



VILLANOVA
UNIVERSITY

STUDENT HANDBOOK
2011-2012

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VILLANOVA UNIVERSITY

STUDENT HANDBOOK

2011 – 2012



THE BLUE BOOK



VILLANOVA UNIVERSITY

OFFICE OF STUDENT LIFE

Dear Villanovan:

I am pleased to present you with the 2011-2012 edition of the Villanova University Student Handbook. Commonly known as the “blue book,” it is the official student handbook for Villanova University. We hope it will be a ready reference for information important to you during your stay at the University.

By attending Villanova, you become an integral part of an academic community dedicated to the pursuit of truth through peace and justice. These values are inherent in the Judeo-Christian tradition and form the nucleus of the Augustinian philosophy of education which we have highlighted throughout this publication. In order for peace and justice to prevail and truth to be pursued, all members of the University community must know what is expected of them so they may aspire to responsible and constructive membership and be prepared for the obligations and accountability that membership requires. Accordingly, this handbook outlines the regulations for which you will be responsible.

It is a pleasure to welcome you to the 2011-2012 academic year, and it is my prayer that this year and the years ahead will afford you every opportunity to mature intellectually, spiritually, emotionally and socially. The Division of Student Life is eager to facilitate achievement of these goals, and with your help, cooperation, and involvement we will no doubt be successful in that endeavor.

Rev. John P. Stack, O.S.A.
Vice President for Student Life

VILLANOVA

Villanova is a Catholic University

“A Catholic university pursues its objectives through the formation of an authentic human community animated by the Spirit of Christ. The source of its unity springs from a common dedication to the truth, a common vision of dignity of the human person, and ultimately the person and message of Jesus Christ, which gives the institution its distinctive character.”

*Ex Corde Ecclesiae
John Paul II*

Villanova is an Augustinian University

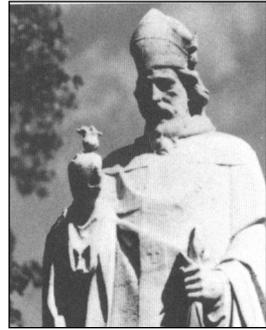
“Augustine believed in the power of a community dedicated to the collective pursuit of truth and Christian friendship. At Villanova, this spirit comes alive through the students, faculty, administrators, and Augustinian Friars who are united in a passionate pursuit of knowledge and service to others. This mutual commitment to Veritas, Unitas, Caritas—Truth, Unity, Love—serves as a living embodiment of the University’s Catholic and Augustinian mission and creates an environment that fosters exciting opportunities for learning and growth.”

*Rev. Peter M. Donohue, O.S.A.
President*

ST. AUGUSTINE

FOUNDER OF THE ORDER

*“Late have I loved Thee,
O, Thou Beauty ever ancient, ever new,
Late have I loved Thee.”
Saint Augustine of Hippo*



*M*ore than sixteen hundred years ago, the great Saint Augustine spoke about the beauty of God in a few words. These words, taken from his *Confessions* (Book X, 27), have excited the minds and imaginations of millions of men and women who read or heard them throughout the ages.

The beauty which Augustine knew and loved in all created things – sun and stars, earth and seas, flowers and beasts – old and young – led him to that source of all beauty which Augustine called God.

For many graduates remembering their college days, the Villanova experience may have given them a hint of God’s beauty. Friendships begun, joys and sorrows shared, wisdom gained through knowledge – these are all parts of that beauty.

Recognized through the ages for his gigantic intellect, Augustine of Hippo has always been equally celebrated for the strength of his passionate desire for understanding. In mind and in heart, Augustine was well beyond the ordinary.

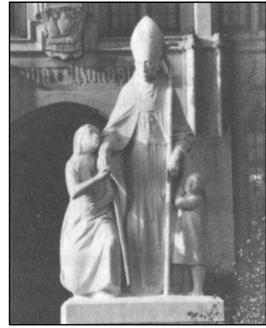
Augustine’s inquiring mind and his burning heart are symbolized on the seal of Villanova University. The seal shows a burning heart pierced by an arrow and resting on a book of sacred Scripture. In his garden at Milan, the command, *Tolle Lege, Tolle Lege* (“Take and Read, Take and Read”), came to Augustine as a divine message to seek God in the Scriptures, recalling the moment of his conversion. As he read, these words of Scripture pierced his heart with desire for God, the source of all wisdom and beauty. Taken together, his study of Scripture and his heart’s desire for its wisdom symbolize Augustine’s life-long search to know and love God.

The search for wisdom and beauty continues in the life of Villanova University. It is its own great beauty, ever ancient, ever new. The words of Villanova’s motto proclaim this ultimate ideal of a university education: to discover the meaning of life and the beauty of God in the search for Unity, Truth, and Charity.

ST. THOMAS OF VILLANOVA:

PATRON OF THE UNIVERSITY

*“To give treasure away as Thomas of Villanova did,
is the duty of the rich and the privilege of the wise”*



Villanova is a word that can stretch its meaning to enfold the unique experience of everyone who knows and loves the university. The name *Villanova*, meaning “new town” or “new house”, symbolizes for its students a new beginning. It is a place where ideas and attitudes greet students each year as they set out on a journey of discovery with new teachers and friends.

Some students may know little about Saint Thomas of Villanova, and many know nothing at all. The typical Villanova student knows that Thomas was the saint who “gave away” his name to the university. Few are aware that he was also a sixteenth-century bishop, Augustinian monk, renowned writer, education, and scholar.

This ignorance about the patron of Villanova is understandable. It is not important that we know so little about the life and deeds of Saint Thomas of Villanova. What really matters about Saint Thomas is that he was a good and generous man who loved the poor. That spirit of generosity is the same spirit which his name brings to Villanova University.

Pictures of Saint Thomas of Villanova tell that story well. They commonly show the saint of Valencia clutching a bag full of money, treasures, which he holds, not to keep, but to give away. For Thomas of Villanova, wealth had only one purpose. It was something he could share with the poor, with those who were in need.

That is the enduring value of education at Villanova University. Education means gathering the wealth of wisdom and learning, which students possess not for themselves, but to share with one another and, as Saint Thomas of Villanova did, to share with those who need it.

For over 150 years, the Villanova family has shared the adventure of learning. Together, they have gathered a wealth of knowledge-treasures of the mind and golden nuggets of truth.

To give treasure away, as Saint Thomas of Villanova did, is the duty of the rich and the privilege of the wise. Villanovans know that this wealth of learning, like love itself, is a gift which we possess never so much as when we give it away.

Reverend Neil J. McGettigan, O.S.A., D. Min.

MISSION STATEMENT

Heritage in Perspective

Villanova University is a Catholic Augustinian community of higher education, committed to excellence and distinction in the discovery, dissemination and application of knowledge. Inspired by the life and teaching of Jesus Christ, the University is grounded in the wisdom of the Catholic intellectual tradition and advances a deeper understanding of the relationship between faith and reason. Villanova emphasizes and celebrates the liberal arts and sciences as foundational to all academic programs. The University community welcomes and respects members of all faiths who seek to nurture a concern for the common good and who share an enthusiasm for the challenge of responsible and productive citizenship in order to build a just and peaceful world.

Enduring Commitments:

In pursuit of this mission, we commit ourselves to academic excellence, to our values and traditions, and to our students, alumni and the global community.

To foster academic excellence, we:

- Create a diverse community of scholars, united and dedicated to the highest academic standards;
- Emphasize the liberal arts and sciences as our foundation and foster in our students active engagement, critical thinking, life-long learning and moral reflection;
- Concern ourselves with developing and nurturing the whole person, allowing students, faculty and staff to grow intellectually, emotionally, spiritually, culturally, socially and physically in an environment that supports individual differences and insists that mutual love and respect should animate every aspect of university life;
- Encourage interdisciplinary research, teaching and scholarship;
- Affirm the intrinsic good of learning, contemplation and the search for truth in undergraduate and graduate education;
- Support a curriculum that encourages both a global perspective and an informed respect for the differences among peoples and cultures.

To honor our values and tradition, we:

- Believe that the dialogue between faith and reason drives the pursuit of knowledge and wisdom, and fosters St. Augustine's vision of learning as a community ethos governed by love;
- Seek to understand, enrich and teach the Catholic intellectual tradition through our curricula, scholarship and activities in ways that engage diverse religious, intellectual and cultural traditions in a vigorous and respectful pursuit of truth and wisdom in every area of humanity;
- Provide opportunities for students, faculty and staff to seek guidance from Catholic intellectual and moral traditions, while always welcoming people from all faiths, cultures and traditions to contribute their gifts and talents to our mission;
- Respect and encourage the freedom proposed by St Augustine, which makes civil discussion and inquiry possible and productive;
- Look to the Order of St. Augustine to preserve our Augustinian character, by showing appropriate preference to Augustinians in faculty and staff appointments, and by welcoming their presence and influence in our university community.

To serve our students, alumni and global community, we:

- Encourage students, faculty and staff to engage in service experiences and research, both locally and globally, so they learn from others, provide public service to the community and help create a more sustainable world;
- Commit to the common good, and apply the knowledge and skills of our students and faculty to better the human condition;
- Encourage our students and faculty to pursue virtue by integrating love and knowledge, and by committing themselves to research and education for justice, with a special concern for the poor and compassion for the suffering;
- Respect a worldview that recognizes that all creation is sacred and that fosters responsible stewardship of the environment;
- Include our alumni as an integral part of the Villanova community;
- Value highly our relationship with neighboring communities.

STATEMENT OF COMMUNITY IDEALS AT VILLANOVA UNIVERSITY

Villanova University is a welcoming community, where in the spirit of Augustine, each member greets guests warmly and acknowledges each other as colleagues engaged in mutual service to our students and their parents. Respect for all is powerfully affirmed.

Villanova University is an educationally purposeful community which acknowledges that learning should be a primary goal of every activity, each interaction. Villanova University believes that each member of our community both teaches and learns from every other. It is in this unifying context that Villanovans must approach each other. Teaching and learning in this Catholic-Christian environment are paramount.

Villanova University is a selfless community, a place where individuals acknowledge and accept their responsibility to sacrifice self interest for the common good, and where the universal values of integrity, compassion, and humility guide decision making at every level of the institution.

Villanova University is a just community, a place where the sacredness of each person is honored, where favoritism, bigotry, and discrimination are categorically rejected.

Villanova University is a caring community, a place where the well-being of each member is sensitively supported, where service to others is strongly encouraged.

Villanova University is a celebrative community, which affirms the Catholic, Augustinian charism and our collegiate tradition.

Adapted from Campus Life: In Search of Community, Carnegie Foundation for the Advancement of Teaching. Steering Committee for Villanova Quality Improvement.

THE SEAL OF THE UNIVERSITY

The seal of Villanova University is an adaptation of the seal of the Order of St. Augustine. Its design reflects the Catholic heritage of Villanova University, founded by the Friars of Saint Augustine, and dedicated to St. Thomas of Villanova, under the patronage of Our Mother of Good Counsel. The seal displays seven elements with historical significance.



The motto of the University, “Veritas, Unitas, Caritas” or truth, unity, and charity are the special virtues to which the University aspires and seeks to inculcate through every endeavor.

The book is symbolic of Augustine’s dedication to learning, and the Book of Scriptures through which Augustine began his conversion to Christianity. In *Confessions*, written by Augustine, he recounts hearing a voice which instructed him to take up and read, “Tolle lege, tolle lege.” At this invitation, he took up the Book, opened to the Epistle of St. Paul to the Romans, Chapter 13, and began his search for self-knowledge through a relationship with Christ.

The cincture which rests on the book is an element of the habit worn by the Order of Saint Augustine and implies commitment to life as described in the Rule of Saint Augustine. The flaming heart symbolizes love of both God and neighbor which so characterized the life of Saint Augustine. The crozier or staff is symbolic of Saint Augustine’s leadership in the Church as Bishop of Hippo. The crosses above and behind the Book are symbolic of Augustine’s conversion and commitment to Christianity. The laurel wreath which frames the central elements is symbolic of the victory that can be gained through the pursuit of knowledge in the context of shared community.

The incorporated title of the University appears in Latin along the outer border, “Villanova University in the State of Pennsylvania.” The institution was established in 1842. The official school colors are navy blue and white.



GOVERNANCE & ADMINISTRATION

Both the University's Mission Statement and its strategic plan commit the leadership of the institution to governance "by principles of collegiality," to "development of University policy through appropriate structures" and to "easy access of students to faculty, and of students and faculty to administrators." The primary structures are described here for your information and to encourage your active involvement.

BOARD OF TRUSTEES

The authority for the governance of Villanova University is vested in a self-perpetuating Board of Trustees consisting of not fewer than 20 or more than 40 members. At least nine shall be members in good standing in the order of St. Augustine. The Board of Trustees, insofar as possible, includes persons from widely different backgrounds and responsibilities. Generally speaking, membership on the Board is for a period of five years with eligibility for re-election. No person having served two successive terms, however, may be re-elected until he/she has ceased to be a member of the Board for at least one year. The following persons are current members:

RICHARD P. BRENNAN
KIMBLE A. BYRD, ESQ.
JAMES D. DANELLA
JAMES C. DAVIS
DENISE L. DEVINE
NANCE K. DICCIANI
RAYMOND F. DLUGOS, O.S.A.
PETER M. DONOHUE, O.S.A.
PETER L. FONG
DARRYL J. FORD
PAUL W. GALETO, O.S.A.
ANTHONY M. GENOVESE, O.S.A.
WILLIAM M. GIBSON, SR.
JUSTIN G. GMELICH
PATRICIA H. IMBESI
JOHN P. JONES, III
CATHERINE M. KEATING

SHEILA F. KLEHM
PATRICK G. LEPORE
LEONARD J. LOBIONDO
ANNE WELSH MCNULTY
THOMAS M. MULROY
JOSEPH L. NAROG, O.S.A.
MARY D. NAYLOR
JAMES V. O'DONNELL
JAMES F. ORR, III
TERENCE M. O'TOOLE
JAMES D. PARADIS, O.S.A.
BERNARD C. SCIANNA, O.S.A.
ROBERT THORNTON, O.S.A.
JOSEPH V. TOPPER, JR.
PAUL A. TUFANO, ESQ.
LUIS A. VERA, O.S.A.

UNIVERSITY SENATE

The University Senate is an advisory group to the University President and the Board of Trustees on policy and major decision-making issues. Membership includes students, faculty, administrators, alumni, and staff members. Student senators are nominated and elected through popular vote by college. Any student may also seek involvement through appointment to a variety of standing committees.

Academic Policy Committee recommends policy on academic matters significantly affecting more than one college and significantly affecting more than one represented constituency of the Senate, assisted by a subcommittee on Academic Calendar. Six student members, two graduate student members.

Athletic Advisory Committee recommends policy changes in athletics, including intercollegiate athletics on varsity or club basis, and intramural athletics. Recommendations concerning intramural athletics shall be made after consultation with the Student Life/Student Government Committee. Four student members, including a student member in charge of ticket lottery program.

Budget Committee monitors the development of the annual University Budget to make certain that major allocations of funds among the colleges, schools, activities and major interests of the University are in accordance with policies, priorities and resources. There is continuous liaison with the Administrative group that formulates the University Budget—the Administrative Planning and Budget Committee (APBC)—with joint updates to the Senate. Three student members.

Executive Committee acts on matters between Senate meetings and calls extraordinary sessions; receives all resolutions and communications; determines agendas for the full Senate; and receives final or interim reports from all standing committees for placement on the agenda of the Senate. It may also refer these matters to an appropriate body or committee within or without the Senate for further action, study, or advice. Three student members.

Committee on Faculty is composed entirely of faculty and the Vice President for Academic Affairs. The committee attends to matters of policy and procedure and recommends policy in all major areas of faculty concern significantly affecting the University as a whole.

Committee on Mission and Social Justice recommends changes in University policies in areas of mission, social concern, service, and sensitivity to cultural diversity related to the functioning of Villanova University. It reports its recommendations directly to the Executive Committee. Four student members.

Rules & Review Committee evaluates effectiveness and operation of the Senate and its committees; mediates any disputes concerning operating procedures of the Senate; makes recommendations to establish, dissolve, or combine standing committees. Three student members.

Student Life/Student Government Committee formulates policy recommendations related to the general social and cultural welfare of all students at the University. Specific matters of concern to this committee include counseling opportunities for work and self-help, a code of students' rights and responsibilities, student political activity and organizations, student publications and broadcasts, and extracurricular activities. It may also make recommendations to the Athletic Advisory Committee with respect to intramural athletics. Student Body President and Vice President ex officio and six additional student members, five of whom are the Inter-fraternity President, the Pan Hellenic Council President, the Blue Key Council President, the Campus Activities Team President, and the Multicultural Student League President.

For additional information contact the Student Government Office at 206 Dougherty Hall, 610-519-7203 or the Office of the University Senate in the main lobby of St. Mary's Hall, 610-519-4480.

STUDENT GOVERNMENT

This body is the official governmental organization for all Villanova students. It serves the community by assisting with issues and problems involving students and the Villanova community. It provides channels of communication between the students and the University. In order to guarantee effective and successful communication, all students are encouraged to vote for the representative of their choice each spring and to seek any elected or appointed position, if they meet the established criteria.

Membership consists of an elected president and vice president, elected class representatives, and elected student senators.

For additional information, contact the Student Government Office, 206 Dougherty Hall, 610-519-7203.

GRADUATE STUDENT COUNCIL

Addresses a variety of shared interests of graduate students by offering social, academic, and community service activities throughout the school year. Membership is open to all students enrolled in graduate programs within the College of Liberal Arts and Sciences. For more information, contact the Graduate Student Council Moderator, Dr. Paul Steege, History Department, 610-519-6963, or email gradcouncil@villanova.edu.



ADMINISTRATIVE DIRECTORY

PRESIDENT'S OFFICE & OFFICES REPORTING TO THE PRESIDENT

President

Rev. Peter M. Donohue, O.S.A.	TOL 1st	4511
Special Assistant for Alumni and External Relations		
Rev. George F. Riley, O.S.A.	ALH 2nd	4562
Vice President for Academic Affairs		
Rev. Kail C. Ellis, O.S.A.	TOL 103	4521
Vice President for Administration and Finance		
Mr. Kenneth G. Valosky	TOL 110	4532
Vice President and General Counsel		
Ms. Dorothy A. Malloy, J.D.	TOL 206	7857
Vice President for Student Life		
Rev. John P. Stack, O.S.A.	DOU 202	4550
Vice President for University Advancement		
Mr. Michael O'Neill	DUNDALE	7926
Vice President for Mission and Ministry		
Dr. Barbara Wall	COR	5431
Vice President for Communication		
Ms. Ann Diebold	TOL 101	3835
Executive Director of Planning and Institutional Research		
Dr. James F. Trainer	SMA	4835
Director of Athletics		
Mr. Vince Nicastro	JNF 2nd	4110
Vice President for Technology		
Mr. Stephen Fugale	TSB 2nd	4400

ACADEMIC AFFAIRS

Vice President

Rev. Kail C. Ellis, O.S.A.	TOL 103	4521
Associate Vice President		
Dr. Craig Wheeland	TOL 103	4518
Assistant Vice President for Academic Affairs, Research & Sponsored Projects		
Dr. Milton T. Cole	MID 1st	4221
Assistant Vice President for Academic Affairs, Part-Time and Continuing Studies		
Dr. Robert Stokes	VAS 102	4311
Director of Continuing Studies		
Mr. James Kane	STF 102	4302
Director of Part-Time Studies & Summer Sessions		
Mr. Jim Johnson	VAS 107	4300

Dean of the College of Liberal Arts and Sciences		
Dr. Jean Ann LinneySAC 1054600
Dean of Graduate Studies, College of Liberal Arts & Sciences		
Dr. Adele LindenmeyrKEN 2nd7093
Associate Dean, Enrollment Management and Academic Support Services		
Dr. Robert DeVosSAC 1054600
Associate Dean for Humanities and Social Studies		
Dr. Lowell GustafsonSAC 1054600
Associate Dean for Sciences		
Dr. R. Kelman WiederSAC 1054600
Assistant Dean for Undergraduate Students		
Ms. Trudi TedjeskeSAC4661
Associate Dean for Honors Program		
Dr. Thomas W. SmithGarey Hall	
College Professor for Students and Academic Support		
Dr. Helen LaffertySAC 1054600
Dean of Villanova School of Business		
TBABAR 10454331
Acting Dean		
Dr. Kevin D. ClarkBAR 10544331
Associate Dean for Accreditation and Assessment		
TBABAR 1054	
Associate Dean for External Relations		
Ms. Madonna Marion-LandaisBAR 10453109
Associate Dean, Undergraduate Business Program		
Ms. Melinda GermanBAR 10544333
Associate Dean, Graduate and Business Programs		
Dr. Robert BonnerBAR 10743849
Dean of College of Engineering		
Dr. Gary A. GabrieleCEER 3105860
Associate Dean, Academic Affairs		
Dr. Gerard F. JonesCEER 3014985
Associate Dean, Research & Graduate Studies		
Dr. Alfonso OrtegaCEER 3037440
Associate Dean, Student and Strategic Programs		
Dr. Stephen JonesCEER 2035439
Dean of College of Nursing		
Dr. M. Louise Fitzpatrick, R.NDRIS 1084909
Associate Dean		
Dr. Lesley PerryDRIS 1244933
Assistant Dean, Administration		
Mrs. Rose O'DriscollDRIS 1284905

Assistant Dean and Director, Undergraduate Program	
Dr. Angelina Arcamone	DRIS 306A 4923
Assistant Dean &	
Director Continuing Education in Nursing and Health Care	
Dr. Lyn DeSilets	DRIS 222 4931
Assistant Dean & Director Graduate Program	
Dr. Marguerite Schlag	DRIS 306B 4907
Dean of Enrollment Management	
Mr. Stephen Merritt	GER 1st 7499
Associate Dean of Enrollment Management,	
Admissions and Financial Assistance	
Mr. George J. Walter	KEN 2nd 6456
Associate Dean of Enrollment Management & Registrar	
Ms. Cathy Connor	TOL 202 4030
Director of Falvey Library	
Mr. Joseph Lucia	FAL 2nd 4290
Director of International Studies	
Mr. Lance Kenney	MID 2nd 6412
Director of Villanova Institute for Teaching and Learning	
Dr. Carol A. Weiss	VAS 106 5627
Director of Learning Support Services	
Dr. Nancy Mott	VAS 202 5636
Director of Career Services	
Ms. Nancy J. Dudak	GAR 117 4063
Associate Director of Career Services	
Mr. David Leibig	GAR 117 4066
Assistant Director for Employer Services	
Ms. Carol Lloyd	GAR 117 4061
Assistant Directors for Student Services	
Ms. Sheila Doherty	GAR 117 4062
Mr. Kevin Grubb	GAR 117 4064

