

## **STUDENT POLICIES**

The following general student policies are established to ensure the safety, security, and health of our students and to help maintain the beauty of our campus.

### **INTERIM ADMINISTRATIVE LEAVE OF ABSENCE, LEAVE OF ABSENCE, ADMINISTRATIVE WITHDRAWAL AND NON-ACADEMIC HARDSHIP WITHDRAWAL**

#### **A. Interim Administrative Leave of Absence**

The University, acting through the Dean of Students, reserves the right to place a student on an interim administrative leave of absence pending disciplinary or criminal proceedings, or for non-disciplinary reasons, where in his/her judgment, it is in the best interest of the student due to personal or health-related conditions of the student which apparently have not or cannot be resolved in an immediate fashion, or if necessary due to a perceived threat to the student's or other students' health or safety. In addition, an interim administrative leave of absence may be imposed: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the University. The University also reserves the right to impose interim administrative leave of absence in situations of rape and sexual assault. The student may return to active status upon satisfaction of such terms as the University determines are appropriate to the situation. The Dean of Students will provide notice to the student before implementing such action. In such cases, the interim administrative leave of absence will be recorded as for personal reasons and unless a process under the conduct system determines otherwise, shall not be recorded as discipline on the student record.

In the case of a University-initiated interim administrative leave of absence for a qualified student with a disability as defined by law, unless the University's judgment is that it has a reasonable basis for believing that there exists a medical exigency, prior to making its final decision, the University will offer the student the opportunity to first explain the circumstances and facts that gave rise to the concerns and will thereafter refer the student for evaluation by an Independent Medical Examiner only if it reasonably believes that the student presents a direct threat to the health and safety of the student or to other University-affiliated persons, or is otherwise not capable of conforming to the Code of Conduct or to other academic or technical standards. Please note the student is financially responsible for their independent medical examination. An interim administrative leave of absence will be imposed if the University becomes aware that a student attempts or threatens to attempt suicide. Under this circumstance, the interim administrative leave of absence will remain in effect until the student has been assessed by a psychiatrist and receives a written release from the psychiatrist that the student is able to safely return to the campus environment and the University on its own judgment concurs. This release would include any recommendations from the psychiatrist regarding treatment while the student remains enrolled and/or remains on campus.

If the student is released to return to the University, pursuant to the psychiatrist's recommendations, the student will be required to comply with his or her psychiatrist's recommendations, and with the University Code of Conduct, in order to remain at the University. During an interim administrative leave of absence, the student shall be denied access to the

campus to the extent deemed appropriate by the Dean of Students or his/her designee. This may include restriction from residence halls, University activities, campus buildings, classes, etc., or may constitute restriction from the campus entirely. Interim administrative leave of absences do not provide for the refund of tuition or fees.

#### B. Leave of Absence

A Leave of Absence may be granted based on certain documented extenuating circumstances and may be granted for up to two years.

Initiated by the Student:

Students considering a Leave of Absence are encouraged to speak with the Registrar to discuss their decision. Any request for leave must be in writing and state adequate reasons for the leave. It is wholly in the judgment of the University to grant or deny a request for Leave of Absence. Students on Leave of Absence are eligible to return as continuing students and retain the right to follow the degree requirements from the catalog to which they were entitled when their leave began. Students who leave the University without an approved Leave of Absence or whose Leave of Absence has expired must apply for readmission through the Admissions Office.

Initiated by the University:

The University may determine to place a student on a leave of absence, if in its judgment, that action is in the best interests of the student, other students, or the University community. If the University does so for physical, mental, emotional, or psychological reasons, related to its perception of the student's ability to participate appropriately in University functions, it will initially attempt to seek information from the student and/or with the student or, in the case of a minor, the parent's or guardian's permission, from a health caregiver, and it may - but need not - refer a student for evaluation by an Independent Medical Examiner (IME).

#### C. Non-Judicial Administrative Withdrawal

In the event that conditions warrant a University-initiated leave of absence an indefinite or permanent nature, the Dean of Students may withdraw a student administratively. Administrative withdrawals do not provide for a refund of tuition or fees.

### **STUDENT ALCOHOL AND OTHER DRUG POLICY**

The Student Alcohol and Other Drug Policy was established in compliance with the Drug-Free Schools and Communities Act of 1989. As part of its drug and alcohol prevention program for students, NDNU distributes in writing, via the Student Handbook, the following information:

1. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
2. A clear statement of the disciplinary sanctions that the University will impose on students and employees who violate the standards of conduct.
3. A description of applicable local, state and federal legal sanctions pertaining to the unlawful

possession, use or distribution of illicit drugs or alcohol;

4. A description of health risks associated with the use of illicit, abuse of prescription and over-the-counter drugs as well as the abuse of alcohol.

