license for the Clayton campus. Event Sponsors must allow 20 business days advance notification.

*Alcohol Serving Procedures* -

- A. Bartenders/servers must be contracted through Ameriserve. Ameriserve will provide one (1) bartender per seventy-five (75) people. The Catering Manual states there is a \$50.00 per hour charge for a bartender with a two hour minimum and a \$50.00 per bar set-up fee. The organization or department sponsoring the event will be billed for the bartenders’ service. There cannot be a cash exchange.

Event Sponsors wishing to use Caterers other than Ameriserve to serve alcohol must follow these guidelines:

- a) Event Sponsors must request initial permission from the appropriate Vice President or General Services Manager;
- b) Event Sponsors must obtain and send a copy of the caterer's insurance certificate and liquor license to Ameriserve for each event;
  - (1) If approved, Ameriserve will send approval with a copy of alcohol serving policies to both the Event Sponsor and Caterer. The Caterer must comply with all provisions of this policy.
  - (2) If the Caterer outside of Ameriserve is not approved, Event Sponsors must either use Ameriserve or not serve alcohol at their event.
- c) Event Sponsors will be held accountable if failing to comply with these policies and may be denied permission to serve alcohol at future events.
- B. Ameriserve bartenders/servers must be 21 years of age and be knowledgeable about the drinks being mixed and/or served. Ameriserve supervisors and bartenders/servers will successfully complete TIPS training.
- C. Alcoholic beverages will only be served by the individual glass, bottle, or can. No kegs or pitchers of beer will be served. Ameriserve will determine and monitor the number of drinks served to individuals.
- D. Depending upon the nature of the event, Ameriserve bartenders/servers will card individuals requesting an alcoholic beverage and stamp individuals who are 21 years or older.
- E. In most cases, Event Sponsors must not take unused and/or unopened alcohol from an event. Ordinarily, Ameriserve will be responsible for the disposal of unused and/or unopened alcohol from an event. If Ameriserve is unavailable to remove the unused or unopened alcohol at the end of an event, the event sponsors are responsible for collecting and retaining it until it can be retrieved by Ameriserve.
- F. If alcohol is donated to Fontbonne for an event, it must be given to Ameriserve. Ameriserve will then serve the alcohol at no charge for the beverage. Ameriserve will not serve alcohol from donated kegs.
- G. Alcohol advertising (e.g., "B.Y.O.B") for any on or off-campus event is not permitted.
- H. All events must have a specified beginning and end time. Serving of alcoholic beverages will cease one-half hour prior to the end of the event. Food must be served at events that have alcohol available.
- I. Student organizations requesting to serve alcohol at an event must contact the Assistant Vice President for Student Affairs for approval and additional procedures.
- J. Event sponsors are responsible for:
  - a) Notifying Public Safety for events where the attendance is anticipated at 100+ participants. Public Safety should be contacted a minimum of 10 business days prior to the event.
    - Public Safety may request that a Public Safety officer or off-duty police officer be hired for the duration of the event. Additional fees will apply at the expense of the Event Sponsor.
  - b) At the beginning of the event, introducing themselves and other event sponsors to the bartenders/servers and Public Safety or Off-Duty Officers, if present.
  - c) Monitoring that individuals do not bring alcohol into an event or take alcohol away from an event.
  - d) Creating signage stating individuals cannot bring alcohol into an event or take alcohol away from an event. (Signage should be removed by the Event Sponsors once the program is over.)
- K. Generally, if the event is hosted in the Dunham Student Activity Center Alumni Caf<sup>e</sup>, alcohol may only be served if the snack bar is closed.

- L. Ameriserve bartenders/servers are responsible for reporting any disruptions in the serving area to Event Sponsors and/or Public Safety.

#### **IV. Tobacco-Free Campus Policy**

Fontbonne University is a tobacco -free campus. Smoking or other use of tobacco products or smoking related products, including the use of smokeless, e-cigarettes or other devices that simulate visual, sensory and behavioral aspects of smoking, is prohibited on all University property, including all buildings, outdoor spaces and in University-owned vehicles. Such items include, and are not limited to, cigarettes, electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes and oral tobacco. Future reference to tobacco use or smoking includes the above referenced items, such as e-cigarettes. Tobacco use is permitted on the sidewalks along Big Bend and Wydown Boulevards and in personal vehicles that are parked on campus. This policy applies to the Clayton campus.

Off-site campus locations shall continue to prohibit all tobacco use within buildings and shall also comply with any local municipality or county restrictions. No smoking will be permitted within 15 feet of the entrance of any branch location.

Voluntary compliance with the tobacco -free campus policy will be emphasized. Anyone who observes that the policy is being violated is encouraged to bring it to the attention of the smoker. Individuals found smoking by Public Safety will be asked for identification and will be given a reminder notice about the University's policy. In the event that any individual is found to regularly violate the University's tobacco-free policy, for employees, the issue will be referred by Public Safety to the employee's supervisor or department head, or for students, to the Office of Student Affairs for appropriate action. Violations of this policy will be subject to the rules and sanctions contained in the University Policy Manuals and in the Code of Student Character and Conduct. In the event that a violator is unwilling to show identification upon request to a public safety officer, the Clayton Police will be called to respond to trespassing.

#### **V. 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 violate 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.

#### **VI. 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 Character and 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.

## VII. Legal Sanctions

### *Drugs*

The manufacture, possession, sale, distribution, and use of illicit drugs is prohibited by city and county ordinance, state law, and federal statute. Punishments range from fines of \$50 to life imprisonment. The statutes and ordinances define the drugs deemed “illicit.”

#### Drug Trafficking Penalties

<u>DRUG SCHEDULE WITH EXAMPLES</u>	<u>MINIMUM FEDERAL SANCTION FOR OFFENSE BY INDIVIDUAL</u>	<u>MISSOURI SANCTIONS</u>
Schedule I – Mescaline, LSD, Heroin, Peyote	5 – 40 years or life in prison - \$2 to \$4 million fine	5 – 30 years or life in prison
Schedule II - Methamphetamine, Cocaine, Opium, PCP	5 - 40 years or life in prison; \$2 - \$8 million fine	5 – 30 years in prison
Schedule III Drugs	10 years in prison; \$150,000 - \$500,000 fine	5 – 15 years in prison
Schedule IV Drugs – Flunitrazepam	3 – 6 years; \$200,000 - \$500,000 fine	5 – 10 years in prison
Schedule V Drugs	1 – 2 years; \$100,000 - \$200,000 fine	5 – 10 years in prison



Marijuana	5 – 40 years or life in prison; \$250,000 - \$8 million fine	Up to 7 years, up to \$5,000 fine (5 gms. or less); 5 – 15 years (more than 5 gms.)
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**Alcohol**

Missouri’s Liquor Control Law makes it illegal for a person under the age of twenty-one years to purchase or possess any intoxicating liquor. R.S.Mo. §311.325(1). Violation of this provision can subject one to a fine of up to \$1,000 and/or imprisonment for a maximum term of one (1) year. County and municipality ordinances contain similar prohibitions and sanctions.

**VIII. Health Risks**

**Drugs**

Physical and psychological effects of both short and long term drug use vary with the type and amount of drug used. Marijuana use can lead to heartbeat acceleration, impairment in mental perception, memory loss, impulsive behavior, anxiety attacks, respiratory problems, infertility, and lung disease. Cocaine use can lead to high blood pressure, sweating, vomiting, irritation and inflammation of nasal tissue, loss of appetite, delusions, altered perceptions, and death from respiratory failure.

Use of hallucinogens can lead to dizziness, increase in heart rate, nausea, perceptual changes, delusions, hallucinations, and flashbacks. Use of stimulants can lead to diarrhea, heart palpitations, increased blood pressure, kidney failure, weight loss, irritability, and hallucinations. Use of depressants can lead to slurred speech, staggering gait, altered perception, slowing down of reflexes and reaction time, increased anxiety and depression, and death from lack of oxygen.

Use of drugs during pregnancy may lead to premature births and/or mental or physical handicaps in the infant. Use may also cause infant to acquire a drug dependency at birth

**Alcohol**

Abuse of alcohol can produce severe health risks, including death. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident.

Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, even lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of becoming alcoholics.

#### **IX. *Drug or Alcohol Counseling, Treatment or Rehabilitation***

The Student Affairs Office in Medaille Hall provides the following resources for students:

1. literature about alcohol and other drugs
2. professional counseling and off-campus referrals
3. registration for a designation health and counseling service
4. educational programs for students who violate University alcohol and drug policies

The provisions of health insurance for Fontbonne employees cover, with limitations, treatment for alcohol and drug dependency.

The provisions of the Employee Assistance Program include counseling for substance abuse.

#### **X. *Disciplinary Sanctions***

Different disciplinary procedures are applicable to faculty, staff, and students. Violations of the standards of conduct will be addressed on a case by case basis with the imposition of discipline being appropriate to the severity of the violation. For each group comprising the University community, there are certain common sanctions that may be applied. These include letters of reprimand, probation, and severance of ties with the University through expulsion or termination. Opportunity for referral to an appropriate rehabilitation or counseling program may be associated with a first offense. Referral for prosecution will usually occur only for the most serious violations.

1. Faculty: Faculty discipline is administered according to the process outlined in the Faculty Handbook.
2. Staff: The University staff is subject to disciplinary procedures that are outlined in the Employee Handbook.
3. Students: The alcohol and drug-related guidelines for student conduct are contained in the Student Handbook. Sanctions for students generally will follow from the severity of the infraction and can include probation, residence hall dismissal, required participation in counseling or educational programs, and expulsion. The University may notify the parents of dependent-aged students for alcohol and drug-related infractions.

### **Bicycle Policy**

Bicycles are welcomed and encouraged on campus. There are bike racks south of the arcade between Ryan Hall and AB Hall, in front of Medaille Hall and along the side of the Library. All bikes should have some form of owner identification. Unattended bikes should be locked and secured. All bicycles must be removed at the end of the spring semester term. Any bicycles left after the end of spring term will be removed and disposed.

### **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 registered student organizations. Others are open for posting of notices.

### Below are guidelines for posting notices:

- I. In most cases, all signs must have the stamp of approval from the Student Affairs office. Signs without this stamp will be removed. The Assistant Vice President for Student Affairs 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.
- II. Only registered student organizations, departments, and offices may post signs on community bulletin boards.
- III. Job listings outside of the Fontbonne community are to be posted only on the Fontbonne Career Services website.
- IV. 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.
- V. 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.
- VI. 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.
- VII. All signs will be dated when approved and must be taken down by the sponsor two weeks after the date on the sign. The Assistant Vice President for Student Affairs will give special consideration to longer postings on a case by case basis.
- VIII. 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.
- IX. Lawn signs are permissible but must be approved by the director of student development.
- X. If student organizations fail to follow this posting policy, they will lose their rights to hang signs.
- XI. No sign will be approved that advertises anything that violates the campus alcohol policy. No poster will be approved that advertises the use, sales, or consumption of alcohol at the designated event.

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

Student events and activities can be found online. All events listed on this calendar will be given priority over requested events.

## Campus Governance and Organization

Faculty, administrators, and academic administrative staff participate in the academic governance of Fontbonne University through the Faculty General Assembly (FGA). Students participate through standing and special committees. Ad hoc committees and task forces are established to meet temporary needs and are automatically dissolved when their special work is completed.

Ordinarily one or two students are appointed to the following standing committees at the beginning of the fall semester.

### *Curriculum Committee*

Responsible for monitoring the quality of the curriculum, including the departmental strategic planning process and general education review process, and for recommending to the FGA curriculum changes, such as the addition or elimination of courses, minors, concentrations, certificates, and majors.

### *Undergraduate Academic Committee*

Responsible for developing, and when appropriate, implementing undergraduate academic policies and procedures pertaining to undergraduate retention, probation, dismissal, Latin (academic) Honors, the University Major, and other issues related to undergraduate academic standards, regulations, or requirements.

### *Academic Appeals Committee*

The Academic Appeals Committee guarantees the right to a hearing for any student. The committee exists in order to assure that the rights and responsibilities of members of the university community are protected through orderly procedure. Any member of the academic community may petition the committee for student academic matters. Information regarding the procedure for an appeal by an undergraduate student is available from the Office of the Dean of Undergraduate Studies; information regarding the procedure for an appeal by a graduate student is available from the Office of the Director of Graduate Studies.