ADMINISTRATION AND FINANCE

Vice President for Administration and Finance	
Mr. Kenneth G. Valosky	TOL 110 4532
Associate Vice President for Auxiliary Services	
Mr. Frederick Sieber	CON 2nd 7730
Director of the Connelly Center	
Mr. Anthony Alfano	CON 2nd 7272
Director of Graphic & Mail Services	
Mr. Michael George	GAL 2nd 4470
Director of Dining Services	
Mr. Timothy Dietzler	SMA 1st 7810

Director of Summer Conference Services		
Mr. Ronald Diment	.GAL 3rd	.7580
Director of the University Shop		
Mr. Frank Henninger	.KEN 1st	.4162
General Manager of the Villanova Conference Center		
Mr. John Pitochelli	.VCC 2nd	.610-523-1776
Associate Vice President for Finance and Controller		
Mr. Neil Horgan	.SMA 1st	.4535
Assistant Controller		
Ms. Sarah Stover	.SMA 1st	.4489
Budget Director		
Mr. John McLaughlin	.SMA 1st	.3124
Bursar		
Mr. Charles Hoffman	.KEN 2nd	.4537
Director, Financial Information Systems Support		
Mr. Robert Mott	.SMA 1st	.6546
Manager, Payroll		
Mr. Kirk Simmet	.SMA 1st	.4617
Director, Procurement		
Mr. John Durham	.SMA 1st	.7164
Director, Insurance and Risk Management		
Ms. Ashlie Feick	.SMA 1st	.6603
Associate Vice President for Facilities Management		
Mr. Robert Morro	.MAI 1st	.4589
Director of Custodial Services		
Mr. James Lamb	.ALU LL	.4461
Director of Engineering & Construction		
Mr. Steven Hildebrand	.MAI 1st	.7988
Director of Environmental Health & Safety		
Ms. Erika Allen-Lynch	.STO 1st	.7838
Senior Systems Analyst		
Mr. John DiSimone	.MAI 1st	.4057
Associate Vice President for Human Resources		
Dr. Ellen LaCorte	.SMA 1st	.4236
Director of Employment and Employee Relations		
Mr. Robert Baladez	.SMA 1st	.4238
Director of Benefits		
Mr. Raymond Duffy	.SMA 1st	.5135
Director HRIS and Compensation		
Ms. Bev Das	.SMA 1st	.4771
Director of Public Safety		
Mr. David Tedjeske	.FRL 3rd	.6979
Associate Director of Public Safety		
Ms. Debra Patch	.FRL 2nd	.6983

Accreditation and Recruitment Manager	
Mr. Joseph Ahern	.FRL 2nd7781
Emergency Services Manager	
Mr. John Shuter	.FRL 2nd5980
Manager of Investigations	
Ms. Joanna Gallagher	.FRL 2nd6986
Parking Manager	
TBD	.FRL 1st6990

UNIVERSITY ADVANCEMENT

Vice President	
Mr. Michael J. O'Neill	.PIC 2nd7926
Associate Vice President for Alumni Affairs	
Mr. Gary R. Olsen	.GAR4580
Associate Vice President for Development Operations	
Ms. Cathleen Parsons-Nikolic	.GAR7973
Associate Vice President for Development and Major Gifts	
Mr. William J. Green	.PIC6016
Assistant Vice President for Development Athletics	
Mr. George Kolb	.PIC 3rd6948

STUDENT LIFE

Vice President	
Rev. John P. Stack, O.S.A.	.DOU 2024550
Associate Vice President	
Ms. Kathleen Byrnes, J.D.	.DOU 2024550
Director of Music Activities	
Mr. John Dunphy	.SMA Grd7214
Associate Director	
Mr. George Pinchock	.SMA Grd7214
Associate Director	
Mr. Brian Meneely	.SMA Grd7214
Director of Student Development	
Mr. Thomas Mogan	.DOU 2174210
Assistant Directors	
Ms. Lori Blake	.DOU 2144210
Ms. Nikki Hornsberry	.DOU 1084215
Mr. Jeffrey Brown	.DOU 1085376
Mr. Ralph Gigliotti	.DOU 1085974
Assistant Director for Fraternity and Sorority Life	
Mr. Phil O'Neill	.COR Grd7280
Advisor for Fraternity and Sorority Life	
Ms. Justine Italiano	.COR Grd7285
Director of New Student Orientation & Special Projects	
Ms. Alicia Dunphy-Culp	.DOU 2077210

Technical Coordinator		
Ms. Marybeth AvioliDOU 1085327
Assistant Vice President for Multicultural Affairs		
Dr. Terry NanceDOU 1024077
Associate Director		
Ms. Linda ColemanDOU 1024074
Assistant Director		
Ms. Charisma PresleyDOU 1027316
Assistant Director, Diversity Blueprint Coordinator and Student Outreach		
TBDDOU 1083894
Counselor/Tutor Coordinator, Academic Advancement Program		
Ms. Esther Yee-RohenDOU 1084078
Dean of Students		
Mr. Paul PughDOU 2134200
Assistant Dean of Students for Judicial Affairs		
Ms. Ryan RostDOU 2134200
Assistant Dean of Students for Alcohol and Drug Intervention		
Ms. Margo MattDOU 208B4200
Director for International Students and Human Services		
Mr. Stephen McWilliamsCON4095
Director of Health Promotion		
Ms. Stacy AndesHSB7407
Assistant Director of Health Promotion		
Ms. Kathryn Quinlan-PoetHSB7407
Coordinator, Peer Education Program		
Ms. Kimberly HillHSB7407
Coordinator, Nutrition and Fitness Program		
Ms. Kristen HamiltonHSB7407
Director for Residence Life		
Mr. Thomas DeMarcoKEN 2nd4155
Assistant Director for Housing Services		
Ms. Marie SchauderKEN 2nd4154
Assistant Director for Training & Development		
Ms. Jennifer DerryKEN 2nd4155
Residential Learning Coordinator		
TBDKEN 2nd4152
Residence Hall Operations Manager		
Ms. Caitlin RussellKEN 2nd4154

Main Campus Residence Coordinator		
Ms. Sarah PiffSUL 1st7726
South Campus Residence Coordinator		
Mr. Matthew WalkerSTF 1st7157
West Campus Residence Coordinator		
Mr. John CicchettiSMA Grd7138
Director of Student Health Center		
Dr. Mary McGonigleHSB4070
Director, University Counseling Center		
Dr. Joan G. WhitneyHSB4050
Associate Director		
Dr. Norman PittHSB4050

** All campus exchanges are area code 610 and prefix 519.*

BUILDING ABBREVIATIONS

ALH — Alumni House	KEN — Kennedy Hall
ALU — Alumni Hall	MAI — Maintenance Building
BAR — Bartley Hall	MID — Middleton Hall
CEER — Center for Engr. Ed. & Research	NLS — New Law School
CON — Connelly Center	PIC — Picotte Hall at Dundale
COR — Corr Hall	SAC — St. Augustine Center
DOU — Dougherty Hall	SMA — St. Mary's Hall
DRIS — Driscoll Hall	STR — St. Rita's Hall
FAL — Falvey Hall	STF — Stanford Hall
FRL — Farrell Hall	STO — Stone Hall
GAL — Galberry Hall	SUL — Sullivan Hall
GAR — Garey Hall	TOL — Tolentine Hall
GER — Geraghty Hall	TSB — Technology Services Bldg.
HSB — Health Services Building	VAS — Vasey Hall
JNF — Jake Nevin Fieldhouse	VCC — Villanova Conf. Center

EMERGENCY TELEPHONE NUMBERS

University Main Number:	610-519-4500
Student Health Center:	610-519-4070
Facilities Services:	610-519-4420
Public Safety:	610-519-6979
EMERGENCY ONLY:	610-519-4444
Snow Closing Info:	610-519-4505
Bryn Mawr Hospital:	484-337-3000
Radnor Police:	610-688-0500
Bryn Mawr Fire Co:	610-649-4200
Radnor Fire Co:	610-688-0500
Monastery:	610-519-7500

In the event of weather related emergency, class cancellations will be announced on local radio stations using call numbers. These numbers are:

Full Time Undergraduate	#528
Graduate School	#524
Graduate Tax Program	#2471
Law School	#471

VILLANOVA WEB PAGE INDEX

http://www1.villanova.edu/villanova/index_az.html

COMMUNITY POLICIES



VILLANOVA University

Augustine on Community

“All kinds of things rejoiced my soul in their company - to talk and laugh, to do other kindnesses, to read pleasant books together, to pass from lightest jesting to talk of deepest things, and back again; to differ without rancor, to teach each other and to learn from each other. These and such things kindled a flame that fused our very souls together and made us one out of many.”

St. Augustine, Confessions 4,8

University Mission Statement

Villanova is committed to “developing and nurturing the whole person, allowing students, faculty and staff to grow intellectually, emotionally, spiritually, culturally, socially and physically in an environment that supports individual differences and insists that mutual love and respect should animate every aspect of university life”

COMMUNITY POLICIES

CODE OF STUDENT CONDUCT

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STATEMENT OF PURPOSE

Because “Villanova University is a Catholic Augustinian community of higher education, committed to excellence and distinction in the discovery, dissemination and application of knowledge,” the institution presumes that all who voluntarily join our scholarly community do so for this primary purpose. Accordingly, rules and regulations governing conduct among community members are designed with the specific intention of enhancing the academic mission of the University.

Because Villanova University is a particularly unique but voluntary community, it depends on its membership to sacrifice, in some instances, individual preferences for the good of the greater whole. Moreover, it depends on its membership to commit itself to a degree of loyalty, a standard of behavior that not only maintains public order, but adheres to the principle that “mutual love and respect should animate every aspect of University life.”

The Code of Student Conduct exists for three distinct purposes. First, the Code helps to motivate good behavior, create community, and enhance respect for individual differences while emphasizing a commitment to the common good. Secondly, the Code represents limits, a description of behaviors that contradict the purpose and nature of Villanova University. Such behaviors violate presumptions of membership, and cannot be tolerated in an academic community. Finally, the Code and its implementation recognizes the basic student composition of the community and its corre-

sponding behavioral dynamic. To this end, the Code's most important purpose is to facilitate personal growth through values education so that members of the student community are made ready to assume public responsibilities beyond the campus and in society. To accomplish these purposes, students who do not uphold the standards of the University, or who violate the provisions of the Code, or who fail to fulfill their obligations as members of this community will be held responsible and accountable for their conduct.

The following guidelines have been established as behavioral expectations for continued membership in the Villanova community. The rationale for these is drawn directly from the University's Mission Statement. Each regulation is followed by a minimum sanction for the first offense or a range of sanctions which are intended to show the significance of the regulation to the community, and to alert its membership to the potential penalties for such behavior. However, the University may exercise its discretion in particular cases to impose a sanction either more or less severe than the stated range for a particular violation.

JURISDICTION

The Code of Student Conduct applies to all students enrolled at Villanova University, with the exception of students of the School of Law, who are governed by School of Law policies and procedures. This includes students participating in Villanova University sponsored overseas study programs. The University has a vital interest in the character of its students and may regard their behavior as a reflection of a student's character and fitness to be a member of the student body. Accordingly, The Code of Student Conduct applies to conduct that occurs both on and off the Villanova campus, and the University reserves the right to discipline any student found responsible for violating the Code. The University will exercise its right in cases where the University's reputation, or its orderly functioning as an academic community, are clearly involved and distinct. Students will be afforded the elements of process afforded by the Code. The University may impose sanctions up to and including expulsion, whether or not sanctions are imposed by Federal, State, or local authorities.

In the event that a student withdraws from the University with a disciplinary matter pending, or a student is on a leave of absence from the University and is alleged to have committed a violation of the Code of Student Conduct, the University retains jurisdiction over that person in the event that the student seeks readmission. All pending disciplinary matters must be adjudicated prior to the student's reenrollment in the University.

POLICIES

The list of prohibited behaviors set forth in the following statements are intended to be illustrative only. The list is not intended to be all-inclusive. Other misconduct, irresponsible behavior, or behavior which is disruptive to the community including without limitation, violations of published University policies, rules or regulations, or criminal statutes violates the Code whether or not a specific description of such misbehavior is set forth. Items that violate state or federal law, the provisions of this Code, or other policies or regulations published by the University will be confiscated by appropriate University personnel and not returned. These policies may be amended during the course of the academic year as deemed appropriate.

I. CONDITIONS OF MEMBERSHIP

“The University community welcomes and respects members of all faiths who seek to nurture a concern for the common good and who share an enthusiasm for the challenge of responsible and productive citizenship in order to build a just and peaceful world.” Accordingly, Villanova confidently expects that all students will comport themselves in a manner that promotes the continuance and enhancement of the University's high purposes and its moral and religious traditions.

A. Identification

1. In an effort to provide adequate security for the members of the University community, every student must carry an identification card (Wild Card) issued by the University. Resident students are expected to carry room keys at all times.
2. Upon request, students must surrender their I.D. card to authorized personnel, (e.g., Public Safety Officers, Dean of Students, Residence Life Staff, or other University Officials). Students must provide accurate information and must comply with the directions of such officials in the performance of their duties. Furnishing false identification to a University official is likely to result in a minimum sanction of disciplinary probation plus attendant restrictions.
3. Tampering with or falsification of the student I.D. (Wild Card) is a violation of the Code of Student Conduct. Students found responsible for such a violation are subject to a written warning and fine up to disciplinary probation and one or more of its attendant restrictions. Flagrant violations may result in suspension.
4. Students may not lend their I.D. (Wild Card) to other students for purposes of meal exchange, library usage or for another person to gain access into a residence hall or University building, or sporting event. Students found doing so are subject to sanctions listed in this Handbook.
5. Possession of an identification card that falsely identifies a student by name, age, date of birth, or photograph as being 21 years of age and over may result in disciplinary probation plus one or more of its attendant restrictions.

B. Dishonesty

1. Furnishing or conspiring to furnish false information to the University by forgery, alteration or misuse of, among other things, University documents or records is likely to result in suspension or expulsion.
2. Furnishing or conspiring to furnish to the University or its representatives, including but not limited to University Administrators, Conduct Review Officers or University Conduct Review Board members, a written or oral false statement is likely to result in suspension.

C. Use of Keys

Unauthorized use, conspiracy or attempt at unauthorized use, distribution, duplication or possession of any key(s) issued for any University building, laboratory, facility, room or elevator will result in disciplinary probation with loss of campus residency, significant fines, and/or suspension.

D. Use of Facilities

1. Forcible entry, unauthorized entry, conspiracy or attempt at such entry into any building, student room, structure, facility or roof thereof, will most likely result in suspension.
2. Unauthorized entry to or use of University grounds is likely to result in disciplinary probation with possible attendant restrictions.
3. Entry or attempted entry of any University residence hall after closing for breaks or after the scheduled visitation hours, except by residents of the hall through appropriately designated door, will result in fines, loss of campus residency, or suspension.
4. Propping open or otherwise tampering with any door in an attempt to defeat the closing or locking mechanism, or attempts to circumvent the security of doors may result in a \$300.00 fine, disciplinary room change, restitution, and/or the loss of campus residency.
5. All community members are expected to use doors designated as EXIT only and EMERGENCY EXIT ONLY for only these purposes. Opening 'exit only' doors to provide access will be considered a violation of the Code subject to the penalties outlined in item D4.
6. The use of opposite gender bath and/or shower rooms is strictly prohibited for all residents and guests.

E. Use of Parking Facilities

University parking privileges are non-transferable. The fraudulent use or attempted fraudulent use of parking permits is likely to result in disciplinary probation, fine and/or suspension of privileges. See Public Safety Publications for additional details.

F. Compliance with Dining Services Contract

Failure to abide by dining regulations, including, but not limited to engaging in food fights, other disruptive or disrespectful behavior, transferring meal cards, removal of food or utensils will result in a range of sanctions involving suspension of dining privileges up to and including suspension from the University.

G. Compliance with Housing Contract

Violations of the Housing Contract or published rules and regulations for residence halls are subject to disciplinary action. Students for whom those contracts are applicable are responsible for understanding their rights and obligations under those contracts and regulations (See 'Residence Life Policies' in this publication).

H. Obligations for Implementation of the Code

1. Students who fail to appear for a scheduled disciplinary meeting without prior permission of the Conduct Review Officer will automatically be found responsible for violating the alleged provision of the Code of Student Conduct. Students who fail to appear may be subject to a more severe sanction than that which would have been imposed for the alleged violation.
2. Failure to comply with an official request by a University Official is by itself subject to disciplinary action including a hold on records.

3. Failure to carry out the conditions of a disciplinary sanction will be considered a violation of the Code of Student Conduct and may result in a more severe sanction than the one already imposed.
4. Failure to pay disciplinary fines will result in the withholding of University records or transcripts, and may result in further disciplinary action.
5. Students suspected of violating the Code of Student Conduct are expected to cooperate fully with University officials in their efforts to obtain information, identification, and/or with the confiscation of prohibited items. Any lack of cooperation will be viewed as a serious violation of the Code.
6. Students identified as potential witnesses to alleged violations of the Code of Student Conduct are expected to participate fully in the process. Students who fail to comply may be in violation of the provisions of this paragraph and sanctioned appropriately.

II. ENVIRONMENTAL EXPECTATIONS

“Inspired by the life and teaching of Jesus Christ, the University is grounded in the wisdom of the Catholic intellectual tradition and advances a deeper understanding of the relationship between faith and reason.”

Creation of a safe and peaceful environment where both people and property are respected is the responsibility of every community member. Consistent with such an environment, illegal, offensive and dangerous behaviors including but not limited to those listed below are prohibited.

A. Alcohol

1. Pennsylvania Law

Pennsylvania law provides that it is unlawful for anyone under the age of 21 to:

- possess, consume, purchase, attempt to purchase or transport alcoholic beverages.
- falsely represent oneself to be 21 years of age or older for the purpose of procuring any alcoholic beverage.
- attempt to obtain alcoholic beverages by using the identification card of another or by using an identification card that has not been lawfully issued.

Pennsylvania law also provides that it is unlawful to:

- furnish alcoholic beverages to anyone under the age of 21.
- appear in any public place manifestly under the influence of alcohol.
- to drive, operate or be in physical control of the movement of a vehicle while under the influence of alcohol and/or drugs.

The University reserves the right to sanction students who violate the state law (both on and off campus) or any of the following provisions. Violations may result in warnings, fines, disciplinary probation (plus one or more attendant restrictions) up to and including suspension or expulsion from the University.

2. Policies

a. Students under the legal age of 21

Students who are under the legal age of 21:

- Are not permitted to possess, consume, purchase, attempt to purchase or transport alcoholic beverages on or off the campus consistent with state law.
- May not have anyone (except current roommates who have attained the legal age) possess or consume alcoholic beverages in their on-campus residence hall rooms/apartments.

b. Students who are 21 years of age or older

While students of legal age may choose to possess and consume alcoholic beverages, they are expected to do so consistent with the concept of responsible and moderate consumption. The University will not tolerate abusive or dangerous consumption or any disruptive or disorderly conduct related to the excessive consumption of alcohol either on or off the campus.

Students who have attained the legal age of 21 who reside on campus:

- Are permitted to possess and consume a moderate amount of alcohol in their own on-campus residence hall room/apartment.
- Are permitted to possess and consume a moderate amount of alcohol in another on-campus residence hall room/apartment where at least one resident has attained the legal age of 21. A legal-aged resident of that room/apartment must be present at the time of the consumption.
- Are permitted to allow legal-aged guests to possess and consume a moderate amount of alcohol in their on-campus residence hall room/apartment. The legal-aged residents of the room/apartment are responsible for assuring compliance with all university policies and ensuring that all guests are of legal drinking age. A legal-aged resident of the room/apartment must be present at the time of the consumption.
- Regardless of the number of legal-aged residents in an on-campus residence hall room/apartment, the quantity of alcohol permitted may not be in excess of:
 - o - one 30 pack of beer/malt liquor and one 750 ml bottle of liquor; or
 - o - one 30 pack of beer/malt liquor and two 750 ml bottles of wine; or
 - o - one 750 ml bottle of liquor and two 750 ml bottles of wine.
- On-campus residents of legal age may transport an amount of alcohol (in closed containers) consistent with the limits set forth above, in public areas in close proximity to their own on-campus residence hall/apartment.

Students who are 21 years of age or older who do not reside on campus:

- Are permitted to possess and consume a moderate amount of alcohol in an on-campus residence hall room/apartment as the guest of a legal-aged Villanova student resident in that student's room/apartment. The legal-aged resident of the room/apartment must be present at the time of the consumption.
- May not transport alcoholic beverages to the residence halls/apartments, or to campus without authorization from appropriate university officials.

c. Prohibited conduct regardless of age

- The consumption of alcoholic beverages or possession of open containers of alcoholic beverages in public places, including hallways, lounges, buildings, outdoor spaces, or anywhere on University grounds without authorization from appropriate University officials will result in a minimum sanction of written warning and a \$50.00 fine. Alcoholic beverages may not be possessed or consumed in academic or administrative areas of campus without authorization from appropriate university officials.
- Beer kegs in any condition, beer balls, any similar type of common source and their equivalents in volume of beer and/or alcohol content are not permitted in the residence halls/apartments or on campus without authorization from appropriate university officials. Violations will result in disciplinary probation, loss of campus residency and a minimum fine of \$500.00 per person residing in the room/apartment. An outdoor violation may result in suspension from the University.
- “Handles” (1.75 liter bottle) of alcohol are prohibited.
- The use or possession of paraphernalia specifically associated with the consumption of alcohol (e.g. funnels, beer-pong tables, any item associated with drinking games, etc.) by students is prohibited on campus. Violations may result in disciplinary probation and/or a fine.
- The use or possession of grain alcohol is prohibited and will result in a minimum sanction of disciplinary probation and a fine of \$500.00.
- The use or possession of caffeinated alcoholic energy drinks is prohibited and may result in disciplinary probation, plus one or more attendant restrictions, and a fine of \$100 per six-pack.
- Driving on campus or in the local community while under the influence of alcohol and/or drugs will result in suspension from the University.
- Students or student organizations responsible for organizing non-University sponsored events (e.g. ticket parties or list parties) that result in underage drinking, misbehavior, or criminal activity may be subject to suspension from the University. Hosting a non-University sponsored event at a third party vendor shall not exonerate the student or student organization from responsibility. University sponsored events where alcohol may be served must be approved by the appropriate University official.

d. Enforcement and Sanctioning

- Items found that violate this policy will be confiscated by appropriate University personnel and not returned.
- When a suspected violation of the alcohol policy is encountered by university staff in a residence hall room or apartment, university staff may enter rooms or apartments to address any policy violations, confiscate containers of alcohol, whether full or empty, and/or to disperse guests, if appropriate. University staff will confiscate all alcohol present at the time of a violation regardless of the age of the residents. University staff may also, at the time and location of the violation and when students are present in the room, open and inspect refrigerator(s) and/or coolers in order to remove all alcohol from the premises. Students are expected to comply with university staff in their efforts. Failure to comply will result in more severe sanctions.
- The University reserves the right to sanction the residents of a residence hall room or on-campus apartment where a violation occurs regardless if

the alcohol containers are empty or full, decorative or otherwise, and whether or not the residents are present at the time of the violation.