#### A. Standards of Conduct

Notre Dame de Namur University students, staff, and faculty have a mutual interest in maintaining an environment that encourages intellectual, social, and personal growth. The abuse of alcohol or illicit drugs is not compatible with an optimal environment for learning and growing. Reflecting this belief, and reflecting the fact that Notre Dame de Namur University has an obligation to create an environment conducive to health and responsible choices, this policy establishes reasonable guidelines and procedures for the responsible use of alcohol for those of legal age, and for the prohibition of other drugs within the campus community.

1. Abstinence from alcohol is encouraged and provided for in all circumstances.
2. Responsible (i.e. legal and moderate) consumption of alcohol in low-risk situations is supported, for those of legal age.
3. Heavy consumption of alcohol is discouraged in all situations.
4. Any alcohol consumption prior to or during high-risk conditions (e.g. active sports, driving, machinery operation, pregnancy, etc.) is dangerous and clearly discouraged.
5. The use of any and all illicit drugs (including performance-enhancing substances such as anabolic steroids) is not allowed.
6. The use or possession of illegal drug paraphernalia on campus is not permitted.
7. The sale of any illicit drug on campus is not allowed and constitutes grounds for dismissal from the University.

Notre Dame de Namur University is committed to the education of students regarding the responsible use of alcohol, as well as the consequences and possible outcomes stemming from the misuse or abuse of alcohol.

Notre Dame de Namur University abides by California State Law regarding the use of alcohol; only persons 21 years of age or older may possess and consume alcoholic beverages.

Alcoholic beverages and containers are not permitted in public areas, e.g. lounges, pool area, parking lots, academic buildings, and the Dining Hall. Once opened, no containers with alcohol may be removed from an individual residence hall room/apartment or event location. No common source containers of alcohol (e.g. kegs, party balls, etc.) are permitted on campus. Public intoxication and serving a minor are not permitted. No publicity may indicate the presence of alcohol at an event whether graphically or in words.

As specified in the -Guidelines For On-Campus Events alcohol may not be served at student-sponsored events on campus. Alcohol may be served at institution-sponsored events on campus under certain guidelines, which are adopted to ensure that events are legal and safe, and to encourage the responsible use of alcohol, as well as provide non-alcoholic alternatives for all who attend any on-campus event. The Guidelines for On-Campus Events are available upon request from the Student Life and Leadership Office.

## B. Disciplinary Sanctions

NDNU has the authority to initiate disciplinary procedures that may result in disciplinary sanctions for violations of the Student Code of Conduct. For more information on this process, and possible outcomes, please see the Student Conduct System section of this Handbook.

## C. Legal Sanctions

The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or alcohol is regulated by a number of federal, state and local laws. These laws impose legal sanctions for both misdemeanor and felony convictions. Criminal penalties for convictions can range from fines and probation to denial or revocation of federal benefits (such as student loans) to imprisonment and forfeiture of personal and real property. Following is a list of some of the laws pertaining to the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol. Because laws change from time to time, the information provided below is illustrative, not exhaustive. Generally, it is a criminal offense:

- To illegally manufacture, sell, distribute, or possess controlled substances (those listed in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) (21U.S.C. 828, 841, 844, 859, 860);
- To unlawfully possess or possess for sale controlled substances (those listed in Cal. Health & Safety Code 11054, 11055, 11056, 11057, 11058);
- To possess, cultivate, sell or possess for sale marijuana (Cal. Health & Safety Codes 11357, 11358, 11359); To use or be under the influence of a controlled substance (Cal. Health & Safety Code 11550);
- To transport, sell, or distribute marijuana to a minor or to use a minor to transport, sell, or distribute marijuana (Cal. Health & Safety Code 11361);
- To possess, furnish or manufacture drug paraphernalia (Cal. Health & Safety Code 11362, et seq.)
- To provide any alcoholic beverage to a person under 21 or to any obviously intoxicated person (Cal. Bus. & Prof. Code 25658; 25602);
- To be under the influence of alcohol in a public place and unable to exercise care for one's own safety or that of others (Cal. Penal Code 647(f));
- For persons under 21 to have any container of alcohol in any public place or any place open to the public (Cal. Bus. & Prof. Code 25662);
- To operate a motor vehicle while under the influence of alcohol or other intoxicants or with a blood alcohol level of .08% or higher (Cal. Veh. Code 23152);
- For any person under the age of 21 to operate a motor vehicle with a blood alcohol level of .05% or higher (Cal. Veh. Code 23140);
- To have an open container of alcohol in a motor vehicle and for persons under 21 to drive a vehicle carrying alcohol or to possess alcohol while in a motor vehicle (Cal. Veh. Code 23223; 23224);
- To have in one's possession or to use false evidence of age and identity to purchase alcohol (Cal. Bus. & Prof. Code 25661);

- For any person under age 21 to purchase alcohol (Cal. Bus. & Prof. Code 25658.5).