### *Teacher Certification Unit Executive Committee*

Responsible for coordinating the goals of teacher certification, communicating requirements to students, implementing policies related to program quality, admitting students to the teacher certification program, etc. One second-semester sophomore or one first-semester junior in a teacher certification program serves on the committee.

### *Graduate Academic and Curriculum Committee*

Responsible for setting and implementing policies for graduate students including admission, dismissal, and appeals for readmission.

## Communications Policy for Students

Appropriate communication with various members of the Fontbonne University community is critical in keeping all members of the campus community well informed and in allowing them the ability to respond as needed. In order to fulfill this goal in regards to students, the policy requires all students to *regularly* check their campus e-mail account, their student griffinnet portal account, the FBU website, and their personal mail. Any one of these various means of communication may be used by the University for official communication to the student. These means of communication are further defined below:

Fontbonne University has four means of official communication with students:

1. Fontbonne University provides each student with an e-mail account. Students who use another account bear the responsibility of checking their university account on a regular basis or forwarding that account to their alternative email system.
2. A student's FBU griffinnet portal account allows them access to their own website portal for instant information about their own interaction with the University where important notices and school information may be communicated.
3. A student's on-campus post office box or their own personal mail destination site. Students residing off campus should make sure the University has their current mailing address.
4. The University maintains a website regularly with updated information.

Any one or all four methods may be used at any time to communicate official University business and time-sensitive information. Official communications might include, but are not limited to, faculty/student communication, administration/student communication, course registration information, storm related delays or closings or other emergency announcements. Students will be expected to check all four means of communication on a regular basis and will be responsible for their timely response to the information provided.

In addition, the RAVE emergency alert system used by the University is utilized for emergency communications. Rave Alert allows multi-modal broadcast messaging through email, voice, text messaging (SMS), and other mechanisms.

## Consensual Relations Policy

When two parties have consented at the onset to 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 (ie. Teacher/student, coach/team member, faculty or staff/work study student, etc).

## Contracts

Contracts which students or student organizations make with outside agencies must be signed or co-signed by the Assistant Vice President for Student Affairs.

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is a federal law that protects the privacy of student education records. It applies to all schools that receive funds from the United States Department of Education. Education records are records that contain information directly related to a student and that are maintained by an educational agency or institution or by a party acting for the agency or institution. Education records do not include private notes, law enforcement records, medical and counseling records, or alumni records.

In accordance with the Family rights and Privacy Act, certain information designated as “directory information” may be released without the prior consent of the student, unless the student has forbidden its disclosure in writing by completing a Request to Withhold Release of Directory Information form available in the office of the registrar. This form must be turned in to the registrar’s office within two 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 the Fontbonne University website at:

<http://www.fontbonne.edu/downloads/FERPA.doc>

Students should read the FERPA policy to know their rights and responsibilities as they pertain to the education records. Questions should be directed to the office of the registrar.

Please see online Policy Manual Volume II for further information on FERPA.

## Financial Accounts

Accounts are due in advance each semester. Summer semester, June 1, fall semester, July 15 and spring semester December 1. For students who register after the due date, payment is due upon registration.

Payment in full less any financial assistance must be received by the due date in order to avoid late fees. Students may not begin a new semester until all financial obligations to the University have been settled.

No final adjustment or refund is made for late entrance, for absence after entrance or for dismissal. Tuition adjustments involved in withdrawal from the 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, smoke detectors, 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 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 Department 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, located on the first floor of Medaille Hall, issues picture I.D.s during regular office hours.

The I.D. identifies the holder as a Fontbonne student and is issued for campus security reasons, 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., students need to provide proper identification, such as a driver's license, and have proof of semester registration. There is no charge for the first I.D. If the I.D. is lost or damaged, there is a \$10 replacement fee.

## 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.



## 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.

## 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.

## Missing Student Notification Policy and Procedures

In accordance with the Higher Education Opportunity Act of 2008, 20 U.S.C. § 1092(j), Fontbonne University has implemented this policy and notification procedures to be followed when a student who resides in on-campus housing is determined to be missing for more than 24 hours. For purposes of this policy, “on-campus housing” means a residence hall or other residential housing facility for students that are located on Fontbonne University’s campus or in a University-leased building that serves as a residential housing facility for students. Students who live in on-campus housing are referred to in this policy as "resident students".

Resident students will have the option to identify an emergency contact person whom Fontbonne University will notify if the Public Safety Department or local law enforcement agency determines that the student has been missing for more than 24 hours. Resident students may register the information for their emergency contact person online through the Public Safety Department website. The emergency contact information is considered confidential and may be accessed only by authorized campus officials and law enforcement officers in furtherance of a missing student investigation.

All members of the Fontbonne University Community (current faculty, staff and students) have a responsibility to immediately make a report to the Public Safety Department when a student has been missing for more than 24 hours. The Public Safety Department will notify the Department of Residential Life to determine if the student is a resident student. If so, the Public Safety Department will work with the Department of Residential Life to conduct an investigation to verify that the student has been missing for more than 24 hours and to identify any circumstances that may be related to the student’s absence. If a staff member of the Public Safety Department or the Department of Residential Life is able to make contact with the resident student, the staff member will attempt to verify the student’s whereabouts and safety. If the staff member is unable to make contact with the resident student, the Public Safety Department will make a determination based on the available facts and information as to whether the student is missing. Once a determination has been made that the student has been missing for more than 24 hours and has not returned to campus, the Public Safety Department will notify the Vice President for Student Affairs who, in turn, will notify the resident student’s emergency contact person.

Regardless of whether a resident student names an emergency contact person, Fontbonne University will notify the local law enforcement agency that the student is missing (unless the local law enforcement agency was the entity that made the determination that the resident student was missing).

For resident students who are under 18 years of age and not emancipated, Fontbonne University will also notify a custodial parent or guardian of the student in addition to any emergency contact person designated by the student.

Notifications made under this policy to emergency contact persons, the local law enforcement agency, and custodial parents or guardians (when applicable) shall be made no later than 24 hours after the time that the student is determined to be missing.

The Public Safety Department will notify the University Community of this policy via campus e-mail at the beginning of each term: fall, spring, and summer. In addition, the Department of Residential Life will notify resident students of this policy via resident student campus e-mail and during mandatory floor meetings held at the beginning of each term: fall, spring, and summer.

## **Nondiscrimination**

### *Institutional Policy on Discrimination and Harassment*

#### ***Notice of Non-Discrimination***

Fontbonne University does not discriminate on the basis of race, color, religion, age, sex, gender identity, sexual orientation, national origin, disability, genetic information, or any other characteristic protected by applicable law in employment or in the administration of its educational policies, admission policies, educational programs, scholarship and loan programs, or athletic and other programs and activities. 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 discrimination.

The Fontbonne University coordinators for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Titles VI and VII of the Civil Rights Act of 1964 and other laws and regulations prohibiting discrimination are:

Vice President for Finance and Administration	Director of Academic Services
Fontbonne University	Fontbonne University
6800 Wydown Boulevard	6800 Wydown Blvd.
St. Louis, MO 63105	St. Louis, MO 63105
Phone: (314) 719-8017	Phone: (314) 719-3627
Fax: (314) 719-8023	Fax: (314) 719-3614

Questions about this non-discrimination policy and any complaints of discrimination shall be directed to either of these coordinators.

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, and physical acts of aggression, assault, or violence, regardless of whether these acts are being, or have been, investigated as criminal offenses by a law enforcement agency.

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.

This policy applies to complaints alleging harassment carried out by 1) University employees, 2) University students, and 3) third parties, in accordance with applicable law governing liability for third parties.

### ***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:

1. 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.
2. Submission to such conduct is an explicit or implicit term or condition of an individual's employment or academic activities.
3. 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 but not be limited to: 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; and physical acts of aggression, assault, or violence, regardless of whether these acts are being, or have been, investigated as criminal offenses by a law enforcement agency (such as rape, sexual assault or battery, and stalking) made against a person's will or where a person is incapable of giving consent due to victim's age, intellectual disability, or use of drugs or alcohol. 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 of which one or both is carried out by 1) University employees, 2) University students, or 3) third parties, in accordance with applicable law governing liability for third parties, must immediately notify either of the compliance coordinators identified above.

If a report of discrimination or harassment alleges involvement of the Vice President for Finance and Administration or the Director of Academic Services, then the report of discrimination or harassment may be made to the Vice President for Academic Affairs.

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 discrimination or 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 and the parties will be given an opportunity to present witnesses and provide evidence. Fontbonne University will evaluate all relevant information and documentation relating to a complaint of discrimination or harassment. 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. Fontbonne University will take prompt steps to prevent recurrence of any harassment or discrimination and correct its discriminatory effects on the complainant and others, as appropriate. In addition, the University will take immediate steps to stop any retaliation and prevent its recurrence against the alleged victim and any person(s) associated with the alleged victim.

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. Where allegations of sexual misconduct are brought against a student or student group, they will be handled via the Student Misconduct Policy in the student handbook (Volume VII or the Griffin Scratch) through the Code of Student Character and Conduct. The University will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure.

### ***Investigation Procedures***

Fontbonne University will provide a prompt, equitable resolution of complaints of discrimination by students, employees and beneficiaries of the University's programs and activities.

#### ***Level I - Informal Procedure***

Informal procedures are designed to work out a mutually agreeable solution to a problem and are completely optional and voluntary. Any informal resolution activities will not delay the prompt, adequate, reliable and impartial investigation of the complaint of discrimination or harassment or interfere with the provision of immediate or interim actions, if necessary. Informal procedures are not appropriate for cases involving sexual misconduct and will therefore move immediately to a formal procedure as defined in the below paragraph.

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. Fontbonne University recognizes that a voluntary conversation between the complainant and the alleged harasser may not be appropriate for harassment complaints. 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.

#### ***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. Such 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.

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 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 in writing of the findings of the investigation by the Vice President for Finance and Administration within three (3) working days of the preparation of findings and, if appropriate, determination of corrective or disciplinary action.

### ***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: [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

### **Non-Liability 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.

### **Parking Policies**

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. Fontbonne University assumes no liability for loss or damage to any vehicle or its contents while parked or operated on University property. All 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. During peak periods, parking on campus is difficult. If you choose to park off campus on Wydown Blvd. or other close locations, please observe the City of Clayton's parking regulations. The police enforce these regulations rigorously. The campus speed limit is 15 m.p.h.

### ***Parking Registration***

All vehicles operated and parked on Fontbonne University property are required to be registered and display either a current parking tag or a valid visitor's pass. A parking tag is not required for vehicles parked off campus. 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, 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. A parking "GUEST" pass will be issued to each visitor during the registration process. It is your responsibility to insure that your visitors are properly registered and aware of our parking regulations. Your guest may not use your hang tag. Parking hang tags are required to be displayed on all vehicles operated and parked on campus by members of the Fontbonne community. This includes all faculty, staff, and students working, attending class, or using the facilities on campus. Food Service, Bookstore, and other contract employees assigned to the Fontbonne campus are also required to obtain a parking hang tag for their vehicle. Parking hang tags are sold in the Business Office, Room 215 in Ryan Hall. Hang tags are sold for your personal use. Your tags may not be given away, resold, or used by other people. Misused tags will be forfeited. Citations will also be issued for the misuse of tags and violators will lose their campus parking privileges for 12 months. Students living in the residence

halls are required to purchase a resident tag. This authorizes overnight parking. Residents may not have more than one registered vehicle on campus at any given time. Freshman Resident Students will only be allowed to park on the SOUTH parking lot. Freshman resident students will have a GREEN Parking tag. Drop off parking for freshman residents will be near the security building in front of St Joes Hall. Commuter students on campus after 12 a.m., Sunday through Thursday or after 2 a.m. on Friday and Saturday should register for the evening with Public Safety. Students attending classes at an off-campus site who are either required or choose to come to the main campus must purchase a parking permit or a daily parking pass if they wish to park on campus. The cost for an annual or term parking tag is discounted for off-site students. Your parking tag is designed to hang on the rear view mirror of your vehicle. The tag number must be facing towards the front of the vehicle. It is your responsibility to insure the complete tag is visible. If your tag is blocked by tinting or otherwise not clearly visible, your vehicle is subject to ticketing. Tags may be purchased by the school year or term:

Full-time faculty and staff	\$130	\$80
Part-time faculty and staff	\$85	\$60
Commuter students: (more than 6 credit hours)	\$150	\$90
Commuter students: 6 or less hours	\$100	\$70
Off -campus site students	\$55	\$35
Resident students	\$160	\$95
Summer term tags		\$30

Parking hang tags may not be returned for a refund and Fontbonne does not replace lost or stolen tags. If you wish to park on campus and you do not have a regular parking tag or your tag is not available, a daily parking tag may be purchased. Daily parking passes are sold in the Business Office. A one day tag is \$2 and a three day tag is \$4, a seven day tag is \$7 and a monthly tag is \$25. The one and three day tags may also be purchased after hours at the Public Safety Office. Faculty, staff, students, and contract employees may not use “GUEST” hang tags. A \$50 fine will be assessed for misuse of a “GUEST” hang tag. The purpose of a parking hang tag is to identify vehicles that have been authorized to park on University property. The tag is used to help identify unauthorized parkers and does not guarantee the availability of a parking space.