- All students found in violation of the alcohol policy must comply with any education requirements specified by the Assistant Dean of Students for Alcohol and Drug Intervention.
- When a student is placed on disciplinary probation, suspended or expelled for an alcohol offense, the University reserves the right to notify parents/legal guardian(s) about the disciplinary status consistent with the provisions of the Family Educational Rights and Privacy Act.
- The Conduct Review Officer will assess fines for violations of the alcohol policy and fines will vary depending on the quantity and types of alcoholic beverages confiscated, whether full or empty. For example, the fine per six-pack of beer or malt liquor is \$50.00. The fine per 750 ml bottle of wine is \$50.00. The fine per 750 ml bottle of liquor is \$150.00. Outdoor alcohol policy violations may result in increased fines. Furthermore, subsequent offenses of the alcohol policy above will result in increased fines and sanctions.
- All incoming freshmen are required to satisfactorily complete an alcohol education program called AlcoholEdu.

B. Drugs

1. The sale, production and/or distribution of, as well as attempt and conspiracy to sell, produce, and/or distribute cocaine and its derivatives, marijuana, barbiturates, amphetamines, hallucinogens, other addictive or illegal substances, or prescription medications on University property will result in suspension or expulsion.
2. Use or possession of cocaine and its derivatives, barbiturates, amphetamines, hallucinogens or other addictive or illegal substances will result in suspension or expulsion.
3. Use of prescription medications, without a valid prescription, may result in suspension from the University.
4. Students with prescribed medications who misuse those medications may be in violation of the Code of Student Conduct and, if found responsible, will be sanctioned accordingly.
5. Use or possession of marijuana will result in a minimum sanction of disciplinary probation plus an automatic fine of \$750.00, up to and including suspension or expulsion from the University. Second offenses will result in expulsion from the University. The University reserves the right to sanction both the residents of the room where the violation occurs and/or those present at the time of the violation. The University reserves the right to sanction students in cases where indicia of use are present, but where no marijuana is recovered. These indicia may include, but are not limited to: the odor of marijuana, the presence of drug paraphernalia, lack of cooperation or attempts to mask odors upon confrontation, deliberate attempts to block airways or other such similar behavior designed to avoid detection.
6. The University does not allow any form of drug paraphernalia on the grounds. Any student found in possession of drug paraphernalia (bongs, pipes, rolling papers, hookahs, grinders, scales etc.) is in violation of the drug

policy. The minimum sanction for this offense is disciplinary probation, and/or loss of campus residency and an automatic fine of \$500.00. Subsequent offenses will result in suspension from the University.

7. Drinking on campus or in the local community while under the influence of illegal drugs or controlled substances will result in suspension from the University.

All students found in violation of the University Drug Policy must comply with any educational requirements specified by the Assistant Dean of Students for Alcohol and Drug Intervention.

When a student is placed on disciplinary probation, suspended or expelled for a drug related offense, the University reserves the right to notify a parent or legal guardian about the student's disciplinary status, consistent with the provisions of the Family Educational Rights and Privacy Act.

C. Disorderly Conduct

Disorderly conduct includes, but is not limited to unruly gatherings, excessive noise, public drunkenness and other such behaviors which are disruptive to the life of the University community or which disregard the rights of members of the community. Violations are likely to result in disciplinary probation with one or more of its attendant restrictions, up to and including suspension.

D. Indecent Conduct

Conduct not in keeping with University community standards, including, but not limited to, conduct which is lewd or indecent or inconsistent with criminal statutes is likely to result in suspension or possible expulsion from the University.

E. Dangerous Practices

1. No student shall engage in any activity which shall endanger the health, safety, well being, or property of themselves or another member of the University community or the institution. Such behaviors will result in sanctions ranging from disciplinary probation with one or more of its attendant restrictions up to and including suspension.
2. The sale, possession, production, purchase or use of any explosives, fireworks, incendiary devices, BB/pellet guns, paintball guns, lethal weapons or reasonable facsimile thereof on University property are prohibited as are conspiracies or attempted activities of this nature and will result in sanctions ranging from disciplinary probation to expulsion.
3. Throwing objects, including but not limited to bottles, cans, food or trash, etc. constitutes a dangerous practice and will result in sanctions ranging from disciplinary probation with one or more of its attendant restrictions up to and including suspension.
4. Failure to abide by Residence Life regulations regarding dangerous practices including but not limited to those listed in the Residence Life section of this handbook may result in disciplinary probation with attendant restrictions up to and including suspension.

F. Destruction of Property

1. Intentionally, recklessly, or negligently, but not accidentally damaging, destroying, defacing or tampering with University property or the property of another are all prohibited, as is the attempt to or conspiracy to damage, destroy, etc. Such behavior is likely to result in disciplinary action up to and including suspension, the loss of campus residency, required community service, fines and/or responsibility for restitution;
2. Tampering with, in any way, a Wild Card access reader or supporting equipment, (door latches, wiring, alarms and/or security boxes) will result in disciplinary action up to and including suspension, the loss of campus residency, required community service, fines and/or responsibility for restitution.

G. Theft, Attempted Theft

1. Theft of property or services, attempted theft of property or services, possession of stolen property, or conspiracy to steal will result in sanction(s) ranging from suspension up to and including possible expulsion from the University.
2. The appropriation of, attempt to appropriate, or conspiracy to appropriate University property for private use, including but not limited to such items as dining room equipment, laboratory equipment, furniture or library books, cable and telephone systems are likely to result in disciplinary probation plus possible attendant restrictions up to and including suspension.
3. The unauthorized use of or attempted use of the Wild Card, Credit Card, Debit Card, Telephone Card, Check, or the like to purchase goods or services or to obtain property will result in sanctions ranging from suspension up to and including expulsion from the University

H. Gambling

Villanova University expects students to abide by federal and state laws prohibiting illegal gambling. Such activity includes, but is not limited to: betting on, wagering on or selling pools on any athletic event; possessing on one's person or premises any card, book or other device for registering bets; knowingly permitting the use of one's premises or one's telephone, computer or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to sporting events. Students involved in illegal gambling, particularly bookmaking, are subject to suspension or expulsion from the University.

I. Electronic Communication

1. Computers

The Office of University Information Technologies (UNIT) maintains a variety of policies governing the use of University computing and communication resources. Every member of the University community is bound by them and is expected to be thoroughly familiar with them. Students in violation of these policies will be subject to the full range of disciplinary sanctions, up to and including expulsion. See "Computing Policies" in this publication.

2. University Telephone/Voice Mail System
 - a. Unauthorized entry into a voice mailbox; or
 - b. Unauthorized use of another individual's identification and authorization code; or
 - c. Use of the University telephone system to send abusive, harassing or obscene messages may result in disciplinary probation plus possible attendant restrictions, up to and including suspension.

J. Conduct With Respect To Fire Safety

1. Tampering with, misuse of, attempt to or conspiracy to misuse fire fighting equipment (extinguishers, smoke detectors, alarms, or exit signs) will result in disciplinary probation and an automatic \$500.00 fine; it may also result in loss of campus residency.
2. The intentional misuse of or conspiracy to misuse any fire alarm system will result in suspension, as a minimum.
3. Propping, otherwise tampering with the proper operation of fire doors, or exiting through emergency-exit-only doors in non-emergencies will result in a \$300.00 fine.
4. Candles/Open Flames: Candles of any type or form, whether decorative or functional, are prohibited in all University residence halls/apartments, as are the use of incense, pot pourri burners or any open flame. The University reserves the right to sanction the residents of a room or apartment where a violation occurs whether or not the residents are present at the time of the violation. Violations may result in a fine and/or an educational task.
5. Alarms: Students may not disregard a fire alarm or refuse to evacuate a building in which an alarm is sounding, regardless of its nature (drill, false alarm or actual alert). Residents who fail to evacuate a building in a voluntary and timely manner will be subject to a minimum fine of \$100.00 and other disciplinary action.

III. ACADEMIC EXPECTATIONS

“Villanova University is a Catholic Augustinian community of higher education, committed to excellence and distinction in the discovery, dissemination and application of knowledge.” This community serves society by developing and sustaining an academic environment in which the potentialities of its members may be realized. Villanova is committed to those same high goals and standards of academic integrity and excellence as well as personal and corporate achievement that characterize all worthy institutions of higher learning.

In pursuing these academic goals, the University insists that the highest regard for integrity and fair competition both in and outside of the classroom be the rule. See Academic policies in this publication.

IV. RELATIONAL EXPECTATIONS

Villanova University is committed to “developing and nurturing the whole person, allowing students, faculty and staff to grow intellectually, emotionally, spiritually, culturally, socially and physically in an environment that supports individual differences and insists that mutual love and respect should animate every aspect of university life.”

Among the strongest expectations for any voluntary community are those defining behaviors between and among its members. Because Villanova University is a God-centered community, it seeks to reflect the message of St. Augustine and the teachings of the Gospels. Therefore, insensitive, disrespectful, harassing, threatening, obscene or violent behavior is considered most offensive. Such behaviors, including but not limited to those listed below, are violations of this Code and strictly prohibited.

A. Discrimination

Villanova University is dedicated to educating students of diverse racial and ethnic origins and to fostering broad appreciation for cultural and ancestral diversity. Discrimination against any person on the basis of race, handicap, age, sex, color, creed, religion, or national origin is against the law.

Villanova University finds such conduct particularly offensive and encourages students who feel that their rights as fully participating members of the community may have been restricted to seek remedy through the Code of Student Conduct, the Dean of Students, the Office of Multicultural Affairs or, in the case of sexual discrimination, the University's Title IX Coordinator. Students who engage in discrimination are subject to the full range of sanctions outlined in the Code of Student Conduct.

B. Racial Incidents and Harassment

It is the policy of Villanova University to maintain an educational environment free of racial incidents and harassment on the basis of race, color or national origin.

Racial harassment includes:

1. conduct consisting of different treatment on the basis of race;
or
2. the existence of a racially hostile environment.

Such conduct or hostility is inconsistent with federal law and the University's objective to provide a nondiscriminatory educational environment and will not be tolerated. Students who engage in racial harassment are subject to the full range of sanctions outlined in the Code of Student Conduct.

Any questions or concerns regarding racial harassment in the University community should be directed to the Dean of Students Office or the Office of Multicultural Affairs. If it is determined that racial harassment has occurred, the University will take reasonable steps to eliminate such conduct and will attempt to prevent its recurrence.

C. Ethnic Intimidation

The Commonwealth of Pennsylvania or federal laws consider certain crimes to be more serious when motivated by hatred or malice toward race, color, religion or national origin of another group. These underlying offenses include but are not limited to crimes against persons such as harassment, terroristic threats, assaults and damage to or vandalism of property. Victims should immediately report any such activities or crimes to the Dean of Students Office and Department of Public Safety.

D. Hazing

Hazing is absolutely prohibited. For purposes of this Code of Student Conduct, the term 'hazing' means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of an individual or which willfully - destroys or removes public or private property for the purpose of initiation or admis-

sion into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by the University. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics; exposure to the elements; forced consumption of any food, liquor, drug or other substance; or any other forced physical activity which could adversely affect the physical health and safety of the individual; and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is indecent, obscene, or could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this Code, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be 'forced' activity, the willingness of an individual to participate in such activity notwithstanding.

In the case of individuals, sanctions may range from fines, probation or suspension to expulsion. In the case of organizations, sanctions may range from fines, probation or suspension of recognition, to withdrawal of recognition status. The prohibition against hazing applies to acts conducted on or off campus whenever such acts are deemed by the University to constitute hazing.

E. Physical Harm

1. Intentionally inflicting or attempting to inflict, or conspiring to inflict bodily harm upon any person or threatening to do the same; or
2. Taking any action for the purpose of inflicting bodily harm; or
3. Taking any reckless, but not accidental, action which results in bodily harm or could result in bodily harm to any person will result in a range of sanctions from disciplinary probation plus one or more of its attendant restrictions up to and including expulsion.

F. Psychological Harm

1. Intentionally inflicting, attempting to inflict, or conspiring to inflict mental harm upon any person; or
2. Taking any action for the purpose of inflicting mental harm; or
3. Taking any reckless, but not accidental, action which could result in mental harm to any person; or
4. Causing a person to believe that the offender may cause mental or bodily harm; or
5. Any act which demeans, degrades, or disgraces any person is likely to result in a range of sanctions from disciplinary probation plus one or more of its attendant restrictions up to and including expulsion.

G. Sexual Violence, Sexual Exploitation or Coercion, and Sexual Harassment

Sexual Violence, Sexual Exploitation or Coercion, and Sexual Harassment, will not be tolerated. (See "Sexual Violence", "Sexual Exploitation or Coercion", and "Sexual Harassment" policies in this publication, which are incorporated by reference into this Code of Student Conduct). Violations of these policies will result in sanctions up to and including expulsion, as set forth in such policies.

IMPLEMENTING THE CODE OF STUDENT CONDUCT

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

The procedures set forth below shall constitute the University's grievance procedures for alleged violations of the Code of Student Conduct. These shall also constitute the procedures for addressing claims of sexual discrimination and harassment, including sexual violence, under Title IX of the Education Amendments of 1972 ("Title IX"), where both the complainant and the accused are students. See "Title IX Notice" in this publication for the University's Title IX Coordinator and Deputy Coordinators for this purpose.

I. INITIATING A COMPLAINT

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

Dean of Students Office

Dougherty Hall
Room 213
(610) 519-4200

Department of Public Safety

Farrell Hall
1st Floor
(610) 519-6979

Office for Residence Life

Kennedy Hall
2nd Floor
(610) 519-4150/4154

The individual filing the complaint is referred to in this Code as the complainant. The University itself may act as the complainant through a designated staff member or members. After the complaint is filed, the Dean of Students and/or his or her designate (Conduct Review Officer) will review the complaint and determine whether or not, if proven, the allegations would constitute a violation of Code. If so, the individual complainant will meet with the Dean of Students or the Conduct Review Officer to review the complaint and to discuss the procedures available to them. This meeting will take place promptly after a complaint is filed.

The individual complainant could:

1. Request the University to pursue action under the Code of Student Conduct (which also constitutes the University's Title IX grievance procedures); and/or

2. Make a report to the local police; and/or
3. Make a statement for the record with the Dean of Students Office, Department of Public Safety, or the Office of Residence Life.

The individual complainant will normally have five business days after this meeting to decide whether or not to request the University to pursue the complaint. The University reserves the right to exercise discretion on taking disciplinary action against students.

II. STUDENT PROCEDURAL RIGHTS

Rights of the Accused

The Conduct Review Officer will promptly meet with the accused student after the initial meeting with the complainant. During this meeting, the accused student is notified of the alleged violation(s) of the Code and afforded the opportunity to review the facts which form the basis for the allegation. The Conduct Review Officer will explain the rights and options available as well as describe potential sanctions for the alleged violation in question.

The accused student has the following procedural rights when alleged to have violated the Code of Student Conduct:

1. The right to notice of the allegation that a violation of the Code has taken place;
2. The right to notification of disciplinary proceedings related to the complaint and of prompt time frames anticipated for major stages of the complaint process;
3. The right to notice of the factual allegations which form the basis for the complaint;
4. The right to a prompt and impartial response and resolution of complaints.
5. The right to have the University or complainant bear the burden of proof by a preponderance of the evidence;
6. The right to present relevant statements, materials and witnesses during disciplinary proceedings;
7. The right to review all written statements and materials presented at the proceedings;
8. The right to notification of any finding of responsibility; and
9. The right of appeal consistent with the provisions of this Code.

Rights of Complainant

The complainant will be entitled to exercise the following procedural rights when pursuing a complaint against another student for alleged violations of the Code of Student Conduct:

1. The right to choose whether or not to participate in disciplinary proceedings;
2. The right to notification of disciplinary proceedings and of prompt time frames anticipated for major stages of the complaint process;
3. The right to a prompt and impartial resolution of the complaint;
4. The right to present relevant statements, materials and witnesses during the disciplinary proceedings;

5. The right to review all written statements and materials presented at the proceedings;
6. The right to notification of the outcome of the complaint as set forth herein;
7. The right of appeal consistent with the provisions of this Code;
8. The right to be free from retaliation for filing a complaint.

III. PROCEDURAL OPTIONS

If the University elects to pursue action under the Code of Student Conduct, the Conduct Review Officer will schedule a meeting with the accused student, except in cases where the sanction is no greater than a Written Disciplinary Warning and/or a Disciplinary Fine that does not exceed \$100.00. In such cases, the University may elect to administratively sanction the student and notify him/her in writing. Upon receipt of notice of the sanction, the student may request a meeting be held if there is any objection to the imposed sanction.

If a student fails to respond to notice of a meeting with the Conduct Review Officer, he/she may find the student responsible in his/her absence and sanction the student accordingly, and/or place a hold on the student's records until the meeting takes place.

During the meeting with the Conduct Review Officer, students suspected of a Code violation who accept responsibility for their behavior as documented will be sanctioned accordingly by the Conduct Review Officer and receive notice of the sanction(s) imposed. Acceptance of responsibility may be rejected by the Conduct Review Officer in any case that warrants additional investigation. Students who accept responsibility do not waive their right to appeal for review of the sanction as outlined in the Code.

When students suspected of a Code violation deny responsibility or the facts of a specific incident are in question, the students may elect to have an administrative review by the Conduct Review Officer. In his/her discretion, the Conduct Review Officer will review the matter in a manner chosen by the Conduct Review Officer that will endeavor to ensure fairness to all involved and issue sanctions accordingly.

The Conduct Review Officer may determine in his/her discretion that due to the seriousness of the potential sanctions, or the nature or complexity of the facts of the case, it would be beneficial to have a proceeding before the Conduct Review Board. Any complaint referred to a Conduct Review Board will normally be heard by the Board within 60 days of filing of the complaint.

All time periods for disciplinary proceedings set forth in this section, Implementing the Code of Student Conduct, may be extended by the University in its sole discretion based on the complexity of the case, the seriousness of the offense or other extenuating circumstances.

IV. UNIVERSITY CONDUCT REVIEW BOARD

A Conduct Review Board (Board) is generally composed of one student, one faculty member and one administrator. Although this is the ideal make-up for the Board, there may be an instance when two faculty members or two administrators are on the Board. All Boards will have student body representation on them. All

members of the Board shall be impartial with no conflict of interest between the Board member and any party. The Conduct Review Officer as assigned by the Dean of Students will serve as the non-voting Chairperson of the Board to assure orderly proceedings and that fairness is observed.

The Chairperson will inform the complainant and accused student of the Conduct Review Board's procedures and the date and time of the review. The complainant and accused student are expected to cooperate fully with the Board. If either party fails to appear at a scheduled proceeding, the Board may proceed without him/her.

All proceedings shall be held in appropriate facilities designated by the Chairperson and shall be private. The Conduct Review Board may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the disciplinary proceedings, as determined in the sole judgment of the Chairperson to be appropriate.

The University does not permit observers, relatives, or legal counsel for either the complainant or the accused to be present or participate at proceedings. Proceedings shall be conducted in such a manner as to permit the Board to achieve substantial and impartial justice. Participants will conduct themselves in accordance with these objectives.

In Conduct Review Board proceedings involving more than one accused student, the Chairperson, in his or her sole discretion, may permit the proceedings concerning each student to be conducted either separately or jointly.

The complainant and the accused student may present statements concerning the alleged violation and may present relevant witnesses. The Board may consider written statements or other supporting documentation. The accused student(s) and the complainant(s) may review all written statements and materials presented to the Conduct Review Board at the proceedings. During the proceedings, the accused student(s), the complainant(s) and the witness(es) will direct their comments only to the Board, which will decide whether or not to ask such questions. Witnesses will provide information to and answer questions from the Conduct Review Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. In such instances, those questions will be directed to the Conduct Review Board rather than to the witness directly. The Conduct Review Board in its discretion will determine whether or not those questions are appropriate. This method is used to preserve the educational tone of the proceedings and to avoid creation of an adversarial environment.

Formal rules of evidence shall not apply. Evidence, including hearsay, shall be permitted if it is relevant, reliable, and is not unduly repetitious, and it is the sort of information on which responsible persons are accustomed to rely in the conduct of serious affairs. Questions regarding the admissibility of any statements, materials or witnesses shall be determined by the Board at the time of the proceedings. Evidence of character will not be considered by the Board in making factual determinations.

After all statements and materials have been presented, the complainant and the accused student may present final comments to the Board. Subsequently and in private, the Conduct Review Board will promptly determine by a preponderance of the evidence with a majority vote whether the accused student has violated the Code of Student Conduct. The Conduct Review Board will make its decision known to the Chairperson. The Chairperson will promptly inform both the accused student and the complainant following the Conduct Review Board's decision. This notification will occur separately and nearly simultaneously. The Chairperson will then determine the sanction.

The University may maintain such records of the proceedings as the Chairperson deems appropriate for the circumstances, which may include findings of fact.

If, during the course of the proceedings, further violations of the Code of Student Conduct become apparent, the Board may recommend that this information be considered as a separate case.

Consistent with Federal regulations, for cases involving an alleged crime of violence, the complainant may be informed of the final results of disciplinary proceedings; for cases involving alleged sexual violence, the complainant will be informed of the final results of the disciplinary proceedings.

V. SANCTIONING

After the finding or admission of responsibility the Conduct Review Officer will impose sanctions after considering the following:

1. Statements made or evidence presented during disciplinary proceedings;
2. Prior disciplinary record of the student;
3. Disciplinary precedent;
4. Guidelines in the Code of Student Conduct.

In a case of sexual harassment or sexual violence, the Conduct Review Officer will notify both the accused student(s) and the complainant, in writing, of the sanction imposed.

Sanctions for Violations of the Code

Sanctions serve to reinforce that students are held responsible and accountable for their behavior. This is accomplished by measures to educate, to deter future misconduct and to provide consequences for one's actions.

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

A. Verbal/Written Disciplinary Warning

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

B. Disciplinary Probation

Disciplinary probation is an official written notice to a student that violation of University regulations or policies, or patterns of behavior contrary to university standards or expectations, will not be tolerated. Repeated offenses or violations of any conditions of probation will result in more severe action, including possible suspension or expulsion from the University. Disciplinary Probation lasts for a stated period of time and a copy of the probation notice is maintained in a disciplinary file in the Office of the Dean of Students.

C. Loss of Campus Residency

Loss of Campus Residency is an action which excludes a student from residence on campus. A student who loses campus residency may be considered for future on-campus accommodations at the discretion of the Dean of Students.

D. Suspension

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

1. the student is academically eligible for readmission; and
2. the student has complied with any conditions for readmission placed upon the student by the Dean of Students and/or his/her designate.

E. Expulsion

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

F. Attendant Restrictions

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

1. Loss of Good Disciplinary Standing: an action which excludes a student from representing the University in intercollegiate activities, or from holding any elected or appointed office in a University-recognized organization, or from being selected for certain committees or programs, or from membership in student organizations for a stated period of time.
2. Disciplinary Fines: payment by the student of reasonable monetary fines to the Bursar's Office. These monetary payments may be for punitive purposes or for purposes of restitution because of damage to persons or property; or misappropriation of property.

3. **Disciplinary Residence Hall Room Change:** an action which requires a student to vacate his/her current room and relocate to another room because of disciplinary reasons.
4. **Exclusion from University Buildings, Intramural Sports, Extracurricular and Residence Hall Activities:** an action which excludes a student from university buildings, intramural sports, extracurricular activities and residence hall activities for a stated period of time.
5. **Community Service:** an action that requires a student to give a specific number of hours of uncompensated service to some task recognized as valuable to the University community. The Conduct Review Officer will make the particular assignment of duties. The person under whose direction the work is done shall certify to the Conduct Review Officer when the work has been completed. Failure to complete the service within a specific period of time will result in additional disciplinary action. The Conduct Review Officer has the discretion to assign work in the community-at-large or on-campus service.
6. **Restrictions on Housing Lottery:** an action which may exclude a student from participation in a particular housing lottery or affect his or her ranking within a particular lottery.
7. **Dean of Students Hold on Records:** A hold may be placed on the academic records of any student who fails to comply with any requirements imposed following a violation of the Code of Student Conduct. A hold may prevent, among other things, class registration, the release of transcripts, and the award of a diploma. Students who are suspended or expelled from the University are subject to a hold to prevent class registration.
8. **Educational Measures:** An action that requires the student to complete an educational task as assigned by the Conduct Review officer or the Dean of Students. Failure to complete this assignment within a specific period of time will result in additional disciplinary action.

Villanova University reserves the right to notify parent(s) / legal guardian(s) about the disciplinary status of their son/daughter/ward to the extent consistent with the provisions of the Family Educational Rights and Privacy Act.

A copy of all disciplinary files will be maintained in the Dean of Students Office. Upon graduation or withdrawal from the University, or at the request of a currently enrolled student, disciplinary records will be disclosed to third parties in accordance with federal law, as follows: Violations that resulted in a sanction of disciplinary probation, loss of housing and loss of good standing will be disclosed for two years after graduation/withdrawal; violations that resulted in a sanction of suspension or expulsion will be disclosed indefinitely.

VI. APPEALS

The Dean of Students or his/her designate will review appeals regarding decisions made by an Conduct Review Officer or a University Conduct Review Board. All decisions made by the Dean of Students and/or his or her designate are final.

During the appeal process students may be subject to certain restrictions, to include but not limited to, class attendance; on-campus housing; participation and/or membership in organizations, athletic events/teams/clubs, and/or extracurricular activities; attendance at University events/functions; and access to University buildings.

A. Appeal for New Disciplinary Proceeding

The accused student and the complainant have the right to file a written appeal to the Dean of Students. Appeals may be filed for the following reasons:

1. Material procedure defect in the original disciplinary proceeding, or
2. Presence of new material evidence that was not available through no fault of the appealing party at the time of the original disciplinary proceeding.

The appealing party must file a typewritten appeal within two business days of notification of the outcome of the disciplinary proceedings stating the specific reason and justification for the appeal. The Dean of Students will review the appeal promptly and notify the student, who has filed the appeal, of the outcome.

B. Appeal for Review of Sanction

The Dean of Students or his/her designate will review appeals filed by the accused student in cases where the sanction is expulsion, suspension, loss of good disciplinary standing, or loss of campus residency, and the accused student believes that the sanction is disproportionate to the offense. Other sanctions are not subject to review. Review of the sanction may occur only after the disciplinary proceedings have been completed and a sanction has been imposed. For the purposes of this sanction review, the Dean of Students or his/her designate will accept as binding the previous decision that the accused student has violated the Code of Student Conduct.

The accused student must file a typewritten appeal within two business days of notification of the sanction stating the reason why the sanction is disproportionate to the offense. He or she must schedule a date and time to discuss the appeal with the Dean of Students within five business days of notification of the sanction. Parents or guardians are permitted to participate in this discussion. The Dean of Students will review the sanction appeal and advise the accused student of his/her decision.

Consistent with Federal regulations, for cases involving an alleged crime of violence, the complainant may be informed of the final results of disciplinary proceedings; for cases involving alleged sexual violence, the complainant will be informed in writing of the final results of the disciplinary proceedings.

VII. MEDIATION

The University encourages its members to attempt to resolve conflicts in a reasonable and responsible way. Villanova University may, at the discretion of the Dean of Students or his/her designate, require students to attempt to mediate the resolution of a complaint first through the mediation procedure before resorting to the traditional judicial process. Any complainant or accused student may request that the Dean of Students or his/her designate consider a complaint for referral to

the mediation process. Mediation will not be recommended or required for cases involving sexual violence.

In the event the Dean of Students, or his/her designate, requires mediation of a particular complaint, the Dean of Students or his/her designate will appoint a mediator from the faculty or staff. After a mediator has been appointed, the mediator will meet with all relevant individuals involved to assess the severity of the dispute. The mediator will help resolve concerns on an ad hoc and confidential basis. If after reasonable efforts, the situation cannot be resolved by mediation in the opinion of the Dean of Students or his/her designate, the Dean of Students may pursue the complaint through the usual procedures provided for in the Code of Student Conduct.

VIII. EXTRAORDINARY PROCEDURES

In exceptional circumstances, the University may have an obligation to act before a disciplinary proceeding can be held, or to postpone its own hearing in favor of some other course of action. In such cases, the following procedures may apply:

A. Hold On Records

At any time after a possible violation of the Code of Student Conduct comes to the attention of the Dean, the Dean may place a 'Dean of Students Hold' on the academic records of a student in order to preserve the status quo pending the outcome of proceedings under the Code of Student Conduct. A Hold may prevent, among other things, registration, the release of transcripts, and the award of a diploma.

B. Pending Criminal Or Civil Proceedings

The University may proceed under the Code of Student Conduct regardless of possible or pending civil claims or criminal charges arising out of the same or other events. The Dean, with the concurrence of the Vice President for Student Life, after consulting with the General Counsel and considering all the circumstances, shall determine the appropriate timing for proceeding against a student who also faces related charges in a civil or criminal tribunal. If the University defers proceeding with a case against a student facing related charges in a civil or criminal tribunal, the University may subsequently proceed under the Code of Student Conduct irrespective of any time limitations set forth elsewhere in the Code. In the event a student is suspended in accordance with this Code's interim suspension provisions and the University defers proceeding under the conditions described in this paragraph regarding pending civil claims or criminal charges, the interim suspension may continue in place pending the outcome of the pending civil claims or criminal charges and the University's subsequent proceedings under the Code of Student Conduct.

Students who plead guilty, plead nolo contendere, or who are found guilty of violating State, Federal or Local law, are in violation of this Code, and the University may, in its discretion, impose sanction without an additional disciplinary proceeding. Students retain the right to appeal

only the sanction consistent with this Code. Students found not guilty or cases where students are accepted for the Accelerated Rehabilitative Disposition (ARD) program or similar such programs are still subject to the provisions and procedures of the Code of Student Conduct.

C. Interim Suspension

A student may be suspended on an interim basis when, in the judgment of University officials:

1. An individual poses a threat to himself, herself, or the community; or
2. The student has been charged with a crime of a serious nature; or
3. The University determines there is a reasonable basis to believe the student has committed a serious violation of the Code of Student Conduct.

If an individual has been suspended because he/she poses a threat to himself, herself, or the community, and if the behavior will not be pursued by the University as a violation of the Code of Student Conduct, a hearing will be held before the Dean of Students (or his/her designate) to determine the appropriateness of returning to the University.

If the behavior will be pursued by the University as a violation of the Code of Student Conduct, then a disciplinary proceeding in accordance with the procedures outlined in the Code of Student Conduct will be held as soon as possible to determine the final outcome of the case, except where the University defers proceeding in light of pending civil claims or criminal charges as described in Section VIII (B) above.

When in the judgment of University officials there is reasonable basis to believe a student may have committed a crime of a serious nature or a student is alleged to have committed a serious violation of the Code of Student Conduct (except for cases involving Title IX complaints of sexual discrimination or harassment, including sexual violence), the student may be suspended on an interim basis for a period of 90 days in order to await the determination of the complainant and /or local governmental authorities as to whether criminal charges or Code of Student Conduct charges will be brought against the student respondent. If criminal charges are not initiated within the 90 day period, the provisions of Section VIII (B) regarding Pending Criminal Proceedings shall apply.

For cases involving Title IX complaints of sexual discrimination or harassment, including sexual violence, the University, after considering all the circumstances, shall determine the appropriate timing for proceeding against the student placed on interim suspension.

IX. STUDENT ORGANIZATIONS

Students who choose to participate in student organizations are given a special trust. By choosing to represent the University as members of the organization, they commit to high standards of accountability with regard to that trust. Student organizations, their officers and their members may be held collectively or individually responsible for violations of the Code of Student Conduct or the specific regulations governing student organizations. While group membership shall not serve to release an individual from personal responsibility, collective group responsibility may be found for some violations committed by individual group members at the University's discretion without additional hearing.

Student Organizational Procedural Rights

When a student organization is charged with a violation of the Code of Student Conduct, the student organization will be referred to a Conduct Review Officer. At all phases of the disciplinary review, the student organization will be represented by the current president of the organization.

During the meeting with the Conduct Review Officer, he or she will explain the rights and options available as well as describe potential sanctions for the alleged violation in question. Student organizations suspected of a Code violation that accept responsibility for their behavior as documented will be sanctioned accordingly by the Conduct Review Officer and receive notice of the sanction(s) imposed. Acceptance of responsibility may be rejected by the Conduct Review Officer in any case that warrants additional investigation. Student organizations that accept responsibility do not waive their right to appeal for review of the sanction as outlined in the Code.

When student organizations suspected of a Code violation deny responsibility or the facts of a specific incident are in question, the student organization may elect to have an administrative review by the Conduct Review Officer. In his or her discretion, the Conduct Review Officer will review the matter in a manner chosen by the Conduct Review Officer that will endeavor to ensure fairness to all involved and issue sanctions accordingly.

The Conduct Review Officer may determine in his or her discretion that due to the seriousness of the potential sanctions, or the nature or complexity of the facts of the case, it would be beneficial to have a proceeding before the Conduct Review Board. Any complaint referred to a Conduct Review Board will normally be heard by the Board within 60 days of filing of the complaint.

Student organizations in violation of University rules and regulations are subject to a maximum sanction of termination of recognition from the University, or any lesser sanction, including but not limited to, restriction or suspension of the privilege to sponsor and/or promote programs/events, the loss of funds allocated by the University, restitution for damages, loss of facilities use, or a Written Disciplinary Warning.

Greek organizations in violation of the University policy are subject to a maximum sanction of termination of recognition from the University or any lesser sanction, including but not limited to, denial of pledging rights, restitution for damage, loss of facilities use, restriction or suspension of the privilege to sponsor and/or

promote programs/events, or a Written Disciplinary Warning. In all cases where applicable, the national sponsoring organization will be sent a written notification of sanctions imposed.

Student organizations have the right to appeal as outlined in the Code of Student Conduct. The Dean of Students will review appeals in cases where the sanction is termination of recognition or suspension of recognition, and the student organization believes that the sanction is disproportionate to the offense. Other sanctions are not subject to review.

Students who fail to comply with a disciplinary sanction imposed upon a student or Greek organization are subject to suspension from the University.

X. RELATED POLICIES

A. STUDENT CRIME REPORTING POLICY

The University encourages students to report criminal activity immediately to the Department of Public Safety. Public Safety officers are on-duty 24 hours a day, seven days a week to respond to reports of crimes on campus. There are several ways to contact Public Safety to report a crime:

- By phone, by calling (610) 519-4444;
- In person, by visiting the Public Safety Department in Farrell Hall;
- By activating a campus emergency phone;
- Through the Department of Public Safety website found at: www.publicsafety.villanova.edu Crimes may be reported anonymously through the website.

B. ASSESSMENT OF ADMINISTRATIVE FINES

A variety of offices may assess fines as part of regular management practice. These include but are not limited to parking fines, vandalism assessments in residence halls, book return penalties in the library, and service charges for returned checks in the bookstore. Assessments of these types are governed by departmental or University policy, and are outside the purview of the Code of Student Conduct. Questions concerning the assessment of such fines should be addressed directly to the department of origin.

COMPLIANCE WITH UNIVERSITY POLICY

Students attending Villanova University must comply with the regulations promulgated in the University Bulletin, the Villanova University Student Handbook and other official documents, policies or regulations published by the University as a condition for successful completion of the program of studies at the University.

COMPUTING POLICIES

The Office of Information Technologies (UNIT) maintains a variety of policies governing the use of University computing and communication resources. Every member of the University community is bound by these policies and is required to review them at least annually. Persons found in violation of these policies will be subject to the full range of disciplinary sanctions, up to and including expulsion. In order to retain necessary flexibility in administration of policies, the University reserves the right to interpret, revise, or delete any of the provisions of these policies, as the University deems appropriate in its discretion. All changes in policy are approved by appropriate governing bodies of the University prior to publication. Complete copies of all University computing policies are available on the UNIT web site at <http://www.villanova.edu/unit/policies/> to include, but not limited to: copyright infringement and illegal file sharing; email policy; use of computing and information resources; and web policy.

CREATING A COMMUNITY OF RESPECT

Vision

As members of a Catholic and Augustinian University, each Villanovan is responsible for creating a community, where mutual love and respect for individual differences guide our community life.

Community Ideals:

As a member of this community

- (1) I work to create a welcoming community where the dignity of each person is valued and respected.
- (2) I am committed to an educational environment where teaching and learning are at the center of who I am and what I do.
- (3) I embrace selfless action in the interest of the common good with integrity, compassion and humility guiding my decisions and behavior.
- (4) I acknowledge that respect, justice and love define us as a community and are the standards by which I measure the success of my interactions.
- (5) I contribute to the community through active participation in campus life and service to others.

I acknowledge that Villanova University's Catholic and Augustinian identity calls me to integrate these ideals into my daily life.

Maintaining these community ideals is the responsibility of every member of the University community. Students, staff and faculty should, through their behavior, reinforce the ideals expressed in this document and encourage all members of the community to do likewise. In support of this, The Center for Multicultural

Affairs assists the community in providing an inclusive educational experience grounded on Augustinian principles. The Center's task is to promote a respectful environment, intercultural awareness and community outreach.

Center for Multicultural Affairs

102 Dougherty Hall
610-519-4075

When these ideals are not upheld, each person in the community is affected and the value of every member is diminished. In situations where adherence to these ideals is in question, the following resources are available and are responsible for resolution of concern and complaints.

Violations of the Code of Student Conduct

Dean of Students Office
213 Dougherty Hall
610-519-4200

Instances of Discrimination or Harassment in On-Campus Employment

Department of Human Resources

St. Mary's Hall
610-519-7900

Additional Resources for Instances of Discrimination or Harassment

Sexual Harassment

Kathleen Byrnes
202 Dougherty
610-519-4248

Affirmative Action

Ellen LaCorte
St. Mary's Hall
610-519-4237

DINING SERVICES

Meal plans are required of all students living in residence halls and are available to students living off campus and in the West Campus Apartments. Because meals in dining halls are offered on an unlimited seconds basis, meal privileges are not transferable, and food may not be taken from these facilities. Please refer to the Code of Student Conduct - Compliance with Dining Services Contract, and other publications by this department for additional detail, including the Dining Services website—www.villanova.edu/services/dining.

DRUG FREE SCHOOLS

The Policy on Drug Free Schools and Drug Free Workplace is the University's response to federal legislation, the Drug-Free Schools and Communities Act Amendments of 1989. It is distributed annually to all students, faculty and staff in an effort to educate our community about the continuing commitment to achieve a drug-free environment and to provide an effective resource for our community. For further information or for additional copies of the policy, contact the Department of Human Resources or the Dean of Students office.

EQUAL OPPORTUNITY POLICY

Villanova University is an Equal Opportunity Employer and encourages the recruitment of qualified candidates for student and employment positions. As a federal contractor, Villanova University has an Affirmative Action Plan which is overseen by the University's Affirmative Action Officer in the Department of Human Resources. The University encourages members of all diverse groups to seek employment with the University through the Human Resources Department. Inquiries concerning equal opportunity policies may be referred to the University Affirmative Action Officer and Associate Vice President for Human Resources who also serves as the University's Compliance Coordinator for Title IX and Section 504 of the Rehabilitation Act, c/o Office of Human Resources, St. Mary's Hall, Suite 163, (610) 519-4237, Villanova University, Villanova, PA 19085-1699.

See also Non-discrimination Policy below.

HEALTH RECORDS

Villanova University requires that students maintain an official health record at the Health Center. Students who fail to submit a completed health record will have a registration hold placed on their student accounts. Health records are subject to Pennsylvania state law (specifically 35 P.S. Section 10101) which states that any minor who is eighteen years of age or older, or has graduated from high school, or has married, or has been pregnant, may give effective consent to medical, dental and health services for himself or herself, and the consent of no other person shall be necessary.

Information contained in this record will only be released to the student or an attending physician if consent to release the information to another person is provided by the student.

ILLEGAL, DISHONEST, OR FRAUDULENT CONDUCT

Villanova University is committed to upholding the highest standards of honest behavior, ethical conduct and fiduciary responsibility with respect to University funds, resources and property. The University also expects members of the University community to comply with all state, local and federal statutes, rules and regulations when conducting University business. To that end, the University prohibits and does not tolerate illegal, dishonest or fraudulent conduct of any nature. All members of the University community are expected to uphold this policy. Violation of this Policy by students will result in appropriate disciplinary action, up to and including expulsion.

Complaint Procedure, Investigation and Corrective Action

The University encourages any person who believes that an incident of illegal, dishonest or fraudulent conduct has been committed to report the incident immediately in accordance with the Complaint Procedure outlined in the Policy.

Retaliation Prohibited

The University prohibits and does not tolerate retaliation against any individual who files a complaint of illegal, dishonest or fraudulent conduct; is involved as a witness or participant in the complaint or investigation process; or refuses to engage in illegal, dishonest or fraudulent conduct.

A complete copy of the policy can be found at:
<http://www1.villanova.edu/villanova/hr.html>.

LIFE THREATENING EMERGENCIES AND SERIOUS PSYCHOLOGICAL CONCERNS

Villanova is a caring community where the well-being of each member is sensitively supported, and where the creation of a safe and peaceful environment is essential to fulfilling the mission and values of the University. The University strives to balance the concerns for the health and safety of the individual student with those of the larger campus community. In situations in which the University considers a student's behavior to pose a threat to themselves or others, or judges that a student is unable to cope with life or college-related issues, or when a student causes disruption within the University's community environment (as determined in the judgment of the University) that is not addressed in the Code of Student Conduct, the University has an obligation to intervene and a compelling interest to help a student resolve those issues.

In such cases, the Dean of Students or his/her designee will consult with appropriate members of the University community to determine which course or courses of action to pursue. The Dean of Students may meet with the student, and may require that the student receive an evaluation by the University Counseling Center as well as require the student to authorize the University Counseling Center to share the results and recommendations of their evaluation with the Dean of Students. If a student refuses to participate in the evaluation or to authorize the release of the evaluation results, the Dean of Students may restrict the student's access to educational programs and activities, University services, and entry to the campus.

The Dean of Students will use the Counseling Center's evaluation and recommendation, along with other relevant factors, to determine if a student (1) may remain in attendance without conditions or restrictions or (2) may require a reasonable accommodation or accommodations in order to continue in attendance, or (3) may not continue in attendance or participate in educational programs and activities, use University services, or continue to reside on campus. The Dean of Students may meet with the student and, if needed in his or her judgment the student's parent(s)/legal guardian(s), to discuss any accommodations, conditions or restrictions necessary in order for the student to remain enrolled at the University. Failure to comply with these conditions/restrictions may result in the student being asked or required to leave the University.

In cases the Dean of Students determines are severe, the Dean of Students may separate the student from the University through an Involuntary Leave of Absence. In this event, a hearing will be held between the Dean of Students and the student, and the student's parent(s)/legal guardian(s) may attend. If a student is separated from the University with an Involuntary Leave of Absence, the student will be required to undergo a thorough, off campus, psychological assessment/evaluation at the student's expense. The student will not be considered for readmission to the University unless and until a report of the assessment/evaluation (which supports readmission) is provided to the Dean of Students. The Dean of Students may require a written acknowledgement from the student's parent(s) or legal guardian(s), confirming that the student is approved by the parent(s) or legal guardian(s) to return to the campus. The Dean of Students will consult with appropriate University officials in determining if the student should be reinstated.

This policy is not intended to be punitive. Rather, it is intended to confirm that every reasonable effort is made to insure that each student is physically and emotionally healthy enough to benefit from their attendance at the University and to be a contributing member of the University community.

MEDICAL LEAVE OF ABSENCE (VOLUNTARY) POLICY (MLOA)

A student may experience physical or psychological conditions that significantly impair the student's ability to function successfully or safely in his or her role as a student. In such cases, the student may decide that time away from the University for treatment and recovery can help restore functioning to a level that will enable the student to return to the University and perform successfully in and out of the classroom. The University has an interest in students receiving appropriate care not only for their own well being, but also for the well being of the larger community with whom the student interacts.

When a student initiates a MLOA, Villanova University may establish criteria regarding the student's eligibility for returning to the campus community. The criteria include, but are not limited to, compelling evidence that the condition that precipitated the need for the MLOA has been sufficiently treated or ameliorated to the point where it will no longer adversely affect the student's or the community's safety or functioning.

Criteria for Approval of a MLOA

Three steps are required for approval of a MLOA.

- The student must schedule an appointment with the Student Health Center or the University Counseling Center for a MLOA evaluation.
- The student must schedule an appointment with the Dean of Students or appropriate academic Dean in the student's college to discuss and review the MLOA request.
- The student must complete the MLOA Request Form and submit one copy to the Dean of Students or the appropriate academic Dean.

The MLOA request may be made at any time during the semester, but must be completed no later than the last day of classes in a semester, including the requisite evaluation and any related paperwork for the Dean's office. Requests not completed by the last day of classes will be considered late requests and will be considered for the following semester barring exceptional circumstances.

The Dean of Students or the academic Dean's office will make the final determination whether the MLOA will be granted, in consultation with University's health professionals. The Dean's office granting the leave will specify the terms of the MLOA including conditions for return to the University following the leave. At a minimum, a MLOA will be for one semester and, depending on the timing of the request and the nature of the circumstances, the MLOA may involve additional semesters to allow sufficient time for full recovery, a sustained period of stability, and to increase the student's opportunity for success upon his/her return to the University. When the student seeks to return to the University, the Dean's office granting the leave will determine whether the student has satisfied the conditions and is permitted to return.

NON-DISCRIMINATION POLICY

Villanova University is an equal opportunity employer and educational institution. There shall be no discrimination against any employee, applicant for employment or any student on any basis prohibited by law, including race, color, national origin, religion, sex, age, veteran status, or disability. This non-discrimination policy applies to all educational policies and programs and to all terms and conditions of employment, which include (but are not limited to): recruitment, hiring, training, compensation, benefits, promotions, disciplinary actions and termination. See also Equal Opportunity Policy above.