### *Parking Areas*

Parking lots on campus are open to all Fontbonne parkers unless restricted by signage. The parking of a vehicle is prohibited in any portion of a parking area that does not have a “lined” parking space. Improperly parked vehicles are subject to ticketing, booting, and towing. The Horseshoe is reserved for employee parking Monday through Friday from 8 a.m. to 5 p.m. Students may park in the Horseshoe after 5 p.m. Reserved spaces are marked by signs. The visitor spaces in the Horseshoe are reserved strictly for visitors from 8 a.m. to 10 p.m., Monday through Friday. Violations

Fines will be assessed for violating provisions of these regulations as outlined below:

Parking Without Authorized Tag: \$50	Fire Lane:	\$25
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Unauthorized Overnight Parking:	\$25	Tag Misuse:	\$50
Careless/Imprudent Operation:	\$50	Visitor's Space:	\$25
Improperly Displayed Tag:	\$25	15-Minute Zone:	\$50
Moving/Violating Traffic Cone:	\$50	No Parking Area:	\$25
Unauthorized Parking Area:	\$25	Reserved Area:	\$50
Occupying 2 Spaces:	\$25	Faculty/Staff Zone:	\$25
Handicapped Zone:	\$50	Wheel Locking Fee:	\$50

Parking fines will be reduced by \$10 if paid within 2 working days from the date of the ticket. The wheel lock fee may not be reduced. Tickets paid at the reduced rate may not be appealed. Using an altered or forged hang tag is a crime. Violators will be ticketed, lose their campus parking privileges for 12 months, and are subject to criminal prosecution. If you are a student, all assessed fines will be applied to your account. No grades or transcripts will be issued until outstanding fines are paid. Registration for the next term cannot be completed until fines are paid. Individuals not having a student account with Fontbonne must pay outstanding fines within 7 days from the date the ticket is issued. Individuals not paying assessed fines within this grace period will lose their privilege to park on campus. Vehicles owned or operated by these individuals will be placed on the wheel lock list. A charge of \$50 plus the amount of the outstanding fines must be paid before a locked vehicle is released. Employees are encouraged to apply for payroll deduction in the Business Office to pay for outstanding parking fines before being placed on the wheel lock list. An individual receiving 4 or more tickets in a 30-day period or 8 tickets within one academic term will be classified as a habitual violator. With each subsequent parking violation, vehicles owned or operated by habitual violators will be wheel locked until the assessed fine is paid. All fines should be paid at the Business Office, Room 215 Ryan Hall, between 8:30 a.m. and 4:30 p.m., Monday through Friday. If you wish to pay by mail, please include your name, telephone number, and the parking ticket number with your payment. Your payment should be mailed to: Fontbonne University, Business Office, 6800 Wydown Blvd., St. Louis, Missouri, 63105-3098.

### *Parking Appeals*

Parking tickets may be appealed. Appeal forms are available from the Department of Public Safety or the Mailroom. Appeals may also be submitted online at <https://www.fontbonne.edu/campus-life/public-safety/parking-on-campus/parking-violations-and-ticket-appeals/>. Appeals must be filed with the Public Safety Department within 7 working days from the date of the ticket you are appealing. Appeals not received within this time period will not be considered. Fines will not be payroll deducted or applied to an account until the initial appeal process has been completed. Forgetting to hang your tag, not knowing the parking regulations, running late, and the lack of a parking space are not considered acceptable reasons to appeal a parking ticket. A second appeal may be made to the Parking Appeal Board if you feel your first appeal was not fairly considered. Appeals to the Board must be submitted in writing only on the Board appeal form. Second appeals must be received within 21 days from the date of the ticket that you are appealing. Forms for this appeal may be obtained from the Public Safety Director's office, Room 101-B in Ryan Hall.



## *Vehicle Towing*

Individuals violating our parking regulations are subject to having their vehicles immobilized by the use of a wheel lock. This is done in lieu of towing vehicles from our property. However, vehicles are subject to immediate towing if they are parked or left unattended in a location that impedes traffic, blocks an unloading zone, fire lane, or otherwise creates a safety hazard. Vehicles not properly licensed, not in operating condition or that have been or appear to have been abandoned are subject to towing. If your vehicle becomes disabled, please notify the Department of Public Safety. An immobilized vehicle is subject to towing after 48 hours if it remains unclaimed or if outstanding fines remain unpaid. Vehicles are towed at the expense of the owner. Fontbonne is not responsible for damage to towed vehicles or to vehicles that have been immobilized using a wheel lock. Contact the Department of Public Safety at extension (314) 889-4596 for information regarding towed vehicles. If you have visitors on campus to see you, please have your guests register at the Public Safety Office across from St. Joseph's Hall. Visitors will be issued a guest pass for their vehicles. Unregistered vehicles are subject to ticketing, booting, and towing. If no one is available at the Public Safety Office please call (314) 889-4596.

## **Permission to Use Student Photo/Video**

While you are a student at Fontbonne University, we may, at times, promote your achievements to your hometown newspaper and the St. Louis news media, or via social media, the Fontbonne website and other communication methods. We may also photograph you or shoot some video of you for Fontbonne University use in marketing and recruiting brochures, materials, emails and other communication collateral. All photography and video projects directed by or approved by the University will be used only for promotion of the University and not by any for-profit organizations or businesses. Students who do NOT wish to be included in any University photography or video projects should voice their preference at the time of photography/videography and by registering their names with the Communications and Marketing office. Otherwise, it is assumed that we have your permission to use images of you in the above described manner.

## **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.

## Sexual Misconduct Policy (including cases of sexual assault, dating violence, domestic violence, and stalking)

Fontbonne University is committed to promoting an environment that supports its educational mission and preserves the safety and dignity of its members. All members of the University share responsibility for fostering this environment by adhering to standards of conduct. Sexual misconduct, including sexual assault, dating violence, domestic violence, and stalking, is a serious violation of these standards. Sexual misconduct is also a form of sexual harassment as prohibited by Title IX of the Education Amendments of 1972 and the University's Policy on Discrimination and Harassment as found in the Student Handbook. The University will, as with any form of sexual harassment, take appropriate steps to prevent the recurrence of any sexual misconduct, and to correct its discriminatory effects on the complainant and others. The University will not tolerate any form of sexual misconduct or relationship violence as covered in this policy.

This Sexual Misconduct Policy is directed toward the following goals:

- To provide prompt and compassionate support for survivors or anyone adversely affected by sexual misconduct
- To foster a climate on campus in which reports of sexual misconduct are encouraged
- To educate members of the campus community to recognize and report sexual misconduct
- To provide a framework of action in which reports of sexual misconduct are consistently and fairly investigated and in which the interests of all parties are respected.

Fontbonne University, in accordance with Title IX, 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 discrimination. Examples of retaliation include, but are not limited to, intimidation, threats, stalking, coercion, or discrimination, whether in person, via social media, or through third parties.

### *Scope of the Policy*

This policy applies when the accused is an enrolled student of the University and is subject to its disciplinary process. Ordinarily, trained staff in Student Affairs will conduct the investigation whenever the accusation of sexual misconduct involves a student and per the procedures contained within the current Code of Student Character and Conduct. If the accused is not subject to the University's disciplinary process, Clayton police or other appropriate jurisdictions can be notified, if deemed appropriate. If the accused is a member of the faculty, staff or affiliated third party, any report of sexual misconduct will be investigated using the University's Title IX process to investigate claims of harassment or discrimination.

The requirements of this policy are without regard to the sexual orientation or preference of individuals engaging in sexual activity or sexually exploitative behavior.

All inquiries regarding the application of policies for the prevention of sexual harassment or sexual violence under Title IX should be referred to Fontbonne's Title IX Co-Coordinators:

Vice President for Finance and Administration  
Fontbonne University  
6800 Wydown Boulevard  
St. Louis, MO 63105  
Phone: (314) 719-8017  
Fax: (314) 719-8023

Director of Academic Services  
Fontbonne University  
6800 Wydown Boulevard  
St. Louis, MO 63105 Phone: (314) 719-3627  
Fax: (314) 719-3614

### *Options for Assistance Following an Incident of Sexual Misconduct*

If you are a victim of sexual misconduct, consider the steps below:

1. Find a safe location away from the perpetrator. Ask a trusted friend to be with you for moral support.
2. Know that what happened is not your fault.
3. Preserve all evidence of the attack.
  - a. Do not bathe, wash your hands, brush your teeth, eat, or smoke.
  - b. If you are still in the location at which the crime occurred, do not clean or straighten up or remove anything.
  - c. Write down all the details you can recall about the attack and the perpetrator.
4. Speak to a confidential, licensed counselor in the Fontbonne Counseling and Wellness Department
  - a. The only University resource that affords complete confidentiality is speaking with a licensed counselor in the Counseling and Wellness Department. Below is the contact information for this individual:
    - i. Director of Counseling & Wellness, (314) 889-1434
5. Report the incident to one of Fontbonne University's Reporting Contacts, which include,
  - a. Any Fontbonne University Public Safety Officer
  - b. One of the following members of the Fontbonne Student Affairs staff:
    - i. Vice President for Student Affairs

- ii. Associate Vice President for Student Affairs
- iii. Assistant Vice President for Student Affairs
- iv. Director of Residence Life

c. Fontbonne Title IX Coordinators

6. Report the attack to law enforcement immediately. Local authorities can be reached by calling 911 in most areas throughout the U.S.
  - a. If you want more information, contact the National Sexual Assault Hotlines at (800) 656-HOPE or by visiting [www.online.rainn.org](http://www.online.rainn.org). A counselor can help you understand the reporting process.
  - b. You may also report the attack to Fontbonne’s Department of Public Safety (DPS). For immediate assistance, call (314) 889-4596.
7. Seek medical care as soon as possible. Even if you do not have any visible physical injuries, you may be at risk of acquiring a sexually transmitted disease (women may also be at risk for pregnancy).
  - a. To find a local hospital or healthcare facility that is equipped to collect forensic evidence, contact the National Sexual Assault Hotline (800.656.HOPE). The hotline will connect you to your local crisis center, which can provide information on the nearest medical facility, and in some instances, may send an advocate to accompany you through the evidence collection process.
  - b. Ask the health care professional to conduct a Sexual Assault Forensic Exam (SAFE).
  - c. If you suspect you have been drugged, request that a urine sample be collected to preserve evidence.
8. Recognize that healing from an attack takes time. Give yourself the time you need and know that it is never too late to get help.
9. Consider the interim measures and offers of accommodation that the university will provide as discussed in the “Interim Measures” section of this Sexual Misconduct Policy.

Additional resources to consider:

If you feel that you’re in immediate danger ON campus, please contact the Department of Public Safety by calling (314) 889-4596. If you feel that you’re in immediate danger OFF campus, contact your local police department by calling 911.

### *Interim Measures*

The University will take steps to protect the complainant as necessary, including taking interim steps before the final outcome of an investigation. These steps can include, but are not limited to, measures to eliminate contact between the complainant and the respondent, including a change in academic, living or work situations as appropriate. The University will also be responsive to reasonable requests for accommodation of the complainant. The University will also cooperate with the local police department and any other legally authorized entity in enforcing orders of protection, no contact orders, restraining orders or similar lawful orders issued by a criminal, civil, or tribal court.