The full text of the policy can be found at:
www1.villanova.edu/villanova/hr/policies/employmentpractices.html

Any violations of this policy or questions about its application should be reported to the University's Title IX Coordinator.

NON-HARASSMENT POLICY

It is the University's policy that all employees and students should be able to enjoy and work in an educational environment free from harassment or sexual violence of any nature. Harassment based on personal characteristics such as race, color, national origin, religion, gender, sexual orientation, age, veteran status or disability violates this policy. "Harassment" is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual, and that has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment; or has the purpose or effect of unreasonably interfering with an individual's employment or academic performance. "Harassment" also includes sexual violence of any kind. Any questions regarding this policy should be directed to the Dean of Students Office or the Affirmative Action Office, Department of Human Resources.

The full text of the policy can be found at:
www1.villanova.edu/villanova/hr/policies/employmentpractices.html

Any violations of this policy or questions about its application should be reported to the University's Title IX Coordinator.

NON-PAYMENT OF AMOUNTS DUE

In the event that in the University's judgment a student has failed to pay tuition, room and board, fees, fines or other amounts or charges due to the University by the date due, the University may, in its discretion, refuse to permit registration for classes or for space in the residence halls and the University may withhold transcripts and the award of the University's degree and diploma.

NON-SOLICITATION POLICY

To avoid disruption of business operations or disturbance of faculty, staff, visitors, and students, the University has implemented a Non-solicitation Policy prohibiting Solicitation or Commercial Solicitation except under limited circumstances with prior written approval from the appropriate University official. Solicitation shall include, canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, and the like of any kind on University property or using University resources (including without limitation bulletin boards, computers, mail, e-mail and telecommunication systems, and domain names, photocopiers and telephone lists and databases). Commercial Solicitation means peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on University property or using University resources. Solicitation and Commercial Solicitation performed through verbal, written, or electronic means are covered by the Non-solicitation Policy. Items to be distributed or offered for sale, which contain University trademarks, names (including building names) or design elements (T-shirts, posters, etc.), must be approved by the Office of University Communication.

Any Solicitation or Commercial Solicitation undertaken by a student, registered student club, or student organization, whether it be charitable, academic related or for other purposes, must be approved by the Office of Student Development, conducted in compliance with the Student Handbook and procedures established by the Office of Student Life, and comply with all applicable laws and University policies, including, without limitation, copyright, trademark and other intellectual property laws and safety and product liability laws. Solicitation by vendors, students or student organizations that relate to the promotion or consumption of alcoholic beverages or tobacco, or products that are contrary to the policies or mission of the University are prohibited. Individual students may not engage in solicitation for personal profit. Residence Halls are restricted areas and generally are not to be used for solicitation unless pre-approved by the Office of Residence Life.

Solicitation for Campus Ministry service activities must be pre-approved by the Office of Campus Ministry.

Solicitation for the Center for Peace and Justice activities must be pre-approved by the Center for Peace and Justice.

Any Solicitation or Commercial Solicitation undertaken by a student or student organization at a University athletic event or facility must be approved by the Athletic Department, and must be conducted in compliance with the Solicitation at Athletic Events policy established by that department.

Student violators of the Non-solicitation Policy and/or procedures are subject to disciplinary action under the Code of Student Conduct.

Inquiries regarding the Non-solicitation Policy should be directed to the Office of Student Development.

The University recognizes the value of charitable organizations and encourages students to be active participants in organizations that support or contribute to the mission of the University. With the exception of University authorized charitable giving campaigns such as the United Way, any charitable organization that wishes to solicit funds for a charitable donation must be sponsored by a recognized student organization, and obtain the approval of the Office of Auxiliary Services. The organization will be provided with a stamp or certification of approval. In addition, any Solicitation or Commercial Solicitation by a charitable organization at a University athletic event or facility requires the prior approval of the Athletic Department, and must be conducted in compliance with the Solicitation at Athletic Events policy established by that department.

NON-STEREOTYPICAL COMMUNICATIONS

All written and oral communication of administrators, faculty, staff, and students are to be consistent with the belief that all persons are sacred. Language used should respect the dignity and inherent worth of every individual regardless of age, ethnic or racial identification, gender, mental or physical ability, religious persuasion, sexual orientation, and social class. To be encouraged is a language which does not perpetuate stereotypes or unfairly characterize any individual on the basis of group identification.

PARKING POLICY

Resident Students

It is the policy of Villanova University that only junior and senior resident students are eligible to park vehicles on University parking lots or parking areas. Noneligible resident students should not bring their vehicles to campus or park in the residential areas surrounding Villanova University. This practice causes difficulties for local homeowners and local township police. Students are encouraged to utilize the on and off campus Shuttle Service, Hertz Connect car share program,

and/or Public Transportation (trains, trolleys and busses with stops at Villanova) in order to reduce traffic congestion. Students may also request a security escort for safety concerns.

Exceptions to this policy are made only for those with extenuating circumstances. ***Current and ongoing construction will greatly reduce the number of exceptions granted.*** To be considered for an exception to the parking policy, freshman and sophomore resident students must submit an on-line appeal to the Parking Office **before** the vehicle is brought to campus. The link for the parking request appeal form can be found on our web site @ <http://www.villanova.edu/publicsafety/forms.htm?page=pkrequest.htm>

Documentation from a physician (including a detailed treatment schedule), an employer and University department (only credit bearing internships will be considered), or other relevant information should be faxed to the Parking Office @ 610-519-6563 and will be attached to your appeal for verification. **NO TEMPORARY PERMITS WILL BE ISSUED UNLESS PERMISSION HAS BEEN GRANTED IN ADVANCE.** This includes periods before and after holidays and breaks. ***The deadline for all parking request appeals is July 22, 2011.*** Students will receive an email notification of their appeal status by August 15, 2011.

Resident students living in University sponsored, on campus apartments will be provided a limited number of parking spaces per apartment.

For additional information please feel free to contact the Parking Office at 610-519-6990, during normal business hours or visit our web site @ <http://www.villanova.edu/publicsafety/services/parking/>

Commuters

All commuting students will be permitted to register for a parking permit, providing they have no outstanding citations. All vehicles must display valid parking permits when parking on campus. Parking Permits are not transferable.

Motorcycles and Motorbikes

Only those students eligible to purchase a parking permit for a vehicle may purchase a motorcycle parking permit. The permit which allows parking in the Main lots, Jake Nevin Field house lot (along the iron fence), and the Law School lots, costs \$100.00. No motorcycle or motorbike may be parked inside a building. Violations will result in towing at the owner's expense, in addition to a fine. Additionally, miniature electric or gas powered motorcycles are not permitted on the campus.

Parking Registration

Web based parking registration is available to junior and senior resident students and all commuting students by logging on to myNOVA and accessing NOVASIS/Personal Information/Register for Parking. Eligible commuting students who complete the form on line will have the parking permit price automatically billed to their student account. Parking permits are available for pick up during normal business hours in the Parking Office which is located in Farrell Hall. Any questions regarding web based parking registration should be directed to the Parking Office at 610-519-6990.

Citations and Appeals

Violations of parking regulations may result in a citation and immobilization or towing of said vehicle at the owner/driver's expense, as well as the revocation of the owner/operator's parking permit without refund. Fraudulent registration of a vehicle (the use of deception for unjust advantage) or display/possessing a manufactured parking permit may result in the issuance of a \$250.00 citation, immobilization of the vehicle, as well as loss of parking privileges for one year. Such cases will also be referred to the Dean of Students Office. Individuals receiving a citation for inappropriate operation or illegal parking, must pay the Bursar's Office either by mail or in person in Kennedy Hall, or may appeal the citation within fifteen (15) working days. Appeal forms are available on line @ <http://www.villanova.edu/publicsafety/forms.htm?page=pkviolation.htm>

Students are responsible for insuring their guests and visitors observe all University regulations. Acquaint yourselves with and observe all posted signs concerning parking on University property. For complete details on parking regulations, refer to the University Parking Regulations pamphlet available from the Department of Public Safety - Parking Office or by visiting our web site at:

<http://www.villanova.edu/publicsafety/services/parking>

If you have questions or need assistance during normal business hours, please contact the Parking Office in Farrell Hall at 610-519-6990.

Immobilization (booting) and Towing

Any motor vehicle operated or parked on campus which is in violation of parking regulations may be immobilized or towed at the owner's/operator's expense.

Vehicles immobilized pursuant to these regulations will be charged a fee of a \$100.00 for removal as well as \$15.00 per day for each 24 hour period the booting device is left on the vehicle. Operators of vehicles that have been immobilized should not attempt to move their vehicle, since this may cause damage to the vehicle. Vehicles that have been immobilized may also be removed from campus at the discretion of the Parking Office.

Vehicles towed pursuant to parking regulations will be charged towing and storage fees by private towing companies which provide this service to the University.

Shuttle and Transportation Services

For your convenience the Department of Public Safety offers both on and off campus shuttle services. On-campus shuttle stops are designated by signage at various locations. For further information on shuttle services or schedules please contact the Parking Office or visit our web site. The University has developed a car share program with Hertz Car Rental called Hertz Connect and can be accessed through the Student Life webpage.

All students are encouraged to utilize the campus shuttle service, the Hertz Connect car share program, public transportation and/or the Public Safety Escort Service as an alternative to bringing a vehicle to campus. There are two SEPTA train stations on campus: The R5 Paoli/Thorndale Regional Rail as well as the R100 Norristown High Speed lines. SEPTA trains travel to 30th Street Station in Philadelphia as well as the Philadelphia International Airport. Villanova students

can therefore leverage a wide array of public transportation resources from campus property. In addition, several local taxi companies also provide service to the campus. On weekends, two University shuttle services are available for students who want to travel to the King of Prussia Mall or the businesses along the Main Line between Wayne and Ardmore.

PERSONAL PROPERTY AND INSURANCE

Villanova University assumes no responsibility for the loss, damage or theft of students' personal possessions at any time, including those times when students are attending or absent from the University. Students are encouraged to inventory their personal possessions periodically, engrave their names on all personal possessions, and record the serial numbers of personal possessions, keeping them in a safe place. Moreover, students are encouraged to obtain personal property insurance for their personal possessions. Students should understand that Villanova University's insurance program covers only University property and does not extend to the personal property of students, even if the student resides on campus.

Likewise, the University's automobile insurance only applies to vehicles owned, leased, or rented by the University. Damage to students' personal vehicles while parked or driven on campus, should be covered by the vehicle owner's personal automobile insurance policy.

PERSONAL RISK

Students participating in University athletic or other activities do so at their own risk. The University assumes no responsibility for accident, loss, injury, or death resulting from such activities.

PHOTOGRAPHY AND VIDEO APPEARANCES

Students attend many events on campus, including educational, athletic and social events at which photographs or video recordings may be taken either by or on behalf of University personnel or by other students or unaffiliated third parties. Attendance at such an event is deemed to constitute consent on behalf of the student to the use of the student's image, voice or likeness in any live or recorded transmission or photographic reproduction of such event in any media, for any purpose whatsoever, including the commercial purposes of the University, its sponsors, licensees, advertisers and broadcasters.

RESIDENCE LIFE

The Office for Residence Life is committed to providing students with a residential experience that enhances and extends the educational mission of the University by promoting positive opportunities for personal development, and facilitating a strong sense of community responsibility among residents. The Office believes that the development of a successful residential community depends on the willingness of its members to commit themselves to the common good of all and to compromise individual preferences, as required, to maintain fairness and order. In keeping with that belief, students are expected to familiarize themselves with and adhere to the following policies, procedures and regulations governing residential

living at the University. Students in violation of these policies, procedures, and regulations may be subject to disciplinary action under the Code of Student Conduct. These policies may be amended during the course of the academic year as the University deems appropriate.

I. RESIDENCY REQUIREMENTS

A. Assignments

Housing assignments are the exclusive responsibility of the Office for Residence Life. The Office reserves the right to change or modify housing assignments and fill housing vacancies as necessary. Students may not change assignments without authorization in writing from the Office for Residence Life. Students who change assignments without authorization are subject to a \$100 per day fine. Attempts to fraudulently manipulate the housing assignment process may result in disciplinary action. In order to maintain an assignment, the University housing space must be a student's primary place of residence while classes are in session. Residents who are not living in the space they were assigned or who allow others to occupy the space assigned to them will be subject to disciplinary action and/or termination of their housing contract. Residency in Villanova University on-campus housing is restricted to full-time, undergraduate students taking at least 12 credit hours. The University does not provide family, graduate student or married student housing, except for designated University employees.

B. Move In/Move Out

Move-In and Move-Out dates and times are established and promulgated by the Office for Residence Life. Students must move-in/move-out in accord with these dates and times. Failure to do so may result in a \$100.00 per day fine. The Office for Residence does not permit students to access their residence halls/apartments prior to scheduled move-in dates or remain in their housing assignments beyond scheduled move-out dates unless a University staff or faculty member has officially requested their participation in an approved, University-sponsored and supervised activity.

C. Lounge Utilization/Furniture

As residential lounges are provided for the use of all building residents, groups are usually not permitted to reserve those spaces for private or restricted activities. Exceptions may be made when the appropriate Coordinator for Residence Management determines that an activity is of potential benefit to the residents of a particular building and all are welcome to attend. Lounge and public area furniture may not be moved into rooms or apartments for personal use. Each resident found with lounge or public area furniture in his/her room or apartment is subject to disciplinary action and/or a fine of \$50.00 for each occurrence.

D. Personal Property

Students are required to remove all personal property and furnishings (e.g., couches, chairs, rugs, electrical appliances) from their room/ apartment prior to check-out at the end of each academic year. Items that remain become the

property of the University and will be removed. Residents will be assessed a labor charge for the removal and disposal of all personal items remaining after checkout. The University assumes no legal obligation to pay for loss of, or damage to, items of student's personal property occurring on campus or in its buildings or storage areas. It is highly recommended that students insure their own personal property via their parent's homeowners insurance or a renters/tenants insurance policy. Personal property must be stored in residence hall rooms/apartments. Students are not permitted to store personal in hallways, lounges, bathrooms, stairwells, laundry rooms or other common areas. Additionally, personal property may not be stored in exterior areas adjacent to residence halls. Personal property found in these areas is subject to confiscation and disposal.

E. Pets

For health and safety reasons, pets of any kind are not permitted in the University residence halls or apartments. Residents found in violation of this policy will be subject to a fine of \$50.00 per day and disciplinary action.

F. Room Changes

Residents interested in changing their housing assignments must obtain and complete a room change request from the Office of Residence Life or their R.A. In all cases, changes must be approved by Residence Life. In the event that a request is precipitated by a roommate conflict, room changes will only be approved after other methods of resolving the conflict have been tried. Mediation of conflicts may be sought from the R.A., but every effort should be made by the residents to resolve issues amongst themselves. If conflict resolution is unsuccessful, the student initiating the request will be granted a room change, subject to availability. Students changing assignments in the absence of authorization may be subject to a \$100 per day fine, reassignment, disciplinary action and/or termination of their housing contracts.

G. Room Condition/Damage Assessments

The condition of residence hall rooms and campus apartments are assessed by Residence Life staff prior to student occupancy and documented on a Room Condition Form. Students are provided with the opportunity to review the Room Condition Form at check-in and for a period of time following check-in to make necessary adjustments before signing the form.

During occupancy, personal construction of any kind (i.e., shelves, lofts, platform beds and similar items) is prohibited. Residents may not drill holes or permanently attach any objects to walls, floors, ceilings or doors. Decorations should be mounted to walls so as to avoid marring painted surfaces when removed. Tape, duct tape, nails, tacks and screws are prohibited, as they damage wall surfaces. Residents may not attach stickers to doors, walls, furniture or windows and may not affix any items to the exterior of room doors and areas adjacent to room doors, including memo boards. Residents may not paint any area of university housing facilities. Unauthorized painting will result in a \$100.00 fine and attendant charges for repainting of the area.

Residents are expected to return their rooms/apartments to their original conditions upon departure. Prior to the close of the academic year, students will be provided with detailed information concerning expectations for the condition of their room/apartment and building common areas at the time of departure. After check-out, rooms/apartments will be evaluated against information contained on the Room Condition Form signed by residents at check-in. Occupants will be held individually or jointly responsible for unauthorized changes and/or damages that were not specified on the original Room Condition Form. Residents of a building or sub-section of a building may be held financially responsible for damages to common areas and equipment (e.g., hallways, lounges, lavatories), when the students responsible for those damages do not claim responsibility and cannot be identified.

H. Room Furnishings

Room furnishings provided by the University must remain in rooms and/or apartments at all times. At no time may students remove room furnishings, including but not limited to mattresses and desk chairs, from their rooms. Temporary removal of furniture is usually not permitted. Requests for exceptions should be submitted in writing to the Office for Residence Life. If exceptions are approved, the resident is responsible for storing and returning the furniture in question.

I. Room Selection Process & Housing Lottery

Current residential capacity permits the University to offer students admitted as full-time residents three years of continuous on-campus residency. A fourth year of residency will be provided to those students who were admitted to the University as first-time (non-transfer) students under a special program that guaranteed an additional year of on-campus housing. Students who transfer to the University are not guaranteed on-campus housing, but may be offered residency on a space available basis. If a student withdraws from university housing for any reason and desires to return, he/she is no longer guaranteed residency and will be housed on a space-available basis.

First-year college students are assigned to rooms and buildings using a variety of criteria. Upper-class students are provided with the opportunity to participate in a class-specific room selection process that utilizes a computerized, randomly generated number to determine the order in which residence hall rooms and/or apartments are selected for the following academic year. Previous housing assignments, assignment to “triple”, difficulties with roommates, academic standing, participation in special activities and other factors are not considered when generating lottery numbers and selection times. Residence Life reserves the right to override housing selections and address housing concerns, as needed.

The Office for Residence Life maintains a waiting list for students who desire on-campus residency, but were admitted to the University as commuters or are not otherwise guaranteed housing. A housing assignment made via the waiting list is valid only until the end of the academic year it which it was made. Students who receive on-campus residency via the waiting list are considered “temporary residents” and are not eligible for on-campus housing or

participation in the housing lottery for the following year.

J. Semester Break Periods

Students are not permitted to remain in the residence halls during semester break periods without authorization from the Office for Residence Life. Requests must be in writing and must state the reason for the request. The Office for Residence Life reserves the right to approve or deny requests as necessary. Residents who attempt to remain in the halls without authorization are subject to disciplinary action and a fine of \$100.00 per day.

Depending on the length of the break and the demand for housing, students may be permitted to remain in their current housing assignment or may be asked to consolidate into another hall for reasons of safety and security. The schedule for the opening and closing of residence halls during semester break periods shall be determined by the Office for Residence Life.

All University policies and the provisions of the housing contract remain in effect for all students remaining on campus during break periods and senior week.

K. Terms of Occupancy

In signing a University Housing Contract, students agree to occupy the space they have been assigned on or after the date specified by Residence Life and to vacate their assignment within 24 hours of their last examination for the semester, conclusion of a full-time academic internship, graduation, suspension, withdrawal, leave of absence or other termination of full-time student status. When vacating a residential assignment, students are responsible for returning the space to its original condition.

II. BEHAVIORAL RESPONSIBILITIES

Living in community requires sensitivity toward and respect for the needs of others. As the primary enterprise of the University is education, behaviors considered appropriate in other settings may be inappropriate or insensitive in a residential community that must be supportive of the educational goals of its constituents. In keeping with these premises, the following policies are intended to protect the right of each student to enjoy an educationally purposeful residential environment. In addition to these policies, the provisions of the Code of Student Conduct and all university policies are in effect at all times in the residence halls and students are expected to comport themselves accordingly.

A. Academic Atmosphere

As residential living is intended to complement a student's academic pursuits, other activities are appropriately subordinate to an individual's desire to study. Toward that end, each residence hall and apartment will maintain "Quiet Hours" from 8:00 p.m. to 8:00 a.m., Sunday through Thursday and 11 p.m. to 8 a.m. on weekends. During those hours, residents are expected to refrain from any activity which is disruptive to the residential community. Residents should minimize noisy activity in hallways or lounges, keep noise in their own rooms to a minimum, keep room doors closed if stereos, televisions, etc. are in use and to maintain the volume of that equipment at a non-intrusive level. During

exam periods residence hall “Quiet Hours” will be extended to include 24 hours of each reading and exam day.

When “Quiet Hours” are not in effect, consideration and respect for others should continue to guide a resident’s behavior and activities. Therefore, behavior which is disruptive to the residential community is prohibited at all times. Radios, stereos, musical instruments and other sound-amplification equipment should be utilized at levels that do not disturb other residents, faculty and/or University neighbors. These items may be banned or confiscated if they become cause for complaint or disruption. The placement of speakers in room or hallway windows for the purpose of directing music or noise into public areas is prohibited.

B. Disruptive Behavior

The University reserves the right to reassign or temporarily revoke on-campus housing or take other appropriate action as deemed necessary, without a formal hearing, for those students whose behavior is considered disruptive or potentially detrimental to the individual, roommates, and/or others in the residential community.

C. Sexual Activity

As a Catholic and Augustinian institution of higher learning, Villanova University adheres to the Church’s teachings with respect to sexual intimacy, specifically, that a genuine and complete expression of love through sexual union requires a commitment to living and sharing of two persons in marriage. Accordingly, the University reserves the right to take action under the Code of Student Conduct for students found in violation of this policy, particularly, in those cases that involve disruption to roommates or the residential community.

D. Unauthorized Recording Equipment

As it is an infringement upon the privacy of others, the use of hidden/unauthorized surveillance equipment (e.g., cameras, video cameras, webcams, tape recorders or other similar recording/monitoring devices) is strictly prohibited in the residence halls

III. SAFETY AND SECURITY RESPONSIBILITIES

The Office for Residence Life expects all members of the Villanova University community to be active participants in the creation and maintenance of a secure and safe residential environment. Toward that end, both residents and non-residents are expected to adhere to the following policies and guidelines and to accord them their highest priority.

A. Dangerous Practices

The following are defined as particularly dangerous behaviors in a residential community. Students found engaging in these behaviors may be subject to disciplinary action.

- blocking or preventing the use of room doors, hallways, exit doors and stairwells;

- any action which compromises the security of residents including, but not limited to, propping open or otherwise tampering with the locking mechanism of exterior doors;
- constructing any object or modifying the residence hall in any way that may contribute to fire hazard, physical danger or unsafe conditions;
- entering or misusing restricted areas such as roofs, balconies, fire escapes, attics, work rooms or storage areas;
- possession, use or storage of flammable/combustible materials or liquids, or other heat producing materials, combustible liquids, or devices, including outdoor grills;
- individual or group activities that may lead to injury or destruction of property including, but not limited to, ball games and sports played within the hall;
- removal of or damage to exit signs, emergency phones or other safety/security notices or devices;
- tampering with fire safety equipment such as extinguishers, smoke detectors, alarms and sprinklers;
- projectiles involving gunpowder or other propellants;
- any object or substance thrown with the potential of defacing or damaging personal or University property or causing personal injury or disruption.