## *Definitions*

**Consent:** Consent is a clear and freely given agreement for sexual contact.

- Consent is an ongoing process – consent to kissing does not necessarily mean consent to other sexual activity.
- Consent may be withdrawn at any time.
- Also, consent to sexual activity on one occasion does not necessarily mean continual consent – everyone involved must give and receive consent to sexual activity every time, even when involved in a long-term relationship or marriage.
- Saying nothing is not the same thing as consent, and non-resistance is not the same thing as consent.
- In order for consent to exist, everyone involved must be fully conscious, aware of the situation and free of any coercion.
- Anyone under the age of 18 is a minor, and is considered incapable of giving informed consent.

**Coercion:** Coercion is any kind of pressure or persuasion used to influence a person's decision to engage in sexual activity. Coercion can be physical, verbal, or emotional.

- Physical coercion is the most recognizable kind of pressure and includes actions such as holding someone down or continued kissing or sexual activity even when being told “no” or being pushed away.
- Verbal coercion includes behaviors like threats of physical violence, blackmailing, lying, name-calling, or asking repeatedly for sexual involvement even after being told “no.”
- Emotional coercion is the most subtle type of pressure and includes actions like making someone feel obligated or guilty for not wanting to engage in sexual activity using peer pressure, threatening to break up, etc.
- Sexual assault can happen to both men and women, and both men and women can be sexual assailants. It also can happen between people of the same sex.
- Sexual assault can occur between strangers or people who know each other, even those who are in a long-term relationship or married.

**Dating Violence:** Violence committed by a person: a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and b) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- the length of the relationship;
- the type of relationship;
- the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Sexual Assault:** Sexual assault is any sexual contact, including but not limited to intercourse (rape) that occurs without consent and/or through coercion. Sexual assault is not about sex or an assailant's sexual desires. It's about exerting power and control over another person. This means that regardless of how someone dresses or acts, or where, or how, they choose to spend their time, a person who is sexually assaulted is never to blame for the assault. The only person responsible for the assault is the assailant.

**Sexual Violence:** Sexual violence is a non-consensual conduct of a sexual nature. Anyone can be a victim or a perpetrator, regardless of age, gender, sexual orientation, ethnicity, education, race, religion, or ability. Sexual violence can be committed by strangers or a person familiar to you, including an intimate partner.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety, or the safety of others; or
- suffer substantial emotional distress.

## *Reporting*

The University encourages survivors or anyone adversely affected by sexual misconduct to talk to somebody about what happened so that they can get the support they need, and so the University can respond appropriately. Different employees on campus have different abilities to maintain a victim's confidentiality. The only University resource that affords complete confidentiality is speaking with a licensed counselor in the Counseling and Wellness Department. Below is the contact information for this individual:

Director of Counseling & Wellness, (314) 889-1434

While a student is encouraged to report an incident to a person of her/his choice, the University has designated the following Reporting Contacts to receive reports of sexual assault or relationship violence. All other University employees, if made aware of an incident of sexual misconduct, are required to report the information to a Reporting Contact designated by the University. These Reporting Contacts are individuals at the University who have been designated to receive a report of sexual assault or relationship violence. The designated Reporting Contacts are:

1. Any Fontbonne University Public Safety Officer
2. One of the following members of the Fontbonne Student Affairs staff:
  - a. Vice President for Student Affairs
  - b. Associate Vice President for Student Affairs
  - c. Assistant Vice President for Student Affairs
  - d. Director of Residence Life
3. Title IX Coordinators

## *Confidentiality*

The University will treat information that it receives in a manner that respects both the Reporting Party and the Accused Party. Recognizing that sexual assault can include criminal acts that violate the security of the entire campus community, there may be instances where the University has a responsibility to investigate or disclose information regarding the circumstances related to a specific incident. Campus and Reporting Party safety considerations will be balanced with the privacy interests of all involved, as well as the applicable legal requirements,

when making decisions regarding such investigations and disclosures. The University's ability to act to protect the interests of the Reporting Party and other Students is limited by the information provided to it. The University's ability to respond to a report of sexual assault may be limited if the Reporting Party insists that his or her name, or other identifiable information not be disclosed. The University will evaluate a request for anonymity in the context of its responsibility to provide a safe and non-discriminatory environment for the campus community. Additionally, while the Reporting Party is under no obligation to reveal the identity of the Accused Party, the Reporting Party will be encouraged to do so in the interest of protecting all members of the University community and preventing future incidents of sexual assault.

### *Amnesty for Individuals Reporting Violations of this Policy*

The University strongly encourages students to report incidents that may violate this policy. Therefore, an individual student who reports alleged incidents of sexual misconduct, participates as a witness in sexual misconduct investigations, or seeks medical assistance for his/her self or another will not be subject to disciplinary sanctions for consumption or possession of alcohol or other substances in connection with the reported incident.

### *Procedural Items*

1. Evidentiary Standard – Responsibility will be determined by a preponderance of evidence standard, or one in which it is more likely than not that a sexual misconduct occurred. Safeguards – In cases involving alleged sexual misconduct, both the complainant and the respondent:
  - a. Are entitled to the same opportunities to have an adviser present during a campus disciplinary proceeding or related meeting.
  - b. Shall be informed simultaneously of the outcome of the proceeding, in writing.
  - c. Will have an equal opportunity to present relevant witnesses and other evidence.
  - d. Will be afforded similar and timely access to any information to be used during the disciplinary hearing.
  - e. Are entitled to a prompt, fair, and impartial investigation and resolution.
  - f. Are entitled to a disciplinary process conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
2. Possible Outcomes – Possible outcomes include the range of disciplinary sanctions and outcomes listed within the Code of Student Character and Conduct in the Student Handbook. Mediation is not an appropriate process for cases involving sexual misconduct and will not be an option for such cases.
3. Time Frame – As with any disciplinary case under the Code of Student Character and Conduct, the University will provide for prompt and equitable resolution of the complaints, utilizing the timeframes as listed in the Code of Student Character and Conduct procedures in the Student Handbook. Except in extraordinary circumstances, the University will conclude its investigation and conduct process within sixty (60) calendar days following receipt of a complaint.

4. Appeal Process – An appeal process, as explained in the Code of Student Character and Conduct in the Student Handbook, is available to both parties.

## *Prevention and Education*

Fontbonne University provides the following educational programs and training opportunities to help students and staff understand how to recognize and report sexual misconduct.

**Consent and Respect:** Online training tool used to educate Fontbonne University’s campus about policies and resources regarding sexual misconduct.

**Green Dot Training (Bystander Intervention):** Bystander-intervention-based training process that emphasizes the community response aspect in order to reduce violence on campus.

**OkSOBERfest:** Interactive Fall activity that attempts to educate participants about alcohol’s influence on varying body types and genders, demonstrates perception challenge through the utilization of impairment goggles, and challenges social norms of the alcohol culture through various activity booths. (BACCHUS materials provided)

**Safer Spring Break:** Interactive Spring activity, similar to OkSOBERfest (above), provides a general perspective in its approach to challenge social norms of the alcohol culture; however, special emphasis is giving to providing safety lessons and tips for international and domestic travel during Spring Break. (BACCHUS materials provided.)

**Step UP! (Bystander Intervention):** Bystander-intervention-based training process, similar to Green Dot Training (above), that targets alcohol bias, mental health, and general alcohol culture concerns.

**Students Thinking and Acting Responsibly and Safely (STARS):** Part of the NCAA CHOICES grant, student-based initiative that focuses on peer relationship interactions.

## **Sexual Assault Awareness Month in April**

**Denim Day:** collaboration between the Department of Counseling and Wellness and student-led SHESA, community activity that challenges social norms regarding misconceptions about rape.

Additional programs may become available to the campus community throughout the year.

## **Campus Resources**

### **Student Resources**

#### **Counseling**

To schedule an appointment with Claudia Charles, M.A., L.C.S.W. counselor:

Call Mary Asaro at (314) 889-4516



Email: [MAsaro@fontbonne.edu](mailto:MAsaro@fontbonne.edu)

Visit: Student Affairs Office

Location: Medaille Hall, First Floor

Hours: 8:30am – 4:30pm (Mon-Fri) For after-hours support, please contact the Department of Public Safety (information below), who will contact a Fontbonne counselor for immediate assistance.

### **Public Safety**

Resources regarding campus safety may be found by visiting the Department of Public Safety (DPS) online. For immediate assistance, call (314) 889-4596.

### **Campus Ministry**

Lori Helfrich

Call: (314) 719-3663

Email: [LHelfrich@fontbonne.edu](mailto:LHelfrich@fontbonne.edu)

### **Student Affairs**

Further information regarding student services and resources may be found by contacting the Department of Student Affairs as well:

Mary Asaro

Call: (314) 889-4516

Email: [MAsaro@fontbonne.edu](mailto:MAsaro@fontbonne.edu)

Joe Deighton

Vice President of Student Affairs

Call: (314) 889-1410

Email: [JDeighton@Fontbonne.edu](mailto:JDeighton@Fontbonne.edu)

Visit: Student Affairs Office Location: Medaille Hall, First Floor

Hours: 8:30am – 4:30pm (Mon-Fri)

### **Residential**

Students may always approach situations of concern with a Resident Assistant (RA); however, both the Residence Hall Director (RHD) and Director of Residential Life are also available for appointment.

Residence Hall Director: (314) 719-3603

Director of Residential Life: (314) 889-1429

## **Off-Campus Resources**

St. Mary's Hospital: call (314) 768-8000

Sexual assault nurse examiner will be available.

YWCA St. Louis Regional Sexual Assault Center: call (314) 726-6665

Rape Hotline: call (314) 531-7273

A 24-hour hotline providing support on the phone or in person, information, resource, and survivor support services.

Alternative to Living in Violent Environments (ALIVE): call (314) 993-2777

Crime Victim Advocacy Center of St. Louis: call (314) 652-3623

Legal Advocates for Abused Women (LAAW): call (314) 535-5229

Life Crisis (24-hour hotline): call (314) 647-4357

No More

Safe Connections: call (314) 531-2003

A 24-hour crisis hotline available to assess safety needs and provide emotional support. Interpreters in over 140 languages are available. Counseling and support services are also available.

St. Louis County Local Domestic Violence Resources

St. Louis Domestic and Family Violence Council Resources For Domestic Violence Victims

UMSL Center for Trauma Recovery: call (314) 516-5391

United Way Information and Referral Service: call (314) 421-4336

Victim Service Council, St. Louis County: call (314) 615-4872

Women's Safe House: call (314) 772-4535

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: [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

## **Snow Schedule**

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

**Please do not call the switchboard when we are in session. Listen to the stations listed below. Information may be communicated by e-mail and text message alert. Sign up at [www.fontbonne.edu/text](http://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 2:30PM and heard on the stations listed below, and may be communicated by e-mail and text message alert. Sign up at [www.fontbonne.edu/text](http://www.fontbonne.edu/text).

**Students and faculty are to call 314.719.3500 after 3PM for notification of cancellation of EVENING courses.**

Snow schedule for day classes will not necessarily mean there will be snow schedule in force for that evening's classes. The decision on use of the snow schedule for evening classes will be made by 2:30PM and heard on the stations listed below, and may be communicated by e-mail and text message alert. Sign up at [www.fontbonne.edu/text](http://www.fontbonne.edu/text).

### *Evening Snow Schedule*

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

Cancellation of, or snow schedule for, night classes will be announced on KMOX 1120 AM radio. Listen after 2:30PM for any announcement. The University will also carry a recorded announcement (314.719.3500.)

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

### *Saturday Classes*

Cancellation of, or snow schedule for, Saturday classes will be announced on KMOX after 6AM on Saturday and stated on the University recorded announcement (314.719.3500).

### *Saturday Snow Schedule*

Saturday morning - Classes start 45 minutes late

Saturday afternoon - Classes start at regular time

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

## *Day Schedule*

Following is the schedule for classes under “Snow Schedule” arrangements. In this situation, offices and the Library will open at 10AM

### *MWF*

Regular	Snow Schedule Meet
8AM	10AM – 10:30AM
9AM	10:40AM – 11:10AM
10AM	11:20AM – 11:50AM
1PM	Classes beginning at 1PM or later meet as usual.

### *MW*

Regular	Snow Schedule Meet
12:30PM	1PM – 1:50PM
2PM	Classes beginning at 2PM or later meet as usual.

### *TR*

Regular	Snow Schedule Meet
8AM	10AM – 10:50AM
9:30AM	11AM – 11:50AM
11AM	12PM – 12:50PM
12:30PM	1PM – 1:50PM
2PM	Classes beginning at 2PM or later meet as usual.

\*Lab scheduling is at the discretion of the instructor.

If a class extends for two periods, then extend it for two periods on a snow day.

## *Online Classes*

Online courses and online sessions of blended courses at Fontbonne University **will not** be cancelled for inclement weather, even when all campus locations are closed. Students and faculty are expected to access their courses just as they would if Fontbonne were open.

In cases when a weather emergency creates a network or power outage, students should refer to the network outage policies established by faculty in the course syllabus.

If students regularly use the computer or Internet resources of a location other than home/residence hall (work, library, etc.), and inclement weather makes travel to that location impossible, students should contact their

instructor to discuss evening for completing work in a timely manner. In such cases, instructors will decide an appropriate course of action.

Students working in geographical areas other than St. Louis, Missouri, and experiencing inclement weather not occurring in St. Louis that prohibits participation in online courses and online sessions of blended courses, should make every effort to communicate their situation to the instructor of their course.

Faculty members working in geographical areas other than St. Louis, Missouri, and experiencing inclement weather not occurring in St. Louis that prohibits participation in online courses and online sessions of blended courses, should make every effort to communicate their situation to the department chair/dean and the Registrar.

Announcement of the snow schedule or cancellation of classes will be made ONLY on:

- KTVI TV (Channel 2)
- KMOX 1120 radio
- KMOV TV (Channel 4)
- MAJIC 104.9 radio
- KSDK TV (Channel 5)
- Hallelujah AM 1600 radio
- KPLR TV (Channel 11)
- Z107.7 radio
- 93.7 The Bull radio
- 103.3 Oldies radio
- 100.3 The Brew radio

The University will carry a recording announcing snow delay or cancellation. For morning or Saturday classes, the message will be there by 6AM.; for evening classes, the message will be there by 2:30PM. Students and faculty are to call 314.719.3500 after 3PM. for notification of cancellation of EVENING courses.

## **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.

## **Transportation**

Any Fontbonne students intending to drive Fontbonne employees and/or students or prospective students on a planned University-sponsored activity in a University rented vehicle must be approved by Fontbonne University as an authorized driver in accordance with section two of this document and must adhere to the guidelines stated in this document. Students are not permitted to drive University-owned vehicles. Final permission for an authorized student driver to drive is at the discretion of the activity sponsor. Planned University-sponsored activities include, but are not limited to, class field trips, athletic events, service projects and trips, and prospective student visits.

Fontbonne students intending to drive prospective students on a planned University-sponsored activity in a privately owned vehicle must be approved by Fontbonne University as an authorized driver in accordance with section two of this document and must adhere to the guidelines stated in this document. Final permission for an authorized student to drive is at the discretion of the activity sponsor.

Any individual who chooses to travel as a driver or as a passenger in University rented vehicles or privately-owned vehicles to attend or take part in any University-sponsored activity assumes all risks and responsibilities of such travel. The University's insurance provides collision and liability coverage on rental vehicles when the vehicles are rented in the University's name and are used for University-sponsored events. Privately-owned vehicles that are used for University-sponsored events are not covered by the University's insurance.

For the complete Transportation policies and procedures, reference online Policy Manual II: <http://www.fontbonne.edu/upload/4c49b4e62bc37.pdf>.

## **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.

# Residential Life Guidelines and Policies

## Introduction

Welcome (or welcome back) to your residence hall at Fontbonne University. We are glad you have chosen to be a part of our community. Living in the residence halls is an experience unlike any other. The residential life guideline and policies have been prepared by the Department of Residential Life to give you information about policies governing the buildings, services found within the facilities and the expectations for your behavior which can bring about meaningful coexistence with the rest of the community. The halls are more than buildings — each is a community of people living together and sharing experiences. Interacting with other people in the halls will give you opportunities to learn and grow.

All students are expected to abide by the policies and procedures listed in the Griffin Scratch Student Handbook. The following policies, however, apply in a particular way to students who reside on campus and their guests. These policies are supplemental to the Griffin Scratch policies and will be enforced and implemented under that same discipline system as contained in the Griffin Scratch Student Handbook.

## *Residential Life Mission Statement*

The Fontbonne University residential life program is dedicated to the growth of the whole person. Through this program, Fontbonne provides opportunities for leadership, dialogue in a diverse community, the fostering of values and skills important to the development of relationships and mature decision-making. The staff offers programs that enhance student life and help students create an atmosphere that fosters interdependent living and learning, open communication and respect for school policies. This program is committed to maintaining standards to ensure the quality of residential living through well-maintained and sanitary facilities, quality contract services, effective management and support services.

## *Residential Life Overview*

The residence hall program objectives are:

- To provide convenient housing facilities for students of Fontbonne University.
- To create and maintain an environment conducive to academic, social, physical and interpersonal growth and development.
- To ensure that our facilities are regularly maintained and serviced.
- To provide the best possible service and supervision in the halls by the careful selection and training of each staff member.

The community behavior objectives are:

- Respect the physical and emotional rights of fellow residents. Verbal assault or abuse of students or staff will not be tolerated.
- Recognize and respect the mission of the university — to provide you with an education. Work with other students to achieve and maintain an environment which supports this mission.
- Exercise care and consideration when using university facilities.
- Be concerned with your own personal development and purpose for residing in the community.

- Respect others' rights, whatever their race, color, religion, age, gender, gender orientation, national or ethnic origin, disability or other status protected by law.
- Accept responsibility for your behavior and that of your guests at all times.

## Access and Inspection of Rooms

The Residential Life staff respects your right to privacy and unreasonable room entry. Staff rarely must enter a room and do so only as outlined in the housing contract.

The University reserves the right to designate a representative to enter a residence hall room for purposes including, but not limited to: maintenance; health and safety inspections; to ensure personal health, safety and security of hall residents; or to enforce residence hall rules when there is reasonable cause to believe that rules are being violated. An attempt will be made to notify the resident in advance of all inspections except routine maintenance. Residents are advised that, as a routine procedure, student rooms are entered over vacation periods for maintenance, safety and health inspection(s).

The University reserves the right to remove and hold in storage any nuisance or items hazardous to the building or its occupants (i.e. firearms, chemicals, unsafe appliances, etc.).

Friends and relatives are not allowed to enter your room without being personally escorted by you, unless they have your written or verbal permission.

## Alcohol Policy

Please refer to the Policies and Procedure section of this handbook for the full Alcohol and Drug Abuse Prevention Policy. Below is listed an supplemental policy statement regarding alcohol usage in the residence halls.

The Missouri law concerning liquor will be upheld at all times.

1. Beer kegs are not allowed in on or off campus sponsored housing.
2. St. Joseph Hall aspires to be an alcohol free building. No alcohol is permitted in the building.
3. Students who are not of legal drinking age (21 years) are not permitted to possess or consume alcohol in the residence halls or to be under the influence of alcohol in on or off campus sponsored housing.
4. No alcoholic beverages may be sold or furnished to persons under the legal age of 21.
5. The display of alcohol containers, empty or full, for the purpose of decoration or exhibition is prohibited in any campus sponsored housing where underage students reside.
6. Those students who are of legal drinking age may bring alcoholic beverages into Cotta, Medaille and Southwest Halls only in covered, non-transparent packages.
7. Resident students who are of legal drinking age may consume alcohol only in their rooms/apartments, with the door closed and not with underage persons present.
8. No alcohol, whether in open or unopened containers, is permitted in the lounges, hallways, or other public areas in on or off campus sponsored housing.
9. Irresponsible use of alcohol resulting in public intoxication, disorderly conduct or vandalism may result in disciplinary action being taken.
10. Intoxicated residents may be prohibited from escorting guests into on or off campus sponsored housing. Additionally, intoxicated visitors may not be permitted in on or off campus sponsored housing.



11. Should you be found in a room where the University's policy on alcohol is being violated, you will be subject to disciplinary action regardless of age.
12. It is an expectation that the RA, staff and public safety personnel will enforce these guidelines.
13. Residents 21 years old living in Southwest or Cotta Hall have the responsibility to keep alcohol containers in their bedrooms when sharing the apartment with a student under the age of 21.
14. Guests are expected to follow the University's alcohol policy when visiting on or off campus sponsored housing facilities
15. \* Failure to comply with these guidelines may result in one or more of the following disciplinary actions: Education program, discretionary service, minimum monetary fine of \$75.00, loss of privilege, restitution, \$150.00 host fine, notification of parent, social probation, residential life probation, and/or residential life dismissal.

## Checking In

When you check into your residential living space, be sure to read the information carefully. Signing the room condition form or accepting a room key and/or moving personal belongings into your room constitutes acceptance of the "Residence Hall Application Contract" and obligates you, the resident, for the full amount of the year's room rent.

Complete the Room Condition Form accurately to protect yourself from any possible mistake in room or apartment damage charges when you move out. This form is used to assess damages to the room you have been assigned to for the academic year. Failure to complete and submit this form within the specified time shall constitute conclusive proof of acceptance by the student of the room and its fixtures and furnishings as being in good condition. The student will be held financially accountable for any differences.

## Checking Out

Each student must check out of the residence hall at the specified time. To check out of your room, take the following steps:

1. Remove all personal property. Unless special arrangements are made with the Department of Residential Life prior to check-out, any remaining personal property will be removed by University personnel and disposed of appropriately. A fee will be assessed.
2. Remove all trash and dispose of it in designated trash facilities. Failure to remove trash will result in a fee being assessed.
3. Clean apartment / bedroom / bathroom if applicable in Southwest or Medaille Hall.
4. Have a staff member inspect room and sign the Room Condition Form.
5. Complete forwarding address online at checkout. Forwarding address is for internal campus use only. Please allow six to eight weeks after checkout to receive your deposit. We also recommend filling out a forwarding address card with your local United States Postal Service office.
6. Turn in room key and building access card.

Failure to complete the checkout process by the published deadline will result in the resident being assessed a late checkout fine. Neglecting to checkout of your room with residence hall staff will result in forfeiture of your housing security deposit and the imposing of late checkout fines. A resident student may use Express Check-Out but

failure to follow the written acknowledgement could result in the assessment of fines for damages/cleaning keys and late checkout.

## **Common Area Damages**

At the end of the semester, each resident student will be assessed for unclaimed vandalism that occurs on his/her floor. The repair or replacement cost of the vandalism will be divided among each floor resident. If vandalism occurs in a common lounge area, all students residing in that hall will be assessed a portion of the repair or replacement cost. To avoid having to pay this cost at the end of the semester, resident students will need to take pride in the appearance of his/her floor and develop a watchful eye. Reports of vandalism should be made promptly to the Department of Residential Life.

## **Decorating and Painting**

### ***Medaille and St. Joseph's Hall***

You might like to decorate your room to reflect your personality. Many students hang posters and pictures of their friends and family. Use your imagination and make your room a home. In the process of decorating your room, be sure you keep in mind that any damages made to walls, ceilings, floors or furniture will be taken out of your room deposit. Rooms may not be painted by residents. Do not use nails or screws in the walls of Medaille or St. Joseph's halls. No university furniture may be moved out of your room.

### ***Cotta and Southwest Hall***

In Southwest Hall, residents are NOT allowed to paint their apartment walls. Wall papering, paneling, contact paper (including adhesive shelf liners), or any other type of adhesive materials (such as wallpaper borders) are not permitted on any wall or other surface within the apartment.

If you want to hang anything on the walls, use tacks, push pins, or small nails. Do not use large nails, screws, tape or adhesives, since they cause serious damage. Residents will be charged for these repairs, including removal of adhesives from surfaces. University furniture may not be removed from the apartment.

Constructions such as panels, dividers, lofts, wall-mounted shelves, and bunks are not permitted. There should be no decorations hanging from the ceiling such as nets or paper.

### ***Things to Remember***

If you paint your room or apartment without approval you will be billed for the complete repainting of the room or apartment. The minimum repair for painting starts at \$400.

## **Entrance Doors to Residential Areas**

The resident student agrees not to loan out his/her entrance card or to have his/her room key copied. The resident student found with illegal keys or cards will be fined one hundred dollars (\$100.00 US) and the cost of a lock change. The resident student agrees to practice responsible safety procedures. The resident student agrees not to prop exterior entrance doors open and any student caught doing so will be assessed a one hundred dollar (\$100.00 US) fine. The resident student will be assessed a one hundred dollar (\$100.00 US) fine if his or her room key and/or entrance card are loaned out.