B. Electrical Appliances

Because of their potential contribution to accidental fires and unsanitary health conditions and in an effort to conserve energy, the following electrical appliances are restricted or prohibited in all University residences. Students found in violation of these policies will be subject to immediate confiscation and disposal of the appliance(s), and referral for disciplinary action.

- Hot plates, toaster ovens, space heaters and any appliance with an open heating element are prohibited.
- All lamps and appliances should be UL approved. Halogen lamps are prohibited;
- Air conditioners are prohibited. Students requiring air conditioning due to documented medical necessity should contact the Office for Residence Life.
- Refrigerators are restricted to one 5-cubic foot unit per room.
- Only one extension cord/multiple-plug attachment is allowed per room. It should be UL approved, unfrayed and without splices or taps. Extension cords/plugs should not be placed under carpets, tacked or stapled. Major appliances should not be plugged into extension cords.
- Plug adapters should be UL approved and not rated less than 125 volts/15 amperes. Residents should employ the prudent use of surge protectors to protect property from unexpected electrical damage.
- Heavy drawing appliances (irons, hair dryers, televisions, refrigerators, microwaves) should be plugged directly into socket outlets and unplugged when not in use. Extension cords are not to be used with these items.

C. Elevator Access

Residence hall elevators are restricted to business use by University employees. Residents with medical or physical need to use an elevator may

obtain access by submitting a request to the Office for Residence Life. Misuse of elevator access privileges may result in disciplinary action.

D. Fire Safety

Alarms: Students may not disregard a fire alarm or refuse to evacuate a building in which an alarm is sounding, regardless of its nature (drill, false alarm, or actual alert). Residents who fail to evacuate a building in a voluntary and timely manner will be subject to disciplinary action as outlined in the Code of Student Conduct.

Candles/Open Flames: Candles (of any type or form, whether decorative or functional), open flames, potpourri burners and the use of incense, are all prohibited in University residence halls and apartments. Prohibited items will be confiscated and not returned. Violations may result in disciplinary action as outlined in the Code of Student Conduct.

Equipment: Tampering with or misuse of fire safety equipment (extinguishers, fire hoses, smoke detectors, alarms, sprinklers, exit signs) is considered to be exceptionally dangerous behavior in a residential community and represents a serious breach of community safety standards. Students found responsible for tampering with or misusing fire safety equipment will be subject to disciplinary action as outlined in the Code of Student Conduct.

When individuals responsible for activating a false fire alarm or damaging a fire extinguisher fail to claim direct responsibility for that behavior, cannot be identified by Residence life staff and are not identified by the residents of the building in which the vandalism occurred, the fines in question may be assessed against the entire hall.

Holiday Decorations: Due to potential fire hazards, the use of holiday decorations MUST adhere to the University guidelines. No live trees, wreaths or garland (treated or untreated) are permitted. Decorative lights must be UL-Approved and may not be placed on the outside of doors, windows or buildings. It is against policy to leave decorative lights on when no one is present in the room to attend to them. Decorative lights may not be hung from ceilings, nor may they obstruct doors or windows. Decorations should be flame retardant and must not be placed on the exterior of room doors; near or over electrical outlets; on or near light fixtures, fire safety equipment, or radiators or heating vents/units.

E. Food Preparation/Storage/Trash Disposal

Storage and extensive preparation of food in residence halls frequently contributes to electrical overload as well as fire hazard, sanitary and health concerns. As a result, meal preparation in residence halls should be kept to a minimum and students are expected to use the University meal plan as provided. In the interest of controlling pests, all food items kept in residence hall rooms should be kept in tightly sealed plastic containers and trash should be emptied regularly in designated common trash disposal areas.

F. Guests and Visitation

The University's policies on guests and visitation are anchored in a con-

cern for residence hall security, the privacy rights of roommates and building residents, and the maintenance of an atmosphere conducive to academic achievement. In its proper context, visitation can facilitate the academic and social development of students residing in residence halls, and serve as a means through which men and women contribute to one another's education while forming genuine friendships.

The misuse of guest and visitation policies or visitation hours constitutes a violation of the Code of Student Conduct. Such behavior may result in disciplinary action, including reassignment or the revocation of campus residency of all parties involved.

Policies:

1) Guest visits should be of limited duration, regardless of the hour, day or night. For purposes of this policy, a guest is defined as a person who is not the current resident of the room in which he/she is present. Consideration for roommates and other building residents dictate that visits not infringe on another's rights to privacy, sleep and quiet study space. If the presence of a guest infringes on the rights of the roommate or building residents, then the guest must leave.

2) Roommates must complete and submit to their Resident Assistant a written roommate living agreement that addresses the presence of guests in the room and is consistent with the policies stated above. Failure to comply may result in revocation of guest privileges for residents of the room/apartment.

3) Overnight visits should only occur on a limited and infrequent basis. Overnight visits must be in accord with roommate living agreements and visitation hours and should not exceed three consecutive nights. Visitation to the extent of co-habitation is not permitted and constitutes a violation of the Code of Student Conduct.

4) Residents must register visitors who are not members of the University community with the Residence Life staff on duty in the hall.

5) Residents should accompany non-university visitors, as well as visitors who do not reside in the same residence hall, at all times. Residents may be held personally accountable for damages and/or violations of University policy by their guests.

6) The use of opposite gender bath and shower rooms is strictly prohibited for all residents and guests.

7) For reasons of safety and security, children under the age of ten may not be present in University resident hall rooms or common areas for any purpose or period of time unless accompanied by a parent or legal guardian, or as a direct consequence of participation in a recognized University program or activity specifically designed to include children. Children, even those accompanied by a parent or guardian, are not permitted in the residence halls for extended periods of time.

Visitation Hours:

First-Year Residents: The University has an obligation to assist new students in their transition from living at home to living in a campus residential community. Accordingly, visitation hours for first-year college students are established as follows:

Same Gender Guests: Guests of the same gender are permitted to visit first-year college student rooms at all times, provided that the visits are consistent with the roommate living agreement and the policies stated above.

Opposite Gender Guests: Guests of the opposite gender are permitted to visit first-year college student rooms during the following hours only, provided that the visits are consistent with the roommate living agreement and the policies stated above.

- Weekdays (Sunday to Thursday) - 10:00 a.m. until midnight;
- Weekends (Friday and Saturday) - 10:00 a.m. until 2:00 a.m.

Weekday visitation hours will apply during New Student Orientation, Reading Day, and evenings prior to final examinations.

Weekend visitation hours will apply on the following dates:

- Sunday prior to Labor Day
- Sunday prior to Martin Luther King Day
- Evening prior to Reading Day

Guests of the opposite gender are permitted in designated building lounges outside of these hours, provided that they are accompanied by a current resident of that building and that their presence is not disruptive to the residential community.

Designated lounges in halls housing first-year college students are as follows:

Caughlin Hall – 1st floor lounge	Moriarty Hall – 1st floor lounge
DeLurey Hall – 2nd floor lounge	O'Dwyer Hall – 1st floor lounge
McGuire Hall – 1st floor lounge	Simpson Hall – 3rd floor lounge
Good Counsel Hall – 1st floor lounge	St. Monica – 1st floor lounge
Katharine Hall – 1st floor lounge	Stanford Hall – 2nd floor lounge

The presence of opposite gender guests in first-year college student rooms outside of established hours is a violation of the Code of Student Conduct. Students in violation of this policy will be referred to the Dean of Students Office and subject to disciplinary action.

Upper Class Residents: All guests are permitted to visit upper class resident rooms/apartments at all times, provided that the visits are consistent with the roommate living agreement and the policies stated above.

G. Room Entry

The University reserves the right to enter rooms without prior permission from residents: if it has reason to suspect that an emergency situation exists; if it has reason to suspect that violations of University policy are occurring or may have occurred; to determine the well-being of residents; to locate persons or missing property; to complete fire safety inspections; to facilitate maintenance; or to insure that safe and sanitary conditions exist. No community

member may install additional locks, latches, or other devices that may impede access by University officials or modify their room locks or combination in any way.

Room inspections will be conducted at regular intervals by Residence Life staff for the purpose of monitoring cleanliness and insuring that sanitary and safety conditions are being maintained. Students who persist in maintaining unsafe or unsanitary conditions after being asked to correct deficiencies may be subject to disciplinary action and/or loss of their campus residency. Prohibited or illegal items discovered during these inspections or fire safety inspections will be confiscated and not returned.

H. Room Keys/Combinations

Residents who receive a room key or combination at the beginning of an academic year are responsible for using the key/combination in a manner that does not jeopardize the safety or security of individuals or property. Residents are expected to carry their keys at all times and to keep both interior room doors and exterior building doors locked as appropriate. Residents who become locked out through failure to carry their keys may be assessed a fine of \$25 per occurrence. Room keys may not be duplicated or lent to other students. Room combinations should not be shared with others. Residents of a room may be held accountable for violations of the Code of Student Conduct that occur in their room whether or not they are physically present at the time of the violation.

A lost key or compromised combination should be reported immediately to the Office for Residence Life. A charge of \$50 will be issued through the Bursar's Office for key replacement and new keys will be issued by Facilities Management. A charge of \$25 will be assessed for combination changes. Key return procedures will be publicized by Residence Life in conjunction with year-end closing notices. Students failing to return the original key issued at checkout will be charged a non-refundable lock change fee of \$50.

I. Smoking Policy

All residence halls and apartments are smoke free. Smoking is strictly prohibited in all areas (public areas and student rooms) of these buildings.

In accord with University policy, smoking is permitted outside of residence halls, provided the person is 25 feet from an entrance or exit, air intake duct or window. While the use of smokeless tobacco is not prohibited, individuals who use these products are responsible for proper disposal.

J. Windows, Window Screens and Window Displays

For the convenience and safety of residents, most halls are equipped with windows that open and window screens. Under no condition should windows be blocked or window screens removed, nor should windows be used as a method of access or egress from Residence hall rooms, except in case of emergency. Electrical cables, wires or antennae should not be hung outside of windows. Removal of screens from rooms, lounges, bathrooms, hallways, or stairwells, or the opening of security screens is prohibited. Banners, signs or window decorations may not be hung on the exterior of buildings or windows.

Material hung on the interior of windows and displayed toward public areas must be in keeping with the values and standards of the University community. As alcohol consumption is an inhibitor of academic accomplishment and a primary factor in vandalism, disorderly conduct and other unacceptable behavior, window displays involving alcohol containers (bottles, cans, cups, etc.) are not permitted in University residence halls. Students in violation of these policies will be fined and/or referred for disciplinary action.

IV. PUBLICITY AND SALES IN THE RESIDENCE HALLS

A. Publicity

All advertising prepared for distribution or posting in the residence halls must be stamped “Approved for Posting” by the appropriate University department and must be posted in appropriate designated areas within the residence halls.

With the exception of floor/building notifications posted by the resident assistants, advertising or publicity exclusively intended for the residents of an individual building must be approved and stamped for posting by the Coordinator for Residence Management responsible for the area of the campus in which the hall is located.

Advertising or publicity for events open to all residents and/or members of the general campus community must be approved and stamped for posting by the Student Development Office.

The University reserves the right to remove all postings that do not comply with this policy.

B. Sales and Solicitation (also see Non-Solicitation Policy)

Students and student organizations, including Hall Councils, are not permitted to infringe upon the privacy of residents in University residence halls, apartments and common lounge areas for the purpose of raising funds or generating revenues. In accordance with University policy, all fund-raising and revenue generating activities in the residence halls/apartments must be approved by the Office for Residence Life. Hall Councils interested in sponsoring fund-raising activities are expected to submit proposals through the appropriate Residence Life staff member. Sales of items using residence hall names, depictions of residence halls or other references to residence halls is strictly prohibited without prior approval of the Office for Residence Life. Residents may not operate “for profit” or “not for profit” business ventures from their room.

SEXUAL VIOLENCE

Villanova University seeks to foster and maintain a community of mutual respect and concern for all of its members. There can be no greater violation of the terms of that community, or of the essential dignity of any member of it, than an act of sexual violence. Rape, sexual assault and other violent sexual crimes constitute the deepest affront to University standards and will be treated accordingly. The University will not tolerate sexual violence in any form.

A student accused of sexual violence can be prosecuted under the Pennsylvania Criminal Code and/or disciplined by Villanova University under the Code of Student Conduct. Even if governmental authorities choose not to prosecute, the University can pursue strong disciplinary action through its own channels, whether the sexual violence allegedly occurred on or off campus. Violations of this policy will result in suspension or expulsion from the University. See “Implementing the Code of Student Conduct”.

In general, sexual violence is any sexual physical contact (intercourse, penetration of the genitals or indecent contact) by a person, without the consent of the complainant (the individual to whom the contact is directed). It includes sexual physical contact that involves any of the following:

1. Forcible compulsion;
2. Threat of forcible compulsion that would prevent resistance by a complainant of reasonable resolution;
3. The complainant is unconscious or the person knows that the complainant is unaware that the intercourse, penetration or indecent contact is occurring;
4. The person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
5. The complainant is unable to consent due to temporary or permanent incapacity or impairment, mental or physical. “Incapacity” or “impairment” may include, but is not limited to, being under the influence of alcohol or drugs to a degree which renders the person incapable of consent.

Conduct constituting sexual violence is a crime in Pennsylvania under one or more of the following provisions of the Pennsylvania Criminal Code:

Rape (18 Pa.C.S.A. §3121);
Statutory Sexual Assault (18 Pa.C.S.A. §3122.1);
Involuntary Deviate Sexual Intercourse (18 Pa.C.S.A. §3123);
Sexual Assault (18 Pa. C.S.A. §3124.1);
Aggravated Indecent Assault (18 Pa.C.S.A. §3125);
Indecent Assault (18 Pa. C.S.A. §3126); or
Indecent Exposure (18 Pa. C.S.A. §3127).

Complete definitions of these crimes can be obtained by contacting the Dean of Students Office at 9-4200.

Sexual violence constitutes sex discrimination and sexual harassment in violation of Title IX of the Education Amendments of 1972. Complaints of sexual violence may be filed as set forth in the “Title IX Notice” in this publication, and the grievance procedures for reviewing these complaints are set forth in “Implementing the Code of Student Conduct.”

Visit the following web site for additional information:

http://www.villanova.edu/publicsafety/policies/university_sexual_assault_protocol.htm

SEXUAL EXPLOITATION OR COERCION

Sexual exploitation is an act or omission to act that involves a student or students taking non-consensual, unjust, humiliating or abusive sexual advantage of another, either for his or her own advantage or to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation or coercion include but are not limited to the following:

1. Creating a picture(s), movie(s), webcam, tape recording(s), graphic written narrative(s) or other means of memorializing sexual behavior or a state of undress of another person without the other's knowledge and consent;
2. Sharing items described in paragraph (1) above beyond the boundaries of consent where consent was given. For example, showing a picture to friends where consent to view it was given for oneself only;
3. Observing or facilitating observation by others of sexual behavior or a state of undress of another person without the knowledge and consent of that person;
4. "Peeping tom"/voyeuristic behaviors;
5. Engaging in sexual behavior with knowledge of an illness or disease (HIV or STD) that could be transmitted by the behavior;
6. Engaging in or attempting to engage others in "escort services" or "dating services" which include or encourage in any way sexual behavior in exchange for money;
7. Surreptitiously providing drugs or alcohol to a person for the purpose of sexual exploitation; and
8. Causing another person to be exposed to pornographic material without the person's advance knowledge or consent.

To act "without another's consent" shall include not only acting without another's express consent but also situations where consent may be given but under circumstances where the alleged consenting party is under coercion or duress or is incapable of consenting due to temporary or permanent incapacity. See Sexual Violence section for definition of "incapacity".

Sexual exploitation or coercion will not be tolerated. Violations of this policy will result in sanctions ranging from disciplinary probation to expulsion from the University. See "Implementing the Code of Student Conduct".

This conduct also constitutes sex discrimination and sexual harassment in violation of Title IX of the Education Amendments of 1972. Complaints of sexual exploitation or coercion may be filed as set forth in the "Title IX Notice" in this publication, and the grievance procedures for reviewing these complaints are set forth in "Implementing the Code of Student Conduct."

SEXUAL HARASSMENT

It is the policy of Villanova University to maintain an employment and educational atmosphere free of any pressures on employees and students relating to sexual harassment. Consistent with applicable federal and state laws, the University endorses the objective that employees and students be free of situations where sexual considerations form the basis for business or educational decisions.

Sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical, visual, or verbal behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

Sexual harassment will not be tolerated at Villanova University, and employees or students who engage in such conduct are subject to the full range of the University's disciplinary policies, see "Implementing the Code of Conduct". Retaliation against someone for bringing a concern forward is a violation of the Policy. The full Policy can be found at www.hr.villanova.edu.

Informal Procedure for Resolution of Complaints

The University allows its members to attempt informal resolution of complaints of sexual harassment. The University has many offices and individuals who may be able to provide counseling on a confidential basis for a person who believes that he or she is the victim of sexual harassment. In addition to the Sexual Harassment Complaint Officer, the departments of Multicultural Affairs, Dean of Students office, Counseling Center, Campus Ministry, and Human Resources, are staffed with caring and experienced human resource and development specialists who may be able to help resolve concerns.

Formal Procedure for Resolution of Complaints

The following procedure may be invoked by a person feeling harassed for formal examination of the allegation.

In such a case, a formal, written complaint, utilizing the University's standard form, shall be submitted to the University complaint officer. The purpose of the complaint form is to assist the complainant in formulating a concise statement of his/her concern and to assist the complaint officer to see the basic facts of the allegation, along with the complainant's requested remedy. The complaint must be filed no later than six months from the date on which the subject conduct allegedly occurred.

In cases involving alleged harassment by one student against another student, the complaint officer will refer the matter to the Dean of Students Office for disposition under the Code of Student Conduct.

Confidentiality

Confidentiality is essential in any effort to investigate and resolve allegations of sexual harassment. The interests of both the complainant and the respondent must be protected as information is gathered and evaluated. Therefore, only persons who have a "need to know" within the investigation and resolution of complaints and appropriate senior administrative officials are entitled to information in the application of this procedure. University employees or students who disclose to persons not in the "need to know" chain of information which is obtained within the informal or formal steps of this procedure will be subject to disciplinary action.

Filing Complaints

Complaints of sexual harassment or sexual violence, as well as inquiries concerning the application of Title IX, may be filed as set forth in the “Title IX Notice” in this publication, and the grievance procedures for reviewing these complaints are set forth in “Implementing the Code of Student Conduct.”

SMOKING POLICY

The University believes that staff, students and visitors who need to access University premises have the right to breathe smoke-free air. Accordingly, all work spaces and common areas inside University buildings have been designated as “smoke free” as of January 30, 1995. Additionally, all residence halls and apartments are smoke free. Smoking is strictly prohibited in all areas (public areas and student rooms) of these buildings.

Smoking is permitted outside campus buildings providing the person is 25 feet from an entrance or exit, air intake duct or window. Appropriate waste receptacles are provided for proper disposal of cigarettes, ashes, etc.

All visitors shall be informed by the Villanova staff person or student responsible for the visitor(s) of the Smoking Policy, if applicable.

Smoking is prohibited at all times in shuttle buses, escort vans and University owned small carts and vehicles.

Cooperation and consideration between smokers and nonsmokers are necessary to assure the successful implementation of this policy.

STUDENT BILL OF RIGHTS

Villanova University seeks to reflect the spirit of St. Augustine by the cultivating and environment “that supports individual differences and insists that mutual love and respect should animate every aspect of University life” (University Mission Statement). Out of our collective pursuit of this ideal, we acknowledge that students at Villanova University have certain inalienable rights. These rights include:

1. Right to reasonable notification of student responsibilities ⁱ
2. Right to reasonable personal privacy ⁱⁱ
3. Right to basic human dignity and to be respected as an individual
4. Right to review one's own official University records ⁱⁱⁱ
5. Right to peaceably assemble ^{iv}
6. Right to form a student organization within the University guidelines
7. Right to form a student government within the University guidelines
8. Right to reasonable process as set forth in University guidelines
9. Right to representation in the formulation of the University budget ^v
10. Right to amend this Bill of Rights ^{vi}

Any student who believes his/her rights have been violated should notify the Office of the Vice President for Student Life or the Student Government Association, who will seek assist in exploring options with the student.

Endnotes

- ⁱ Students are expected to know the information contained in the Student Handbook (Bluebook), publications of their college, and other material made available to them by the University.
- ⁱⁱ A student's personal privacy should be maintained at all times unless the University has reason to suspect that a dangerous situation exists or that violations of University policy have occurred or are occurring. It is acknowledged that prior permission is not required. This right is not intended to conflict with the policies or procedures set forth by the Office of Residence life.
- ⁱⁱⁱ While a student is guaranteed this right to review his/her own Official University student records in accordance with the Student Records Policy, the student is not guaranteed the right to copy them.
- ^{iv} In accordance with the University's "Regulations for Assemblies and Demonstrations."
- ^v Student's representation exists in their capacity as members or participants on the Budget Committee of the Villanova University Senate, and or through student representation on the University Senate itself.
- ^{vi} All amendments to this Bill of Rights must be passed by a 2/3 vote of the Student Life Committee of the Villanova University Senate before being submitted for approval.

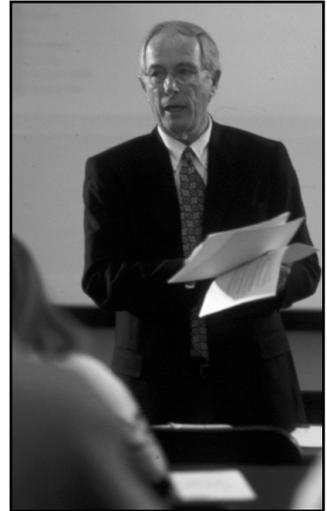
TITLE IX NOTICE

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual violence, is a form of sex discrimination. As a recipient of federal funds, Villanova University complies with Title IX and has appointed Dr. Ellen LaCorte, Associate Vice President for Human Resources and Affirmative Action Officer, as its Title IX Coordinator with overall responsibility for Title IX compliance. Dr. LaCorte can be reached at 105F St. Mary's Hall, (610) 519-4237, ellen.lacorte@villanova.edu.

Any student, employee or applicant for employment or admission to the University who believes that he or she has been discriminated against on the basis of sex, in violation of Title IX, may file a complaint with the Title IX Coordinator or Deputy Coordinator designated below. The Title IX Coordinator or Deputy Coordinator will assist the complainant in identifying the appropriate University policy (with its grievance procedure) to resolve the complaint in a prompt and equitable manner. The Policies that will typically apply, based on the nature of the complaint, are listed below; however, the Title IX Coordinator or Deputy Coordinator may assist the complainant in following a different University Policy, based on the individual facts and circumstances of each case. The Title IX

Coordinator or Deputy Coordinator may consult with other Villanova administrators, as needed, to resolve the complaint in the most effective manner.