## Health and Safety Inspections

Health & Safety inspections are conducted once a semester. The Residential Life staff will check rooms for overall room cleanliness, electrical hazards, and safety violations. Resident students will be notified at least 48 hours in advance of the inspection. Resident students are encouraged to be present during the inspection but the Department of Residential Life will key in if the resident is not present. Fines or sanctions may be assessed if the resident student fails the semester inspection or is found in violation of the University policies.

## Housekeeping

Keeping the residence halls clean and pleasant is up to each individual resident. The kitchens are there for your use. Environmental Services is not responsible for the maintenance of these facilities. If you use the kitchen, please clean up your mess.

The floors, bathrooms and lounges should also be kept uncluttered and neat. The Environmental Services staff does the general cleaning however the day-to-day care is up to the residents. It must be a joint effort by all.

## *Room Cleanliness*

The responsibility for the cleanliness of your room is your own. A vacuum cleaner and brooms are available in the Student Affairs Office for checkout with an ID card. Pest control in each hall is directly related to the cleanliness of each resident. Never leave open food or crumbs in your room and remember to empty your trash regularly. Environmental Services has been instructed not to give personal cleaning services to residents.

## Housing Application/Room Selection

For prospective residents, a room assignment is assigned based upon the date in which the housing application contract and deposit are received. A room assignment is for a space in the residence halls, reasonable consideration will be given to the prospective resident student's room, building, and roommate preference.

A returning resident student has the right to stay in his or her current housing assignment from semester to semester (otherwise known as squatting). If you squat, you may pull in a roommate, suitemate, or an apartment mate(s). In Southwest, if you pull in an apartment mate(s), you must stay in that apartment for the entire academic year and will not be allowed to move during the year. A renewal housing application contract must be signed each new academic year.

Spring Room Selection - mid March.

Fall Room Selection - mid November.

### ***Classification:***

- A sophomore is defined as a student who has completed 30 or more credit hours.
- A junior is defined as a student who has completed 60 or more credit hours.
- A senior is defined as a student who has completed 90 or more credit hours.

## Housing Contract Cancellation

When a signed housing application contract has been received for an academic school year, first time applicants' cancellations can be made before the specified deadline with no penalty. However, cancellation after June 1 for the fall semester, and after December 1 for the spring semester, will result in the forfeiture of the security deposit

for Medaille, St. Joseph, and Southwest halls. Off-campus sponsored sites by the university (11 month contracts) cancellations received after June 1 will result in forfeiture of security deposit.

During the contracted period, the resident student can be released from the contract only for the following reasons:

- Official withdrawal from the University.
- Graduation.
- Dismissal from the residence hall or University.
- Failure to make payments to the University when due.
- If fire or other casualty makes the room uninhabitable.
- Marriage.

If, during the contracted period, the resident student vacates the on or off campus sponsored housing site without the written permission of the Director of Residential Life, he or she is liable for the full payment of the application contract. Anytime a resident student has the key to a room or has belongings in the room, he or she is also responsible for the rent of that space.

## **Housing Over a Break Period**

Medaille and St. Joseph's halls residents are prohibited from being in the residence halls during Thanksgiving, Christmas, and Spring vacations, as designated by the University. However, in the University's sole discretion, residents may be granted an interim contract for housing during such breaks. Resident students may be asked to change rooms and be temporarily housed in another hall during such breaks. Room rent does not include these vacation periods; therefore the resident students must pay a daily rate to stay. Southwest Hall students living in the apartments have the right to stay in their apartments during the break periods. However, they must register with the Department of Residential Life.

The university reserves the right to deny a student housing during Fall break, Thanksgiving, Christmas, and Spring vacations if the student would pose a problem to the interest of order, health, discipline or general well-being of other members of the residential community.

\*If living in off-campus sponsored housing please refer to your housing application contract.

## **Housing Security Deposit**

The deposit turned in to the Department of Residential Life with your on or off campus sponsored housing application contract shall be held by the university as long as you reside in a residential living space provided by the University. Once you move permanently from the residential space, the security deposit shall be refunded within six to eight weeks, provided you comply with the terms of the contract. Any unpaid costs for damages to your room or outstanding debts to the University shall be deducted from the security deposit prior to refund. Application contracts are not terminated if desired space is unavailable.

## **Keys**

Each on campus resident is issued a room key and building access card. To prevent theft, keep your door locked at all times. Lost room keys should be reported immediately to the Department of Residential Life. Replacement cost for lost keys are: room key - \$30 and building access card - \$30. In addition if the room key or building access card has been abused the student assumes responsibility for the replacement cost.

\*For off campus sponsored housing residents replacement cost for lost keys is determined by Concordia Seminary.

## Laundry/Vending Machines

Washing machines and dryers are available for residents to use free of charge. The use of these facilities is restricted to the residents of each hall. The laundry areas must be kept clean. Report broken washer and dryers to the Student Affairs Office. Do not overstuff the washers and dryers.

Report any money lost in the vending machines to General Services in Ryan Hall, Room 111, 8:30AM - 4:30PM.

## Lobbies

Residents may entertain guests in the lobby areas on a one-to-one basis at any time. Discretion is requested to keep lobby areas clean and comfortable for all residents. Excessive public display of affection is deemed inappropriate. The RA on duty will check the floors and lobby areas periodically. Guest(s) are not allowed to spend the night in these areas.

- Medaille Hall, mezzanine – expanded quiet hours.
- Medaille lobby, second floor – expanded quiet hours.
- Medaille lobby, third floor – no visitors or blatant noise after 10PM week days, and after midnight during the weekends.
- Medaille Hall, fourth floor – open 24 hours, contains a kitchen with a stove, sink, and refrigerator. A lounge is available for commuter and resident students with couches, television and gaming system.
- St. Joseph's Hall, first floor lobby and recreation room – open 24-hours.
- Southwest Hall, third floor lobby – open 24-hours, no blatant noise after 10PM weekdays, after midnight during the weekend.

Residents are not permitted to remove furniture from the lobbies or study lounges. If furniture is found in the resident room, the resident will be charged the replacement value of the furniture.

## Lock Outs

If you are an on or off-campus resident and accidentally lock your room key in your room, check with your RA, Apartment Coordinator or the Department of Residential Life to be let into your room. If issued a temporary room key or building access card, you have 48 hours to return it to the Department of Residential Life. Locks are automatically changed after 48 hours and your account will be charged \$30 for a room key or \$30 for a building access card. \*Lock change replacement rate for off-campus sponsored housing resident is determined by Concordia Seminary. Lock out keys are issued by the Student Affairs Office, M-F 8AM - 4:30PM. For lockouts between 10:00PM - 8AM there will be a \$25 fee. Resident students will receive a 2 week grace period for the first two weeks each semester prior to being assessed this fee.

## Maintenance Requests

The room maintenance request forms are available in the Student Affairs Office. The written request form is to be returned to Student Affairs. We recommend that you are specific on the location and description of the repairs requested. Emergency maintenance repairs are given priority do not submit an emergency repair on the web site. Please call the Student Affairs Office at 314.889.1411. For emergencies maintenance repairs after offices close or on

weekends please call Public Safety and notify the resident assistant on duty. Residents are financially responsible for repairs resulting from misuse of the facilities.

Do not call Physical Plant requesting help with room repair. All repairs should be first submitted to the Student Affairs Office.

Resident students living in off-campus sponsored housing please contact Student Affairs to complete maintenance request form. For after-hours emergency maintenance please contact the Residential Life staff member on duty.

## Passive Participation

Residents are obligated to remove themselves from any situation where a violation is occurring. Resident students present during a violation of the Residence Life Guidelines and Policies / Code of Student Character & Conduct can be held responsible for that violation.

## Prohibited Items and Activities

- A. Open flame such as candles and incense The use of candles and incense is prohibited in the residence halls as they constitute a serious fire hazard.
- B. Dartboards are not allowed on any wall or door in the living units or hallway.
- C. Smoking is not permitted in the residence halls. The buildings are tobacco free. Fines will be assessed for violation of this policy. The base fine for a first violation is \$50. Each subsequent smoking fine is increased by \$50 increments per smoking violation.
- D. Waterbeds are not permitted in the residence hall rooms due to the risk of damage in the event of an accident and the excessive weight of the unit.
- E. Hallway sports.

## Quiet Hours

Residents are expected to cooperate in maintaining a positive floor environment at all times. Noise levels in and around residence hall space are expected to be moderate and conducive to a positive study environment. The right to study is greater than the right to make noise.

### Quiet hours are:

Sunday-Thursday 10PM - 10AM

Friday-Saturday midnight - 10AM

During quiet hours, stereos, TVs and voices are not to be audible outside the rooms. Conversations in the hallways, breezeways, stairwells, restrooms or lounges must be conducted quietly.

Conduct at all times other than quiet hours should be governed by common sense and respect for the privacy of others. Courtesy quiet hours should be observed 24-hours. Excessive noise by a resident may result in disciplinary action. (Quiet hours are extended prior to and during examination weeks.)

Loud musical instruments that may disturb other residents are not allowed.

If you are having difficulty with a neighbor's noise level, please attempt to talk to this person.

The Mezzanine and 2nd floor Medaille have extended quiet hours. These hours will be determined at the first floor meeting of each semester. You may request a room in this area by specifying your preference on the room reservation form. Visitors on these floors are expected to follow the quiet floor guidelines, which are posted on the floor. Failure to do so could result in that visitor being banned from the floor.

Southwest Hall's third floor resident students will vote to determine quiet hours for the apartments at the first floor meeting for each semester. The minimum quiet hours are from midnight - 10AM. The quiet hours can be increased, but not decreased.

**Violations of quiet hours policy could result in:**

- Verbal warning
- \$25 fine for each resident involved then increase by \$25 increments for each subsequent violation
- Possibility of being placed on residence hall probation
- Discretionary service.

## **Residence Hall Contracts**

Find residential contracts for each of Fontbonne University's residence halls online at: [www.fontbonne.edu/reslifeforms](http://www.fontbonne.edu/reslifeforms).

## **Resident Responsibility for Behavior and Policies**

The authorized occupant(s) of any room is (are) responsible for all behavior that takes place in that room. The student is responsible for abiding by all the policies outlined in the Residential Life Guidelines and Policies, the Off Campus Residence Handbook, Student Handbook and residence hall application contract.

## **Restricted Items**

- A. Cooking in Medaille and St. Joseph's rooms: Closed coil or enclosed cooking elements such as popcorn poppers, coffee pots, hotpots, and toasters, are some examples of acceptable cooking appliances. Microwaves no larger than 1.4 cubic feet are allowed to be used in student rooms. Refrigerators should be no bigger than 2.5 cubic feet. For questions about the size of an appliance being acceptable please contact the Department of Residential Life.
- B. Extension cords: All extension cords that are used must have the label UL or ETL approval. This will be on the packaging and the cord itself. Products with this certification label meet current industry safety standards. If the cords do not have this approval they cannot be used in the campus sponsored housing.

Guidelines to follow when using an extension cord are:

1. Never keep an extension cord plugged in when not in use. The cord will still conduct electricity until it is unplugged from the outlet.
2. Do not use extension cords that are cut or damaged.
3. Never cover any part of an extension cord with rugs or other objects while it is in use.
4. Do not overload cords with too many appliances.

- C. Pets: Only fish in a 10-gallon aquarium or smaller are allowed in the residence halls. Considering public health, safety and the comfort of other residents, all other pets will be removed at the expense of the resident.

## Room Changes After Check In

**Each student shall be allowed one opportunity to make a room change per semester.**

Roommate or room changes will take place after the first two weeks of a semester. Check for deadlines.

To make a room change or request a new roommate, you must go to the Department of Residential Life. If there is a student living in the room where you would like to move, he / she must also go by the Department of Residential Life and request you as a new roommate.

If space is available, double rooms may be assigned as single rooms in St. Joseph Hall. However, the university reserves the right to put someone in that space if all the double rooms have been filled and space is still needed. The resident student who is granted the single room has 24 hours to present to the Department of Residential Life a receipt of payment for the single room from the Business Office.

If you feel you need a room change due to roommate problems, you need to discuss the situation with your Resident Assistant. They will work with you in an attempt to resolve the differences. A move will be considered only after you have made an honest attempt to resolve personal difficulties.

## Room Consolidation

Should you be left without a roommate, you will need to consolidate. Resident students' who are paying for a double occupancy, but for some reason find themselves without a roommate, are required to move in with another student or have another student move in with them. Resident students involved in consolidation do not have to move to another floor (unless they choose to do so), but they must consolidate on that floor if there is another student paying for a double occupancy in a single room. Each resident student will be notified in writing when consolidations begin and who is available to consolidate. Residents then have an opportunity to make plans to consolidate with someone on their list.

If a resident student fails to consolidate on his or her own, a lottery will determine who must move. Should a resident student lose a roommate after October 1 for the fall semester or February 16 for the spring semester, no consolidation will take place until the beginning of the next semester. The university always reserves the right to move someone into that space at any time. If space permits, each resident student may have the option of selecting a private room.

## Room Damages

You will be held responsible for any damages (including those arising from the use of tape, adhesive putty, nails, etc.) that occur in the residence hall room. You will also be held responsible for damages caused by you or your guests in areas other than your room.

## Roommate/Suitemate Bill of Rights

Each resident has the right to:

1. Read and study without interference, unreasonable noise and other disturbances.
2. Sleep without undue disturbances.



3. Have personal privacy in one's room.
4. Live in a clean environment.
5. Host guests, with the understanding that the guests will honor the other resident's rights.
6. Have free access to one's room and hall facilities.
7. Be free from intimidation, physical and emotional harm.
8. Expect respect for one's belongings and personal property.

## Safety Tips

1. Lock your door at all times.
2. Do not leave your valuables in plain sight.
3. Record the serial numbers of all appliances (computer, stereo, television, IPOD, gaming system etc.) and other valuables so you have positive identification of your belongings. If possible, take a photograph of your valuables.
4. Engrave your personal items with your driver's license number.
5. Use the "buddy system" after dark. It provides good company and is a good policy.
6. Inform your roommate of your whereabouts and expected time of return if you are going to be gone from your room for any length of time.
7. Do not prop interior or exterior doors. Opening doors after it has been secured constitutes disregard for the security of your fellow residents.
8. If a theft or security question arises, contact Public Safety Officer, your RA or Department of Residential Life.
9. Follow all fire or security regulations and tornado procedures.
10. Do not let non-residents into the building unless you are willing to be responsible for their actions and behavior.

## Study Lounges

Lounges are to have minimal noise. Resident students using facilities are responsible for maintaining a quiet atmosphere. Study lounges are not to be used for student organization meetings.

- St. Joseph's Hall, first floor – lobby. The lounge is non-smoking and has computer access.
- Southwest Hall, third floor – study lounge has computer access and is non-smoking.
- Cotta Hall, first floor – Community room has no computer access and is non-smoking.

## Theft in the Residence Halls

Should you discover an item has been stolen, immediately report all information in detail to Public Safety, your Resident Assistant or Apartment Coordinator.

The University cannot purchase insurance to cover the theft or loss of personal property and cannot accept responsibility for missing articles. Check to be sure your parents' homeowner's insurance policy covers your personal belongings. Residents may also purchase renter's insurance. The University is not responsible for any personal property loss of residents, regardless of reason, including damage caused by employees in the performance of their work.

Remember to lock your room door at all times and keep your keys with you. Many residence hall thefts occur because of unlocked doors. Never leave unattended valuables in plain sight and do not leave jewelry in the bathroom or clothing in the laundry room. Always lock your bicycle.

## University Property

- A. Commercial purposes: The resident student room shall not be used for commercial purposes.
- B. Key usage: Keys are not to be loaned to a non-resident. A \$100 fee will be assessed to the resident assigned that key if this occurs.
- C. Locks: The resident will not install new locks nor tamper with any lock of the residence halls or alter or duplicate university keys. The resident student found with illegal keys will be charged a fine of \$100 and the cost of a lock change.
- D. Misuse of university property: Misuse of university property, including, but not limited to elevators, fire alarms, smoke detectors, fire equipment, furniture and cable, is subject to civil court action as well as university sanctions. University furniture is not to be moved from public areas, such as lounges into resident rooms. Window screens must not be removed and are to remain securely in place at all times.
- E. Propping doors open: A fine of \$100 will be assessed if you are found propping open exterior and interior hallway doors to the residence halls.
- F. Subleasing: The resident student room shall not be sublet or assigned to anyone else by the student.
- G. Door tampering.

## Visitation Policy

The policy regarding residents having guests is designed to emphasize that the residence hall is a living and learning environment. Residents' desire to entertain guests in their living area must be balanced with provisions for an environment conducive to study, sleep, security, and a reasonable amount of privacy. The right of privacy in a room or apartment supersedes a roommate's / apartment mate's privileges to have guests. This policy covers intervisitation, host responsibility for guests, and social gatherings.

It is the expectation from the University that any resident sharing a common living space will discuss the visitation policy and develop mutually agreed upon guidelines for the shared space.

A guest as defined by the Department of Residential Life is anyone who does not live in the room or building that he/she is visiting.

### 1. General Rules Governing the Visitation Policy Include:

- a) Guest(s) is held to the same standards for following policies and regulations of the institution as the resident host (here after known as the host).
- b) The host is allowed the maximum number of three (3) guests at the same time.
- c) Opposite-sex guest(s) may not use the communal restroom on his/her host's floor.

- d) A non-resident guest is permitted a maximum of five (5) hours occupancy in residence halls per day during weekdays and seven (7) hours per day on weekends. It is the host's responsibility to notify the Resident Assistant if a special circumstance exists and hours need to be extended.
- e) A non-resident guest must be escorted at all times upon entrance into the residence halls. Failure to escort the non-resident guest will result in the guest being asked to leave the building.
- f) A non-resident overnight guest(s) may stay for two (2) consecutive or non – consecutive nights per week. This amount is not to exceed 6 nightly stays per month. It is the responsibility of the host to notify the Resident Assistant if a guest(s) of the same sex spends the night in your room or apartment. Overnight guest(s) of the opposite sex are not permitted and violate the intervisitation policy.
- g) Guest(s) must register his/her car with Public Safety.
- h) St. Joseph Hall residents must register any guests entering the building and those currently visiting in the building when the lobby desk is staffed at night.
- i) Residents should not give his/her room key or access key card to non-residents to gain access to a student's room or building. A \$100 fee will be assessed to the resident assigned that key if this occurs.

## 2. Host Responsibility

A resident host with guest(s) in his/her living space has the responsibility to ensure that the behavior of the guest will honor the other resident(s) rights who share the space.

The host is responsible for his/her guest(s) behavior while he/she visit in the on and off campus sponsored housing. It is the responsibility of the host to make his/her guest aware of university and on and off campus sponsored housing policies. The host will be held accountable if the guest(s) violates the Student Code of Character and Conduct. In addition, the host is required to report violations by their guest(s) of the Student Code of Character and Conduct and residence hall policies to the appropriate university staff member. All policies governing alcohol must be followed by student's guests.

Non-resident guests' who violate the university and residence hall policies may be asked to leave and not return.

## 3. Intervisitation Policy

The intervisitation policy is based on three cornerstones: personal privacy, the rights of the individual as they relate to the common good and the security of residents. Intervisitation pertains to persons of the opposite sex being in a resident student's room, including both residents as well as non-residents.

### **The following rules and conditions apply to all such visitation:**

Sunday -Thursday.....noon-midnight

Friday-Saturday.....noon-2AM

- a) All resident students are responsible for the actions of their guests (male or female).
- b) This intervisitation policy also applies to members of the family who are of the opposite sex.
- c) Guests are to use gender designated restrooms in St. Joseph's Hall.
- d) The intervisitation hours are not an open invitation to the public nor a time for groups to use the residence halls for meetings or parties.

- e) Guests of the opposite sex are not permitted to stay all night in a resident's room.
- f) Men and women are not permitted to visit members of the opposite sex's rooms at any time other than the designated hours.
- g) Resident students or guests of the opposite sex are not allowed on corridors of single sex floors during non-visitation hours.
- h) Non-resident guests of the opposite sex must be escorted at all times while visiting in the residence halls. Failure to escort the guest will result in the guest being asked to leave the building.
- i) St. Joseph Hall resident students must register any guests of the opposite sex entering the building and those currently visiting in the building when the lobby desk is staffed at night.
- j) All of Southwest Hall's third floor resident students will vote to determine the intervisitation hours for the apartments. The maximum hours for intervisitation are 11AM - 2AM. The hours can be decreased, but not increased.

#### 4. Social Gathering

In St. Joseph and Medaille Halls, a social gathering may occur within the following guidelines:

- a) A maximum of eight persons may occupy a double room in St. Joseph Hall or Medaille if both roommates are present. A maximum of four persons may occupy a single room in Medaille Hall with the host present. A triple room may have a maximum number of twelve guests present if three roommates assigned to the room are present.
- b) A gathering may not disturb other rooms or floors. The authorized occupant(s) of any room is (are) responsible for all behavior that takes place in that room.
- c) All policies governing alcohol must be followed.
- d) In Southwest Hall, a social gathering may occur within the following guidelines:
  - (1) A maximum of 16 persons may occupy a third floor apartment if all apartment residents are present. Three guests per host student assigned to room.
  - (2) The gathering may not disturb other apartments or the classroom community.
  - (3) The apartment having the social gathering will be held responsible for the behavior of the apartment guests.

Alcohol is not allowed in the common areas of the floor. All policies governing alcohol must be followed.

Failure to comply with these guidelines could result in one or more of the following disciplinary actions: Educational program, discretionary service, monetary fine, loss of privilege, restitution, social probation, residential life probation, and/or residential life dismissal.

# Emergency Response

## Armed Intruders

If you observe an armed individual on campus, you should report the situation immediately to Public Safety by dialing 314.719.HELP (4357). Public Safety will ensure 911 is called and keep people away from the affected area until the police arrive.

If you are in the affected area, you should alert others in the immediate vicinity and:

### *Response to Armed Intruder Shooting at Your Building:*

Turn out the room lights and lay on the floor.

Consider crawling to a hallway away from the intruder.

### *Response to Armed Intruder in Your Building:*

Turn out the room lights, shut and lock the room door and move to a point in the room where you cannot be seen from the hallway.

### *Response to Armed Intruder if You are Outdoors:*

Run to the closest structure that will shield you from the sight of the intruder. If nothing is close, run perpendicular from the intruder until you reach safety.

Unless you are in immediate danger, all people in the affected area should remain in place until instructions are received from emergency responders.

## Building Evacuation

The guidelines below should be followed when evacuating any building:

1. All building evacuations will occur when an alarm sounds and/or upon verbal instructions. Building fire alarms are activated by following the directions listed on the pull stations. If a building alarm system is inoperable, individuals will need to be verbally alerted. In the event of a gas leak, do not activate the building alarm system. Alert people verbally to evacuate the building.
2. Leave by the nearest marked exit and alert others to do the same. Do not enter any area marked by a hazardous material warning sign. If time permits, secure or take your purse, wallet, etc. with you.
3. Assist people with disabilities in exiting the building. Remember that elevators are reserved for people with disabilities. **DO NOT USE THE ELEVATORS IF THE BUILDING IS BEING EVACUATED DUE TO FIRE.**
4. Once outside, proceed to a clear area that is at least 500 feet away from the affected area. Keep streets, fire lanes, hydrant areas and walkways clear for emergency personnel. Faculty members should account for their students by conducting a head count.
5. Do not return to an evacuated building unless you are told to do so by a Fontbonne official.
6. During periods of inclement weather, you will be directed to go to another building.

## Earthquakes

During an earthquake, remain calm and quickly follow the steps below.