Nature of Complaint	Title IX Coordinator or Deputy Coordinator	Policy
Sexual Harassment by an Employee (not sexual violence)	Kathleen Byrnes (Deputy) Sexual Harassment Complaint Officer 202 Dougherty Hall (610) 519-4550 kathleen.byrnes@villanova.edu	Sexual Harassment
Sexual Harassment by a Student (not sexual violence)	Joanna Gallagher-Aversa (Deputy) Manager of Investigations Sexual Assault Resource Coordinator Farrell Hall, 2 nd Floor (610) 519-6670 joanna.aversa@villanova.edu or Kathleen Byrnes (Deputy) Sexual Harassment Complaint Officer 202 Dougherty Hall (610) 519-4550 kathleen.byrnes@villanova.edu	Code of Student Conduct
Sexual Violence by a Student	Joanna Gallagher-Aversa (Deputy) Manager of Investigations Sexual Assault Resource Coordinator Farrell Hall, 2 nd Floor (610) 519-6670 joanna.aversa@villanova.edu	Code of Student Conduct
Sexual Violence by an Employee	Joanna Gallagher-Aversa (Deputy) Manager of Investigations Sexual Assault Resource Coordinator Farrell Hall, 2 nd Floor (610) 519-6670 joanna.aversa@villanova.edu or Ellen LaCorte Assoc. Vice President for Human Resources and Affirmative Action Officer 105F St. Mary's Hall (610) 519-4237 ellen.lacorte@villanova.edu	Disciplinary Guidelines and Workplace Violence (Staff Handbook) Dismissal and Suspension Procedure for Faculty (Faculty Handbook)
Gender Equity in Athletics	Lynn Tighe (Deputy) Senior Associate Athletic Director and Senior Woman Administrator Field House, 2 nd Floor (610) 519-4121 lynn.tighe@villanova.edu or Ellen LaCorte Assoc. Vice President for Human Resources and Affirmative Action Officer 105F St. Mary's Hall (610) 519-4237 ellen.lacorte@villanova.edu	Non-Discrimination
Other Forms of Sex Discrimination Against a Student	Chair of Academic Department or Ellen LaCorte Assoc. Vice President for Human Resources and Affirmative Action Officer 105F St. Mary's Hall (610) 519-4237 ellen.lacorte@villanova.edu	Complaints Against Faculty Non-Discrimination



ACADEMIC POLICIES



VILLANOVA University

Augustine on Teaching and Learning

“Set love as the criterion of all that you say and whatever you teach. Teach in such a way that the person to whom you speak, by hearing may believe, by believing may hope, by hoping may love.”

St Augustine, The Instruction of Beginners, 8.

University Mission Statement

“Villanova University is a Catholic Augustinian community of higher education, committed to excellence and distinction in the discovery, dissemination and application of knowledge. Inspired by the life and teaching of Jesus Christ, the University is grounded in the wisdom of the Catholic intellectual tradition and advances a deeper understanding of the relationship between faith and reason.”

ADMINISTRATION

The Vice President for Academic Affairs provides overall leadership for the academic agenda of the University. The deans of the four undergraduate colleges, and The Dean for Enrollment Management, who provides supervision for Admissions, Financial Assistance, and the Registrar report to the Vice President for Academic Affairs, as does the Director of the Falvey Library, the Director of Career Services, the Director of International Studies, the Assistant Vice President for Academic Affairs for Research and Sponsored Projects, the Assistant Vice President for Academic Affairs for Part-Time and Continuing Studies, the Director of VITAL, the Director of Learning Support Services, and the Associate Vice President.

The dean of a school or college has, under the general supervision of the Vice President for Academic Affairs, particular charge of a school or college, its faculty, and its student body. Department chairs and program directors report to the dean of the appropriate college or in some cases to the Vice President directly. The graduate aspects of departmental responsibility in Liberal Arts and Sciences fall under the specific jurisdiction of the Dean of Graduate Studies.

Departmental Chairpersons are responsible for the formulation and execution of academic, administrative, and fiscal policies of the department within the context of the broader policies set forth by the University.

ACADEMIC POLICIES

For your convenience, the following academic policies are reprinted here. However, in academic matters, this handbook is considered subordinate to the applicable University Catalog, academic handbook, or most current communication from the college dean. To view most academic policies, visit www.villanova.edu/vpaa/office/studentservices

ACADEMIC INTEGRITY CODE

On-line at: www.villanova.edu/vpaa/office/studentservices/policies/integrity

Statement of Purpose

Academic integrity is vital to any university community for many reasons. Students receive credit for doing assignments because they are supposed to learn from those assignments, and the vast majority do so honestly. Anyone who hands in work that is not his or her own, or who cheats on a test, or plagiarizes a paper, is not learning, is receiving credit dishonestly and is, in effect, stealing from other students. As a consequence, it is crucial that students do their own work. Students who use someone else's work or ideas without saying so, or who otherwise perform dishonestly in a course, are cheating. In effect, they are lying. Such dishonesty, moreover, threatens the integrity not only of the individual student, but also of the university community as a whole.

Academic integrity lies at the heart of the values expressed in the University's mission statement and inspired by the spirit of Saint Augustine. When one comes to Villanova, one joins an academic community founded on the search for knowledge in an atmosphere of cooperation and trust. The intellectual health of the community depends on this trust and draws nourishment from the integrity and mutual respect of each of its members.

Specifications

The following are some rules and examples regarding academic dishonesty. Since academic dishonesty takes place whenever anyone undermines the academic integrity of the institution or attempts to gain an unfair advantage over others, this list is not and cannot be exhaustive. Academic integrity is not simply a matter of conforming to certain rules; it must be understood in terms of the broader academic purposes of a Villanova education.

A. Cheating:

While taking a test or examination, students shall rely on their own mastery of the subject and not attempt to receive help in any way not explicitly approved by the instructor; for example, students shall not try to use notes, study aids, or another's work.

Such cheating includes trying to give or obtain information about a test when the instructor states that it is to be confidential. It also includes trying to take someone else's exam, or trying to have someone else take one's own exam.

B. Fabrication:

Students shall not falsify, invent, or use in a deliberately misleading way any information, data, or citations in any assignment.

This includes making up or changing data or results, or relying on someone else's results, in an experiment or lab assignment. It also includes citing sources that one has not actually used or consulted.

C. Assisting in or contributing to academic dishonesty:

Students shall not help or attempt to help others to commit an act of academic dishonesty.

This includes situations in which one student copies from or uses another student's work; in such situations, both students are likely to be penalized equally severely. (If the assisting student is not enrolled in the particular course, the Hearing Panel will formulate a suitable and equivalent penalty.) Students are responsible for ensuring that their work is not used improperly by others. This does not include team projects where students are told by their instructor to work together.

D. Plagiarism:

Students shall not rely on or use someone else's words, ideas, data, or arguments without clearly acknowledging the source and extent of the reliance or use.

The most common way to acknowledge this reliance or indebtedness is to use footnotes or other documentation. It is the students' responsibility to show clearly when and where they are relying on others - partly because others may wish to learn from the same sources from which the original writer learned.

Since this indebtedness may be of many kinds, some definitions and examples of plagiarism are listed below.

- Using someone else's words without acknowledgment. If you use someone else's words, not only must you give the source, but you must also put them within quotation marks or use some other appropriate means of indicating that the words are not your own. This includes spoken words and written words, and mathematical equations, whether or not they have been formally published.
- Using someone else's ideas, data, or argument without acknowledgment, even if the words are your own. If you use someone else's examples, train of thought, or experimental results, you must acknowledge that use. Paraphrasing, summarizing, or rearranging someone else's words, ideas, or results does not alter your indebtedness.
- Acknowledging someone else in a way that will lead a reader to think your indebtedness is less than it actually was. For example, if you take a whole paragraph worth of ideas from a source, and include as your final sentence a quotation from that source, you must indicate that your indebtedness includes more than just the quotation. If you simply put a page number after the quotation, you will lead the reader to think that only the quotation comes from the source. Instead, make clear that you have used more than the quotation.

The examples above constitute plagiarism regardless of who or what the source is. The words or ideas of a roommate or of an encyclopedia, or notes from another class, require acknowledgment just as much as the words or ideas of a scholarly book do. Introductions and notes to books also require acknowledgment.

The examples above constitute plagiarism even if you simply forget to include a reference, forget that you used a certain source, or forget that you found certain ideas or a certain argument or certain data in a source. You are responsible for taking careful notes on sources. Notes must clearly identify the information you have obtained and where you acquired it, so that later you can acknowledge your indebtedness accurately. Do not look at a source without having something handy with which to take such notes.

The examples above constitute plagiarism even in cases where the student uses material accidentally or unintentionally. So, for example, a paper can be plagiarized even if you have forgotten that you used a certain source, or even if you have included material accidentally without remembering that it was taken from some other source. One of the most common problems is that students write a draft of a paper without proper documentation, intending to go back later to "put in the references." In some cases, students accidentally hand such papers in instead of the footnoted version, or they forget to put in some of the footnotes in their final draft. So the fact that the wrong draft was submitted is not a defense against an accusation of plagiarism. In general, students are held accountable for the work that they actually hand in, rather than the work that they intended to hand in. Furthermore, students are responsible for proper documentation of drafts of papers, if those drafts are submitted to the professor. In general, students are responsible for taking careful notes on sources, and for keeping track of their sources throughout the various stages of the writing process. Notes must clearly identify the information you

have obtained and where you acquired it, so that later you can acknowledge your indebtedness accurately. Do not look at a source without having something handy with which to take such notes.

You need not provide footnotes for items that are considered common knowledge. What constitutes common knowledge, however, varies from academic field to academic field, so you should consult with your instructor. In general, the harder it would be for someone to find the fact you have mentioned, the more you need to footnote it.

E. Multiple submissions of work:

Students shall not submit academic work for a class which has been done for another class without the prior approval of the instructor.

In any assignment, an instructor is justified in expecting that a certain kind of learning will be taking place. Handing in something done previously may preclude this learning. Consequently, if a student hands in work done elsewhere without receiving his or her instructor's approval, he or she will face penalties.

F. Unsanctioned collaboration:

When doing out-of-class projects, homework, or assignments, students must work individually unless collaboration has been expressly permitted by the instructor. Students who do collaborate without express permission of their instructor must inform the instructor of the nature of their collaboration. If the collaboration is unacceptable, the instructor will determine the appropriate consequences (which may include treating the situation as an academic integrity violation.)

Many Villanova courses involve team projects and out of class collaboration, but in other situations, out of class collaboration is forbidden. Students should assume that they are expected to do their work independently unless cooperation is specifically authorized by the teacher.

G. Other forms of Dishonesty

Acting honestly in an academic setting includes more than just being honest in one's academic assignments; students are expected to be honest in all dealings with the University. Certain kinds of dishonesty, though often associated with academic work, are of a different category than those listed above. These kinds of dishonesty include (but are not limited to) the following:

- Misrepresenting oneself or one's circumstances to an instructor (for example, in requesting a makeup exam or a special due date for an assignment, or in explaining an absence).
- Forging parts of, or signatures on, official documents (including both university documents, such as drop-add slips or excused absence slips, and relevant outside documents, such as doctors' notes).
- Taking credit for work in a team-project even when the student has made little or no contribution to the work of the team.
- Stealing or damaging library books.
- Unlawfully copying computer software.

These serious offenses will be handled by the University's disciplinary procedures. *June 15, 1998, University Senate Resolution #9798-7-1, Approved April 17, 1998, Revised January 15, 2000, Academic Policy Committee.*

CLASSROOM EXPECTATIONS

1. A professor will normally provide at the beginning of each semester, an outline of the lectures, activities, assignments, and grading system appropriate to the course.
2. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts may be directed by the faculty member to leave the class. Behavior that a reasonable person would view as substantially or repeatedly interfering with the conduct of a class or conduct that is disruptive, disrespectful or threatening will not be tolerated. In addition to academic measures that may be taken, behavioral infractions may be resolved through the Code of Student Conduct.
3. Final Examinations and the Final Week of Classes:
Faculty members recognize their obligation to provide timely interim and final assessments of student performance in their classes. This may be done in a variety of ways, to be determined by each instructor. The assessment methodology should be spelled out clearly in the syllabus, with an explanation of the relative weight each item will contribute to the final grade.

The Registrar schedules a time for a final examination for each course. These times are available on the Registrar's website early in the semester, so students should have adequate time to make travel plans. It is permissible to omit the final examination, provided that other equivalently comprehensive assessment techniques are employed. If final examinations are given, they must be given at the time and place scheduled by the Registrar unless exemption has been authorized by the chair and dean.

In order to balance student workload during the final week of classes the following describes prohibited times for administering examinations or other assessment instruments in undergraduate courses only.

- Reading days: No exams or assessment instruments whatsoever may be administered, and no papers or other assignments may be due, on designated reading days.
- Final day of class: With the exception of oral presentations or laboratory assessments, no exams or other student performance assessment instruments whatsoever may be administered, and no papers or other assignments may be due, on the final day of class. Faculty may administer the Course and Teacher Survey.
- Other days of the final week of classes: No final examinations may be administered, and no take-home exams may be due, during the final week of classes. Other major examinations and tests may be administered only

with the explicit written consent of the dean of the college (quizzes and minor assignments are permitted). No paper or other assignment may be due on other days of the final week of classes unless clearly scheduled for that week in the course syllabus that is distributed at the outset of the course.

The below section refers to both graduate and undergraduate courses.

- Tests or student learning assessment mechanisms are to be employed periodically. In the interest of fairness, faculty members should take steps to avoid situations where some students have access to previous examinations while others do not. This can be done in several ways: faculty members may collect examination papers from students so that these cannot be circulated in later semesters, or faculty members may make previous examinations available to students either electronically or by other means. Copies of semester examinations are to be filed with the chair of the department and/or the dean of the college.
- Occasionally students will encounter conflicts in the examination schedule such that two of a student's examinations are scheduled at the same time or three examinations are scheduled on the same day. In the event of such a conflict, the student must notify the instructor at least seven days in advance of the scheduled exam. The instructor will make alternative arrangements for the student to complete the examination. In resolving conflicts, multiple section exams should take precedence over exams for a single section, and courses in the major should take precedence over non-major courses. Extraordinary difficulties encountered in effecting such an arrangement will be resolved by the dean of the student's college.
- If a student is absent from a final examination for any reason other than a conflict, he or she must contact the instructor within 24 hours of the scheduled beginning of the examination to request permission from the instructor to take a make-up examination. The instructor may, if he or she wishes, arrange a make-up examination at a mutually convenient time. If the faculty member has reservations about the legitimacy of the student's reasons for missing the examination, the faculty member may refer the student to the office of the college dean, who will evaluate the student's request for a make-up. If the office of the dean approves the request, the faculty member will arrange a make-up examination for the student or assign other work in place of the final examination. If the student does not contact the faculty member within 24 hours, the student must receive permission from both the office of the dean and the faculty member before being allowed to take a make-up examination.
- Faculty members should attend the administration of the final examination in order to answer any questions and ensure high standards of academic integrity. When they are unable to do so, department chairs are to see that sufficient proctors are provided for each examination room. Where there is a shortage in any department, assistance should be requested from other departments.

- Faculty members must retain in their possession all final exams and other unclaimed exams, papers, and student course projects and materials for a period of twelve months following the end of the semester in which they were used to establish grades.

4. **Class Attendance:**

Class and laboratory attendance for first year students is mandatory. A first-year student will receive a grade of "Y" (failure) whenever the number of unexcused absences in a course exceeds twice the number of weekly class meetings for the course.

For students beyond the first year, attendance policies are determined by the instructors of the various courses and are to be listed in the course syllabus, and explained to the class involved at the beginning of each semester. Upperclass grades are to be assigned for academic reasons. Enforcement of such attendance policies lies with those instructors. Where possible, students should inform their instructors if they plan to be late or absent from class.

Excused absences for all students include the following: approved athletic participation or participation in approved academic events; official university business; approved field trips; certified serious illness; death in the immediate family; or approved placement activities. An absence card, available from the Office of the Dean of the student's college, must be completed and presented to the dean with appropriate documentation. This should be done before the absence, if possible, but at any rate no later than 4:30 p.m. on the day the student returns to classes. Excused absences allow the student to make up tests and do not count toward a failure in the course for first year students. Absence from class does not release the student from work assigned.

5. **Penalties and Procedures:** The penalty for an academic integrity violation is an F for the course, or at the discretion of the instructor, an F for the assignment. A second academic integrity violation typically results in expulsion with a permanent indication on the student's transcript. The academic integrity policy and procedures are spelled out in detail at: www.villanova.edu/vpaa/office/student-services/policies/integrity.
6. **Students Role in Curriculum:** Many departments include students as members of their curriculum committees. Students seeking to initiate curricular changes should discuss their proposals with those committees, with faculty advisors, and/or with the department chair.

DROP AND ADD PROCEDURES

1. Drop/Add - students will be notified of the more restrictive Drop/Add policy through their college dean.
2. Until the final day for authorized withdrawal from courses, approximately three and one-half weeks after mid-term break (for an exact date, see the academic calendar at <http://www.villanova.edu/vpaa/office/calendar>), a student may withdraw from a course without penalty and will receive a grade of "WX". After this period of time, the dean of the college is the final authority for granting or

refusing the exception based on the documentation presented. If a student stops attending a course without an Authorized Withdrawal, a grade of Y will be assigned. This computes into the quality point grade as an F.

3. Change of major must be approved by the dean of the college having jurisdiction over the program the student wishes to enter.
4. Withdrawal from the University is granted by the dean of the appropriate college.

GRADING

1. The grade report at the end of the semester is part of the student's permanent record. Any inaccuracy on this record must be reported to the Registrar; otherwise, the record will stand as it is.

-Spring Semester grade errors: last Friday in June

-Summer Semester grade errors: last Friday in August

-Fall Semester grade errors: last Friday in January

Faculty members are responsible for maintaining the integrity of the evaluation and grading system. Presented below is the *Undergraduate* Grading System; the *Graduate* Grading System may be found in each college's Graduate Catalog:

A is the highest academic grade possible; an honor grade which is not automatically given to a student who ranks highest in the course, but is reserved for accomplishment that is truly distinctive and demonstrably outstanding. It represents a superior mastery of course material and is a grade that demands a very high degree of understanding as well as originality or creativity as appropriate to the nature of the course. The grade indicates that the student works independently with unusual effectiveness and often takes the initiative in seeking new knowledge outside the formal confines of the course.

A-

B+

B is a grade that denotes achievement considerably above acceptable standards. Good mastery of course material is evident and student performance demonstrates a high degree of originality, creativity, or both. The grade indicates that the student works well independently and often demonstrates initiative. Analysis, synthesis, and critical expression, oral or written, are considerably above average.

B-

C+

C indicates a satisfactory degree of attainment and is the acceptable standard for graduation from college. It is the grade that may be expected of a student of average ability who gives to the work a reasonable amount of time and effort. This grade implies familiarity with the content of the course and acceptable mastery of course material; it implies that the student displays some evidence of originality and/or creativity, works independently at an acceptable level and completes all requirements in the course.

C-
D+

D denotes a limited understanding of the subject matter, meeting only the minimum requirements for passing the course. It signifies work which in quality and/or quantity falls below the average acceptable standard for the course. Performance is deficient in analysis, synthesis, and critical expression; there is little evidence of originality, creativity, or both.

D-

F indicates inadequate or unsatisfactory attainment, serious deficiency in understanding of course material, and/or failure to complete requirements of the course.

N Incomplete: course work not completed.

S Satisfactory: Assigned in Satisfactory/Unsatisfactory courses (work must be equivalent to C or better).

SP Satisfactory Progress.

T Transfer grade

WX Approved withdrawal without penalty.

W Approved withdrawal with penalty.

U *Unsatisfactory: Assigned in Satisfactory/Unsatisfactory courses.*

AU Audit.

Y Unofficial withdrawal from course (or for freshmen, failure for excessive absences).

NG (Or Blank): no grade reported.

All grades are permanent, except N and NG, which are temporary grades used to indicate that the student's work in a course has not been completed. An N or NG grade must be removed and a grade substituted by the instructor according to the following schedule:

For the Fall Semester: Students must submit all work to the instructor by the last Friday in January; grade changes must be submitted to the Registrar's Office by the second Friday in February.

For the Spring Semester: Students must submit all work to the instructor by the last Friday in June; grade changes must be submitted to the Registrar's Office by the second Friday in July.

Students should check the academic calendar for actual dates. NOTE: if a change is not reported, the N or NG grade automatically becomes an NF.

Without the approval of the instructor, the department chair, and the dean, no grade higher than C may replace the N.

The grade WX indicates an authorized withdrawal with the grade not considered in the calculation of the quality point average. The grade W also indicates an authorized withdrawal, but the grade is calculated as an F in determining the quality point average. Authorization for WX and W may be given only by the student's dean. The grade Y is given when a student unofficially withdraws from a course. It is reflected in the average as an F.

Required courses carrying a final grade of F must be repeated unless the student transfers to another college of the University where the course for which an F grade was received is not a requirement for the degree. The reasons for student deficiencies are reported by the faculty member at mid semester and at the end of the semester to the dean of the student's college.

When a student who has failed in a course presents evidence of subsequent-passing a like course in another institution, the University reserves the right to withhold credit for the course until the student shall have passed a qualifying examination given by the Faculty from which a degree is sought.

Students should recognize that failure in one course or more will usually make it impossible for them to graduate with the class in which they matriculated.

3. Academic Probation - see University Catalog

The record of any student whose cumulative or semester quality-point average falls below 2.00 will be reviewed by the Academic Standing Committee for appropriate action. Students in science or engineering whose technical course quality-point average falls below 2.00 will also come before the committee (technical courses include all science, mathematics and engineering courses). Typically the student will either be placed on academic probation or dismissed.

A student on academic probation will normally be allowed only one semester to achieve the required quality-point average. While on academic probation, the student is limited to a schedule of five courses and is ineligible to participate in any extracurricular activities. In the College of Liberal Arts and Sciences a student on probation is required to do the following:

- You are required to meet with your academic advisor during the drop/add period to discuss your probationary status. With your advisor, you will decide on an appropriate plan for the semester that will assist you to be academically successful.
- You will follow this plan.
- You are required to pass each course, of three or more credits, and earn a C+ (2.33) or better in each course.

4. Dean's List (full-time students only) - To qualify, a student must have a semester average of 3.5 in the College of Engineering, 3.5 in the College of Nursing, 3.5 in the School of Business, and a 3.5 in the fall and spring semesters of the academic year in the College of Liberal Arts and Sciences with no non-passing or missing grades on the semester(s) report.

5. Graduation -

- a. Residence requirement for graduation - final 30 credits of (senior year) degree program at Villanova. With the permission of the College Dean, study as part of an approved International Studies Program may count towards the residency requirement.
- b. Graduation honors - summa cum laude (3.90), magna cum laude (3.75), cum laude (3.50), and at least 60 hours of an academic program at Villanova, taken for a grade.

6. Transcripts - official transcripts are available by applying in person or by writing to the Office of the Registrar. Normally, requests can be processed within two weeks of the notification date.
7. Each faculty member has on file in the department office a list of office hours set aside for student advisement and consultation. Students are encouraged to meet with faculty members at these times, or by arrangement, to discuss their progress in courses and to develop more effective strategies for mastering their discipline.

INTELLECTUAL PROPERTY

In the interest of advancing the scholarly activity of our community, promoting academic integrity, and supporting both individual and institutional interests, the University has established intellectual property policies which govern the recognition, disclosure, publication, and distribution of discoveries made in the normal course of activities at the University. Students, staff, and faculty are both protected and bound by these policies. The applicable policies on intellectual property may be found at: <http://www.villanova.edu/vpaa/office/facultyservices/guidelines/handbook/policies.htm>.

Students must comply with all laws and University policy applicable to intellectual property. Intellectual property includes copyrights, patents and trademarks which are further described in the intellectual policies at the link above.

USE OF NAME AND TRADEMARK

A trademark is a word, phrase, symbol or design (or a combination them) that identifies and distinguishes the source of the goods of one party from those of others. The University has registered with the U.S. Patent and Trademark Office trademarks for a variety of the names (and nicknames) of the University as well as its seal, emblem and insignia. Students may not use their University status or the University's trademarks or facilities in any print or video announcement, advertising or promotional material, publication, correspondence or commercial which could in any fashion be construed as implying University endorsement of any product, project, service or activity. Exceptions to the general prohibition may be granted for students at the discretion of the Vice President for Student Life in consultation with the Vice President for Communications.

RELIGIOUS HOLIDAY POLICY

Villanova University's Mission Statement calls on the University to create an environment "that supports individual differences and insists that mutual love and respect should animate every aspect of University life." As a Catholic and Christian University, Villanova seeks to respect and support the diverse religious traditions of the members of the University community. As part of this commitment, the University makes every reasonable effort to allow members of the community to observe their religious holidays, consistent with the University's obligations, responsibilities, and policies. Students who expect to miss a class or assignment due to the observance of a religious holiday should discuss the matter with their professors as soon as possible, normally at least two weeks in advance. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the absence. Faculty, if possible, should try to accommodate students with make-up tests or exams if the

absence falls on a day when these tests are being administered and/or provide students with reasonable alternative opportunities to complete their academic assignments.

Should a disagreement arise over the implementation of this policy, the matter should be taken to the chair of the department or the program director having jurisdiction over the class in question. If no resolution is reached at that level, the issue will be resolved by the Dean of the College having jurisdiction over the class, and his/her decision shall be final.

SEXUAL AND ROMANTIC RELATIONS BETWEEN FACULTY AND STUDENTS

Villanova seeks to maintain an educational atmosphere wherein students, staff, and faculty members inter-relate in appropriate professional and pedagogic ways. In keeping with this goal, faculty members are not permitted to have romantic or sexual relationships with students who are enrolled in their classes, who are majors, minors, concentrations, or graduate students in their departments, or over whom they exercise any other type of supervision or academic/professional judgment. In addition to the potential for abuse of power in such relationships, sexual and romantic relationships between faculty and students place the faculty member in an unethical and unprofessional conflict of interest, and hence are unacceptable. Both the responsibility for adhering to this policy and the consequences for violating it fall upon the faculty member rather than the student in such situations.

This policy also applies to graduate teaching assistants, lab assistants, and undergraduates who act as teaching assistants. Those student assistants are not permitted to have romantic or sexual relationships with students who are enrolled in their classes or over whom they exercise any other type of supervision or judgment.

STUDENT RECORDS POLICY

Villanova University, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, has adopted this Student Records Policy to address the following issues with respect to education records: (1) disclosure of directory information; (2) confidentiality of personally identifiable information; and (3) student rights to inspect, review and seek amendment of their records. In general, education records are defined as records maintained in any form by the University that are directly related to a student.

I. Disclosure of Directory Information

Information concerning the following items about individual students is designated by the University as directory information and may be released or published without the student's consent: full name; student identification number; address (local, home or electronic mail); telephone number; photograph or video; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; degrees, honors and awards received (including Dean's List); most recent previous educational institution attended; participation in officially recognized University activities and athletics; and weight and height of members of athletic teams. Students who do not wish directory information to be released or made public must inform in writing the Office of the Registrar.

II. Confidentiality of Personally Identifiable Information

All personally identifiable information contained in student records other than directory information is considered confidential information. This information includes, but is not necessarily limited to: academic evaluations; general counseling and advising records; disciplinary records; financial aid records; letters of recommendation; medical or health records; clinical counseling and psychiatric records; transcripts, test scores, and other academic records; and cooperative work records.

“Personally identifiable information” means that the information includes: (a) the name of the student; (b) the address of the student; (c) a personal identifier such as social security number; or (d) a list of personal characteristics or other information that would make the student's identity easily traceable.

The University will generally not disclose personally identifiable information to third parties without the written consent of the student. The signed and dated consent should specify the records to be disclosed, the purpose of the disclosure, and to whom the records are to be disclosed. However, personally identifiable information may be disclosed, without the student's consent, to the following individuals or institutions, in accordance with FERPA, including in the following circumstances:

- (a) To University officials (or office personnel ancillary to the officials) who require access for legitimate educational purposes such as academic, disciplinary, health or safety matters. University officials may include, without limitation, the Board of Trustees, the President, Vice Presidents, Deans, Directors, Department Chairs, Faculty Members, NROTC Commanding Officer, attorneys in the Office of the Vice President and General Counsel, Judicial Officers, Counselors, Resident Advisers, Coaches and Admissions Officers. University officials also include contractors, consultants, volunteers and other outside parties, such as an attorney or auditor providing services on behalf of the University for which the University would otherwise use employees.
- (b) To the party(ies) who provided or created the record(s) containing the personally identifiable information.
- (c) To officials of other educational institutions to which the student seeks or intends to enroll or where the student is already enrolled, for purposes related to the student's enrollment or transfer (on condition that the student upon request is entitled to a copy of such records).
- (d) To appropriate federal, state or local officials or authorities, consistent with federal regulations.
- (e) To the U.S. Attorney General (or designee) pursuant to an ex parte order under the U.S. Patriot Act in connection with certain investigations or prosecutions.
- (f) To organizations conducting studies for, or on behalf of, educational agencies or institutions.
- (g) To accrediting organizations to carry out their accrediting functions.
- (h) To parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
- (i) To parents of a student under the age of 21, where the information pertains to violations of any federal, state or local law or of any University rule or policy governing the use or possession of alcohol or a controlled substance, and the student has committed a disciplinary violation.
- (j) In connection with the student's application for, or receipt of financial aid.
- (k) To comply with a judicial order or lawfully issued subpoena (on condition that a reasonable effort is made to notify the student of the order or subpoena, if legally permitted to do so).

- (l) In case of an emergency, to appropriate parties, including parents, to protect the health or safety of the student or other individuals, where the University determines that there is an articulable and significant threat to the student or other individuals.
- (m) The disclosure of information concerning registered sex offenders provided under state sex offender registration and campus community notification programs.
- (n) The outcome of a disciplinary proceeding to a victim of or alleged perpetrator of a crime of violence or non-forcible sex offense.
- (o) The outcome of a disciplinary proceeding where a student is an alleged perpetrator of a crime of violence or non-forcible sex offense and is determined to have violated the University's rules or policies.

If required under FERPA, the University will inform a party to whom a disclosure of personally identifiable information is made that it is made only on the condition that such party will not disclose the information to any other party without the prior written consent of the student.

III. Non-Education Records

The following are not considered education records, and thus are not protected by FERPA and this policy:

- Employment records of students as University employees.
- Campus law enforcement records created and maintained by the Public Safety Office, in accordance with the requirements of FERPA.
- Records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in his or her paraprofessional capacity, and that are made, maintained, or used only in connection with treatment of the student and are disclosed only to individuals providing the treatment. These records may be reviewed, however, by a physician or other appropriate professional of the student's choice.
- Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons, that are in the sole possession of the maker of the record and are not accessible or revealed to any other individual except a temporary substitute for the maker.
- Records that only contain information about a person after that person was no longer a student at the University and that are not directly related to the individual's attendance as a student (e.g., information collected by the University pertaining to accomplishments of its alumni).
- Grades on peer graded papers before they are collected and recorded by a faculty member.

III. Inspection and Review Rights; Right to a Hearing

A currently or previously enrolled student has the right to inspect and review his or her educational records. This right does not extend to applicants, those denied admission, or those admitted who do not enroll. Offices may require that requests for access be submitted in writing, and may ask for, but not require, the reason for the request. The University will comply with requests to inspect and review a student's records that it has determined to honor within a reasonable period of time, but in no case more than forty-five days after the request was made.

Records to which students are not entitled to access include:

- Confidential letters and statements of recommendation placed in a student's record before January 1, 1975, or confidential letters and statements of recommendation to which students have waived their rights of access¹.
- Financial records of the parents of the student or any information contained in those records.
- Those portions of a student's records that contain information on other students.
- Those records listed in Section III above.

¹Students may be invited but not required to waive their right of access to confidential letters of recommendation for admission, honors or awards, or employment. Failure to execute a waiver will not affect a student's admission, receipt of financial aid, or other University services. If a student signs a waiver, he/she may request a list of all persons making confidential recommendations.

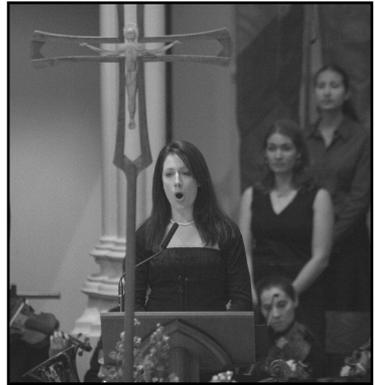
A student who believes that any information contained in his or her educational records is inaccurate or misleading, or otherwise in violation of his or her privacy rights, may request that the University amend the records. The student should first discuss his or her concerns with the individual responsible for the office where the records are maintained. If the student is not satisfied with the resolution, the student should contact the individual to whom that person reports. If still not satisfied, the student may contact the appropriate vice president or designee. The final level of appeal is a formal hearing. To obtain a hearing, the student should file a written request with the Vice President for Student Life. The hearing will be conducted in accordance with the requirements of FERPA.

The substantive judgment of a faculty member about a student's work (grades or other evaluations of work assigned) is not within the scope of a FERPA hearing. A student may challenge the factual and objective elements of the content of student records, but not the qualitative and subjective elements of grading.

If as a result of a hearing the University determines that a student's challenge is without merit, the student will have the right, and will be so informed, to place in his or her records a statement setting forth any reasons for disagreeing with the University's decision.

Students have a right to file complaints concerning alleged failures by the University to comply with the requirements of FERPA and the implementing regulations. Complaints should be addressed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington DC 20202-5901. Students are encouraged to bring any complaints regarding the implementation of this policy to the attention of the Vice President and General Counsel.





Co-CURRICULAR POLICIES



VILLANOVA University

Augustine on Service

“Walking by faith, let us do good works. In these, let there be a free love of God for His sake and an active love for our neighbor. Let us freely bestow upon others, out of our abundance.”

St. Augustine, Sermon 41, 9.

University Mission Statement

The University encourages “students, faculty, and staff to engage in service experiences and research, both locally and globally, so they learn from others, provide public service to the community and help create a more sustainable world.” Ultimately service to others allows “students, faculty and staff to grow intellectually, emotionally, spiritually, culturally, socially and physically in an environment that supports individual differences and insists that mutual love and respect should animate every aspect of university life.”

CO-CURRICULAR POLICIES

Villanova University recognizes and supports the right of the community to gather, to organize, and to extend the learning environment of the campus beyond that of the formal classroom. This right, however, is not without corresponding responsibility or limitation.

The expectations which follow are intended to facilitate the integrity, safety and well-being of individuals, groups within our academic community, and the institution. All of the policy statements contained within this section of the handbook apply to individuals and to recognized student groups. Students and student organizations which are suspected of violating these policies will be referred to the Office of the Dean of Students. The appropriate procedural options for implementing the Code of Student Conduct will be used to resolve behavior which is inconsistent with policies governing the co-curricular life of the University.

ASSEMBLIES AND DEMONSTRATIONS

Villanova University appreciates that the academic community is deeply concerned with many current issues. This concern may occasion inquiry and debate as well as expression of views in a variety of ways, including demonstration. Villanova University in fact, officially recognizes the right, and even the responsibility, at times, of the University community to express collective or individual voices for or against a given issue. The fundamental rights of freedom of inquiry, speech, and lawful assembly, both ensure and limit this right to demonstrate. Villanova, to be true to its University status, must foster investigation, concern, and the essential elements which make academic freedom a viable reality.

In light of this concern, the University has established regulations and guidelines for assembly and mass demonstrations. A copy of these regulations and guidelines is available in the Office of the Vice President for Student Life.

POSTING NOTICE

With respect to informing the University community of various lectures and programs by means of posters or flyers, the following criteria have been established:

1. Posters announcing an approved University or student group sponsored event will be approved provided the criteria set forth in this policy are met.
2. All posters must be sponsored by a recognized University office or student group, whose name will appear on the poster.
3. Posters that speak to issues contrary to the teachings of the Church may be posted, if the poster encourages intellectual discussion and unfettered inquiry of the issues.
4. Poster approval does not imply University endorsement. Posters will be stamped by the office responsible for the student group. Campus Ministry, Office of Fraternity and Sorority Life, Peace & Justice Education, Residence Life and Student Development may all stamp posters with their own stamps. Other University departments and offices, as well as non-student group posters will receive approval through the Office of Student Development. Approval stamps must include the notation "Approved for Posting - Approval Does Not Imply University Endorsement."
5. Posters will not be approved if any of the following apply:
 - a. The message asserts or implies official University approval of any viewpoints expressed.

- b. The message offends community standards of good taste.
 - c. The message contains language or symbols which are abusive or demeaning to specific social groups.
 - d. The message denies respect for the dignity of individuals.
 - e. The message appears libelous.
 - f. The message encourages the sale or use of alcohol or promotes establishments selling alcohol.
 - g. The message promotes or facilitates any aspect of substance abuse.
 - h. The message encourages or seeks to incite specific illegal acts.
 - i. The message promotes goods or services sold for personal profit or which are sold by off campus persons or companies who are not sponsored by a University office or recognized student group.
 - j. The message promotes non-campus related activities of commercial sponsors. (Posters promoting activities and events of other non-profit institutions and organizations may be approved in limited numbers provided they do not violate the other criteria listed here.)
6. In the unusual circumstance of an appeal for permission to post, the student group will appeal to the Poster Policy Committee. The committee will be convened by the Vice President for Student Life for deliberation. A recommendation will be made to the Associate Vice President for Student Life for final adjudication. The committee will consist of the Associate Vice President for Student Life, Director of Peace and Justice Education, Director of Student Development, faculty member named by the American Association of University Professors, the Student Government President, and the editor of the Villanovan.

For additional information, also see the University's Speakers Policy.

PUBLICATIONS POLICY

The goal of all student publications is to give students the opportunity to develop and polish skills in communication, to express opinions, and to inform, enlighten, and amuse the University community. University support of student publications does not restrict freedom of speech, but does imply honesty, responsibility, and sensitivity in writing and editing.

Under University Guidelines for University-Sponsored Publications, all publications must conform to all applicable state and federal law, may not be inconsistent with their setting in a Catholic University, and must include honest, accurate, and fair reporting.

In the rare case of dispute between administration and student editors, the University Publications Board will be convened to review the relevant issues and make a recommendation to the Vice President for Student Life.

A complete copy of this policy, publication guidelines, and procedures for board review is available at the Office of the Vice President for Student Life, and the office of Student Development.

SPEAKERS POLICY

As a Catholic institution, Villanova University welcomes all who seek to discern the fundamental goodness of creation in any field of study. It recognizes that Catholicism is open to all truth and every value, and greets reason as faith's good friend. The University is dedicated to the study of all creation in its many forms as illustrations of meaning and value in themselves as potential sacramental disclosures of their Ultimate Author. While properly placing scholarly research and instruction at the

center of its academic mission, the University supports co-curricular activities which seek to address the needs of our diverse communities. Where consensus obtains, the University supports appropriate action; where consensus is lacking the University invites appropriate dialogue.

In order to pursue these values, the University has established a procedure for recognized student groups to propose invitations to public speakers. This procedure provides a process for implementing the principles of mutual respect, intellectual rigor, and moral integrity that inform all constructive dialogue within the academic setting. Recognized student groups wishing to receive permission to invite public speakers to campus must follow this procedure. Copies of the full policy are available from the Center for Peace and Justice Education, the Office of Student Development, or the Vice President for Student Life.

STUDENT ORGANIZATIONS

Information concerning policies and regulations, formation of a student organization, publicity, fund-raising, funding, room-reservations, facility use, etc. can be found in the Student Organizations Manual. All members of student groups /organizations must adhere to the policies and regulations detailed in the manual. Failure to do so subjects the group or organization to a maximum sanction of termination of recognition from the University. Copies of the Student Organizations Manual are available in the Office of Student Development, Dougherty Hall, Room 214.

Recognition will be denied to any organization which selects its members on the basis of race, color, religion, sex, age or national origin. Active membership is limited to faculty, staff and officially registered students. Associate membership must be approved by the Director of Student Development. In order to be recognized as a registered organization and to use the name of Villanova University in its official title, a group should:

1. Have at least 12 students who are matriculated and in good standing both academically and disciplinarily with the University,
2. Function in accordance with a constitution and by-laws approved by and on file in the Office of Student Development.
3. Comply with all University policies and regulations; with federal state and local laws; and with regulations of parent organizations as applicable.
4. Accept responsibility for all financial obligations incurred and decisions made as an organization.
5. Have an active faculty/staff advisor appointed for a two-year term approved by the Office of Student Development.

All organizations seeking recognized status on campus must undergo a formal recognition process that is delineated in the Student Organization Manual. In order to maintain official University recognition, organizations are expected to comply with guidelines in the Student Organization Manual.

These regulations apply to all recognized student organizations. Violations of these regulations may be referred to the Dean of Students Office for resolution pursuant to the Code of Student Conduct.

A complete list of student organizations is maintained in the Office of Student Development. Students are expected to review the list prior to joining a student organization to ensure that the group is in good disciplinary standing.

Fraternities and Sororities must be formally acknowledged by their respective national organization, Villanova University and the Interfraternity Council/Pan-Hellenic Society as a legitimately functioning body in order to be considered a recognized stu-

dent organization. Non-recognized fraternities/sororities may not organize or sponsor any event or activity that promotes or gives the impression or appearance that the non-recognized fraternity/sorority is a legitimate organization. Moreover, these non-recognized groups may not advertise, post, publish, solicit, rush, pledge, fund raise or assemble on campus. Such activities will be viewed as violations of University regulations and those students engaging in this activity will be held accountable. Students intending to join a Greek fraternity or sorority should contact the Office of Fraternity and Sorority Life to ensure that this fraternity/sorority is in good disciplinary standing. Fraternities and Sororities must provide the University with a certificate of insurance evidencing the liability coverage their national organization has in place covering the chapter, naming Villanova University as additional insured.

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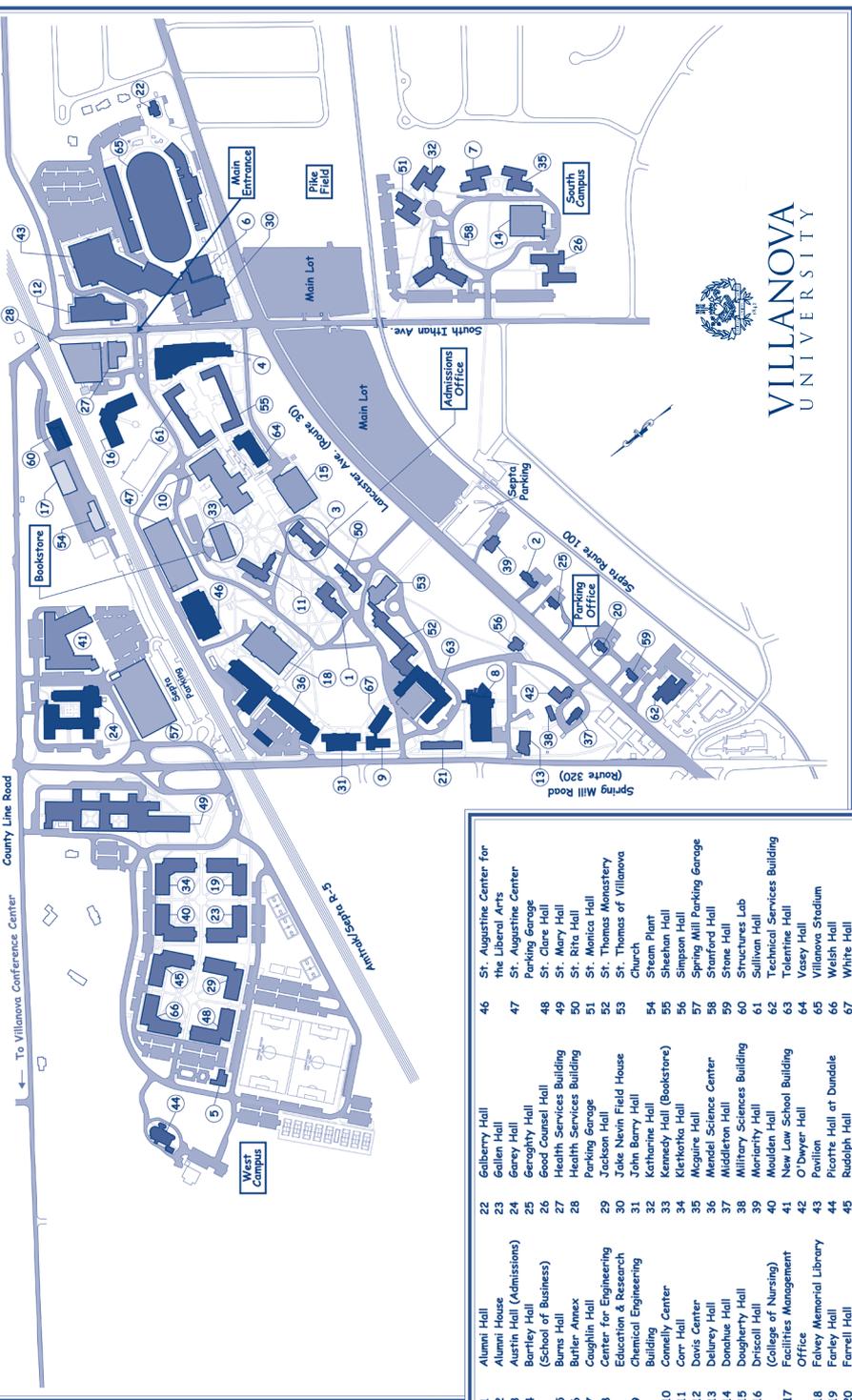
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The entire Student Handbook, as well as links to other useful Villanova web pages, can also be found on the Dean of Students homepage,

www.villanova.edu/studentlife/dean/studenthandbook.htm



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Recommended changes to this handbook should be forwarded
to the Dean of Students Office in Room 213 Dougherty Hall

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A Publication of the Student Life Division

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