1. **IF INDOORS:** Take cover under heavy furniture, in interior doorways, or against an interior wall. Stay away from windows, glass and exterior doorways. Avoid bookcases, cabinets or other structures that may fall.
2. **IF OUTDOORS:** Move quickly to an open area away from buildings, trees, utility poles and electrical lines. Do not attempt to enter a structure or building.
3. **IF IN A VEHICLE:** Stop as quickly as safety permits away from buildings, trees, utility poles and overhead lines. Stay in the vehicle for the protection it provides.
4. After the initial shock, evaluate the situation. If the facilities are damaged or medical help is needed, contact the Public Safety Office giving them all relevant information. Protect yourself at all times and prepare for after shocks.
5. If an emergency exists which requires emergency evacuation, activate the building alarm and walk to the nearest marked exit. Alert others verbally to do the same. Do not enter any area marked by a hazardous material warning sign.
6. Assist people with disabilities in exiting the building. Remember that elevators are reserved for people with disabilities. **DO NOT USE THE ELEVATORS IF THE BUILDING IS BEING EVACUATED DUE TO FIRE.**
7. Once outside, move to a clear area that is at least 500 feet away from the affected area. Keep streets, fire lanes, hydrant areas and walkways clear for emergency personnel. Faculty members should account for their students by conducting a head count.
8. Do not return to an evacuated building unless you are told to do so by a Fontbonne official.

## Fires

Report all fires to the Public Safety Office or to the campus operator. Dial 314.719.HELP (4357) or 0. Should you need the police, fire department or an ambulance and no one above can be reached, dial 911 or 911.

The procedure below should be followed in case of fire:

1. Activate the building fire alarm and/or alert people verbally. All people should exit by the nearest marked exit. Close all room doors as you exit. **DO NOT LOCK DOORS IF SMOKE OR THE SMELL OF SMOKE IS PRESENT.** If time permits, secure or take your purse, wallet, etc. with you. Do not enter any area marked by a hazardous material warning sign.
2. Assist people with disabilities in exiting the building. Do not use the elevators. Smoke is the greatest danger in a fire. Stay near the floor where the air is less toxic.
3. Once outside, move to a clear area that is at least 500 feet away from the affected area. Keep streets, fire lanes, hydrant areas and walkways clear for emergency personnel. Faculty members should account for their students by conducting a head count.
4. Dispatch one individual to a location near the emergency to meet and lead emergency responders to the site of the emergency.
5. Do not return to an evacuated building unless you are told to do so by a Fontbonne official.

## Loss of Utilities

1. During normal working hours, utility failures should be reported to the Physical Plant Office at extension (889- ) 1404 or (889- ) 4564. After normal working hours, utility failures should be reported to the Public Safety Office at extension (719- ) 4358 (HELP). In the event there is an electrical failure that affects Ryan Hall, the campus telephone system may be inoperable and notification should be made in person.
2. If an emergency exists which requires evacuation of a building, follow the guidelines in the above Building Evacuation section.
3. Special consideration is needed for a gas leak. If a gas leak is detected, cease all activity and begin building evacuation. Do not switch on or off lights or other electrical equipment and do not activate the building alarm system. Verbally alert people to evacuate. The operation of any electrical items may cause arching and can trigger an explosion.

## Medical Emergencies

For medical emergencies, dial 314.889.HELP (4357) or 0. Should you need the police, fire department or an ambulance and the numbers above cannot be reached, dial 911

### **Life threatening emergency medical situations include but is not limited to:**

- Unconsciousness
- Convulsions
- Inability to breathe or breathing with severe difficulty
- Severe chest pain
- Severe bleeding
- Possible fractures of the spine or major bones

For these situations, you should:

1. Dial 314.719.HELP (4357), 0 or 911. State, "This is a medical emergency." Give the exact location of the victim, your name and describe the nature and severity of the medical problem. Do not hang up until you are told to do so. This procedure applies to all serious injuries and illnesses occurring on campus including those in the athletic areas, work areas, classrooms, residence halls, etc.
2. If available, send someone to a location near the emergency to meet and lead emergency responders to the scene.
3. Do not move the victim unless there is imminent threat of further injury.
4. Administer first aid. Never provide or attempt to provide first aid beyond the scope of your training. No medication of any type may be given.
5. Ask all witnesses to remain until emergency responders arrive. Do not leave until you are told to do so.
6. Assist emergency responders on request.

**NOTE:** An ambulance will be called at the request of the victim regardless of the extent of the injuries or illness.

## Reporting an Emergency

Dial 314.719.314HELP (4357) or 0. Should you need the police, fire department or an ambulance and no one listed above can be reached, dial: 911.

When you call to report an emergency, stay calm and speak slowly. Give the following information:

- State, "This is an emergency call."
- Describe the exact location.
- Carefully explain the problem.
- Identify yourself and your phone number.
- Do not hang up until you are told to do so. You may be asked to stay by the phone or be given other instructions.

If anyone is available, dispatch one individual to a location near the emergency to meet and escort responding personnel to the site of the emergency. Ask witnesses to remain at the emergency site and help keep non-participants away. Emergency personnel will take control of the situation when they arrive. Neither you nor the witnesses should leave until you have been told that you are no longer needed.

## Tornadoes

Individuals on Fontbonne University property will move to emergency tornado reporting areas when the S. Louis County tornado sirens sound. The procedures below should be followed:

1. You should move to the tornado emergency reporting area for your building. See below. Sit with your head against the wall with your head down if the storm strikes. Faculty members should account for their students by taking a head count.
2. As you leave your office or room, close all windows and doors.
3. All people should remain in the emergency reporting areas until the all clear message is announced on 314.719.8091 or until a Fontbonne official has given the all clear.
4. All damage and injuries resulting from the storm should be reported to the Department of Public Safety by dialing 314.719.HELP (4357) or 0. Public Safety will call for emergency assistance and make the proper notifications.
5. If damage from the storm creates an emergency that requires evacuation of the building, activate the building alarm and walk to the nearest marked exit. Alert others to do the same. Do not enter any area marked by a hazardous material warning sign.
6. Assist people with disabilities in exiting the building. Remember that elevators are reserved for people with disabilities. **DO NOT USE THE ELEVATORS IF THE BUILDING IS BEING EVACUATED DUE TO FIRE.**
7. Once outside, proceed to a clear area that is at least 500 feet away from the affected area. Keep streets, fire lanes, hydrant areas and walkways clear for emergency personnel. Faculty members should account for their students by conducting a head count.
8. Do not return to an evacuated building unless you are told to do so by a Fontbonne official.



### *Tornado Reporting Areas*

- Anheuser Busch Hall: 1st floor hallway, men's bathroom on 1st floor and 1st floor stairwells.
- Dunham Student Activity Center: Training room, northwest stairwell, walkway to weight room.
- East Building: 1st floor hallways.
- Fine Arts Building: 1st floor restrooms and lower level hallways.
- Library: Basement.
- Medaille Hall: Basement, Mezzanine Lounge and bathrooms between suites.
- Physical Plant Area: Tunnel and basement.
- Ryan Hall: 1st floor hallway near room 105, hallway near bookstore.
- St. Joseph's Hall: Hallway between lounges.

## Additional Information

### Academic Calendar

For more information about the course schedule and academic calendars, visit online at <https://www.fontbonne.edu/academics/academic-resources/course-schedule/>

### Community Spaces

#### *Arnold Memorial Center (AMC)*

The Arnold Memorial Center (AMC), located on the first floor of Medaille Hall, is a large, comfortable, quiet lounge used primarily for studying or meeting friends. In addition, several university programs and special events are held there throughout the year. There are eight computers and two printers available for student usage. Students must have a valid Fontbonne I.D. to use a computer and printer. The AMC is open to non-resident Fontbonne students from 6:30AM-10PM, Monday through Friday during the academic year, and from 7AM – 6PM during the summer. Visitors must be accompanied by a Fontbonne student at all times. To schedule the AMC for university functions during the academic year please go to the meeting room booking system found on the University web site. The Arnold Memorial Center is named in honor of Cecil Price Arnold, whose family has been long time friends and benefactors of the University.

#### *Dunham Student Activity Center (DSAC)*

The Dunham Student Activity Center is the home court for Fontbonne's varsity volleyball and basketball teams, and the main facility for the intramural sports program. Centrally located on campus, this 38,000 square-foot building houses a gym with seating for 1,600, an athletic training room, a fitness center, an aerobics studio, a running track, and recreation and varsity locker rooms. Offices for the athletic department staff and the department of leadership education and student activities are located here as well. In addition, the Alumni Caf', a multipurpose student union, and the Griffin Grill, a popular snack bar, are located on the second floor. Both the Caf' and the adjacent outdoor balcony are frequent gathering places for students, providing Fontbonne's community with a relaxed atmosphere in which to study or meet with friends.

#### *Fine Arts Gallery*

In 1999-2000, the Fine Arts Building was totally renovated to include the new gallery space and The Gallery renovation was generously funded by the Fontbonne Community Connection January 2011. The Figure Now Exhibition was the first exhibition in the new space.

The Fine Arts Gallery is part of the Fine Arts Department and is located on the first floor of the Fine Arts Building. You can see what exhibitions are being displayed on the Gallery web site or just drop by.

Exhibits have included local artist like Sun Smith-Fort and her amazing Quilts as well as New York artist, Michael Grimaldi, and Fontbonne alumni.

## *Sacred Spaces*

### ***Doerr Chapel***

Mary Martha Hatch Doerr Chapel, otherwise known as Doerr Chapel, is located on the second floor of Ryan Hall. When Ryan Hall is open, the chapel is available to any student, staff, or faculty member for personal prayer or meditation. All of our Catholic worship services are held in Doerr Chapel. During the academic year, Mass is offered every Sunday at 7pm and Wednesday at 11:45 am, as well as on Holy Days of Obligation and university-wide days of celebration.

This Chapel is dedicated to Mary Martha Hatch Doerr, an alumna from 1935 and former trustee from 1986-89 who died in 1990. She was a charitable social worker, volunteer, and wife who worked to make a difference in the world around her.

### ***Interfaith Space***

The Sister Ruth Yates, CSJ, Memorial Interfaith Space was created to offer an inclusive prayer and reflection space for all members of the university community. Sister Ruth was the Director of Campus Ministry at Fontbonne from 1987-1999. Among her passions was the desire to serve the spiritual needs of everyone in the community as well as bring people together in ecumenical and interfaith dialogue and prayer. Sr. Ruth died in 2003, and this space has been dedicated to her memory, passion and life's work of service. Accessible on the first floor of Medaille Hall, this space contains spiritual symbols, books, and prayer materials. Everyone is welcome to stop by for some quiet time at his or her convenience. Accessible on the first floor of Medaille Hall, this space contains spiritual symbols, books, prayer materials, and a piano to play. When the Arnold Memorial Center (AMC) is open, everyone is welcome to stop by for some quiet time at his or her convenience.

### ***Islamic Prayer Room***

The Islamic Prayer Room is located in basement of the Library in Room L11C and offers a space for individual prayer throughout the day.

The Islamic Prayer Room provides a dedicated space for Muslim prayer that is accessible anytime the library is open. There are prayer rugs, and prayer resources here. This room offers a place for individual or small groups to pray. This room also features a divider to ensure the comfort of all worshippers.

### ***Use of Doerr Chapel and Sister Ruth Yates, CSJ, Memorial Interfaith Space and Islamic Prayer Room***

The Doerr Chapel, Interfaith Space and Islamic Prayer Room are set aside by the University as sacred spaces. As such, they are reserved primarily for activities and programs that serve the spiritual needs of the university community, in particular, events organized by Campus Ministry such as liturgies, prayer services, faith-sharing groups, private reflection, etc.

Individuals at any time (unless there is an event scheduled) are welcome and encouraged to utilize these spaces for reflection and prayer during the hours that Ryan Hall, Medaille Hall and the Library, respectively, are open. Please keep these spaces reserved at all times for anyone who wishes to utilize them for reflection and prayer. We ask everyone to refrain from using cell phones or using these spaces for conversations, grading papers, etc.

Groups outside of Campus Ministry, both within and outside of Fontbonne University, are allowed to reserve these spaces with the approval of the Director of Campus Ministry. Approval for usage will be based upon the nature of the program and availability at the discretion of the Director of Campus Ministry.

Three of the seven Catholic sacraments - celebrating the Eucharist, Reconciliation, and Marriage – are offered in Doerr Chapel. All sacramental preparation included in the RCIA process (Baptism, First communion,

Confirmation) and Marriage Preparation should be completed in the local parish. If needed, contact the Director of Campus Ministry for further information.

All individuals and groups are expected at all times to respect and treat these spaces as sacred. Furniture and furnishings should not be moved or rearranged without prior approval. Usage of food and drink in Doerr Chapel must be approved by the Director of Campus Ministry.