#### D. Health Risks

<b>Drug Category and Name</b>	<b>Effects and Dangers</b>
<b>Cannabinoids:</b> Marijuana ( <i>pot, weed, chronic</i> ), hashish ( <i>hemp</i> )	Slowed thinking and reaction time, confusion, impaired balance and coordination, cough, frequent respiratory infections, impaired memory and learning, increased heart rate, panic attacks, paranoia, tolerance, addiction
<b>Depressants:</b> Barbituates ( <i>barbs, reds</i> ), benzodiazepines ( <i>downers, sleeping pills</i> ), flunitrazepam ( <i>forget-me pill, roofies</i> ), GHB ( <i>G, liquid ecstasy</i> ), methaqualone ( <i>ludes, quad</i> )	Reduced anxiety, feeling of well-being, lowered inhibitions, slowed pulse and breathing, lowered blood pressure, poor concentration and memory, fatigue, confusion, impaired coordination and judgment, addiction, respiratory depression, death
<b>Dissociative Anesthetics:</b> Ketamine ( <i>cat, Special K</i> ), PCP and analogs ( <i>angel dust, peace pill</i> )	Increased heart rate and blood pressure, impaired motor function, memory loss, numbness, nausea and vomiting
<b>Hallucinogens:</b> LSD ( <i>acid, boomers</i> ), mescaline ( <i>buttons, mesc</i> ), psilocybin ( <i>magic mushroom, shrooms</i> )	Altered states of perception and feeling, nausea, persisting perception disorder (flashbacks)
<b>Opioids and Morphine Derivatives:</b> Codeine ( <i>Captain Cody, schoolboy</i> ), fentanyl and fentanyl analogs ( <i>China girl, murder 8</i> ), heroin ( <i>dope, H</i> ), morphine ( <i>M, monkey</i> ), opium ( <i>big O, block</i> ), oxycodone HCL ( <i>oxy, O.C.</i> ), vicodin ( <i>vike, vitamin V, Watson 387</i> ), Percocet ( <i>perc</i> )	Pain relief, euphoria, drowsiness, nausea, vomiting, constipation, confusion, sedation, respiratory depression, tolerance, addiction, unconsciousness, coma, death
<b>Stimulants:</b> Amphetamine ( <i>speed, uppers</i> ), cocaine ( <i>coke, crack, blow</i> ), MDMA or methylenedioxy-methamphetamine ( <i>ecstasy, X</i> ), methamphetamine ( <i>crystal, meth, crank</i> ), methylphenidate ( <i>the smart drug, vitamin R</i> ), nicotine ( <i>cigarettes, chew</i> )	Increased heart rate and blood pressure, feelings of exhilaration, severe dehydration, increased energy and metabolism, rapid or irregular heartbeat, weight loss, liver and heart failure, nervousness, insomnia, psychotic behavior, death
<b>Other Compounds:</b> Anabolic steroids ( <i>roids, juice</i> ), dextromethorphan or DXM ( <i>found in some cough and cold medications</i> ), inhalants ( <i>laughing gas, poppers, whippets</i> )	Stimulation, loss of inhibition, headache, nausea, vomiting, slurred speech, loss of motor coordination, wheezing, unconsciousness, cramps, weight loss, muscle weakness, depression, memory impairment, damage to cardiovascular and nervous systems, sudden death

#### Parental Notification Policy for Alcohol and Other Drug Policy Violations

Notre Dame de Namur University's Division of Student Affairs is committed to the development

of a personal and community experience which significantly contributes to the intellectual, spiritual, and psychological education and development of students. Notre Dame de Namur University's Parental Notification Policy for Alcohol and Other Drug Violations is aligned with the Higher Education Amendments of 1998 which permits an educational institution to disclose to the parents or legal guardians of a student information regarding the student's violation of any federal, state, or local law or any rule or policy of an institution governing the use or possession of alcohol or a controlled substance, if the student is under age 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession. The 1998 amendment further provides that this determination is not impingent upon a conduct hearing or process. Whenever possible, students will be notified in advance that his/her parent(s) or guardian(s) are to be contacted. Notre Dame de Namur University may exercise this right under any of the following circumstances:

- A student is transported to a medical facility for treatment related to alcohol or drug use.
- A student causes harm to him/herself or another while under the influence of alcohol or other drugs.
- A student is arrested or taken into police custody while under the influence of alcohol or other drugs.
- A student is responsible for vandalism or other destruction of property while under the influence of alcohol or other drugs.
- A student operates a vehicle while under the influence of alcohol or other drugs.
- A student disrupts teaching, disciplinary procedures, classroom learning or other University activities while under the influence of alcohol or other drugs.
- Information regarding a student is needed from a parent or guardian in connection with an emergency to protect the health and safety of the student or another individual.
- A student shows a pattern of alcohol violations within an academic semester.
- Other circumstances as determined by the Dean of Students, or his or her designee, to be appropriate (i.e. life threatening situations, mental illness, etc).

### **Good Samaritan Policy**

Student health and safety are primary concerns of the Notre Dame de Namur University community. Students are expected to immediately contact Public Safety, Senior Staff or RA's when they believe that assistance for an intoxicated/impaired student is needed. Public Safety, Senior Staff and RA's will assist intoxicated individuals by contacting emergency services or by taking other protective measures. In case Public Safety, Senior Staff, or an RA is not available or cannot be contacted, students should call 911 for assistance by local police, fire safety or medical professionals.

Students and/or organizations that seek assistance from these sources, the individual assisted, and others involved will not be subject to University disciplinary action with respect to the alcohol policy. (This policy does not preclude disciplinary action regarding other violations of College standards, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, hazing, etc. Students should also be aware that this University policy does not prevent action by local and state authorities.) Public Safety, Senior Staff or RA's will record names of intoxicated students to enable any follow-up that may be deemed necessary to ensure students well-being. Other information may also be recorded to enable any other necessary follow-up.

In order for this policy to apply, the intoxicated student(s) must agree to timely completion of recommended alcohol education activities, assessment, and/or treatment depending on the level of concern for student health and safety. Serious or repeated incidents will prompt a higher degree of medical concern. Failure to complete recommended follow-up will normally result in disciplinary action and could also prompt the imposition of a medical withdrawal. Likewise, organizations involved in an incident must agree to take recommended steps to address concerns.

### **When Alcohol Use Is Involved, Why Call?**

Students may be impaired or intoxicated by alcohol or drug use. Serious medical consequences can occur when well-meaning friends of an intoxicated or impaired student risk a student's physical well being by taking care of the student themselves. Not every person knows if they have had too much to drink and there is a chance that you may be with another person whose drinking is at a dangerous level. Dangerous impairment by drugs may also not be immediately recognizable. Even a person who has consumed only a small amount of alcohol may be experiencing a dangerous interaction with illegal or prescription drugs or may have other complicating health conditions. In these rare circumstances, the University's priority is the preservation of life. Student should not hesitate to contact Public Safety, Senior Staff or RA's in these circumstances. Many symptoms and factors can contribute to medical emergencies such as alcohol poisoning, drug impairment, other specific medical conditions, or interactions between all three, and serious consequences can result.

### **When Alcohol Is Not Involved, Why Call?**

You may be faced with a medical emergency when alcohol use is not involved.

For students with a medical emergency resulting from ailments such as asthma, diabetes, allergic reactions, epilepsy or other conditions who appear to need help, please contact Public Safety, Senior Staff, or RA's for medical help. Don't take chances with another person's health and safety by assuming that everything will be alright. Sometimes a person in medical distress needs YOU to make the call. If you are unsure if a person's life is in danger, but you think it might be, make the call. **You may need to ignore statements by the student in distress regarding whether or not they want you to call for help. Remember, their judgment is impaired by their medical condition.** Immediately contact Public Safety, Senior Staff or RA's for help and if they cannot be contacted, call 911.

### **How to Recognize a Medical Emergency**

Dangerous medical situations involving alcohol or drugs, or other dangerous medical conditions can come in many shapes and forms. You may not recognize the signs of an emergency because you have become accustomed to behaviors that may look normal when you or others are under the influence of drugs or alcohol. It is important to be aware and understand that a person, whether under the influence of alcohol or drugs, or not, who is unable to perform normal functions may be in a dangerous situation and need medical help now. Contact Public Safety, Senior Staff or RA's when a person:

- is passed out and cannot be roused or awakened or cannot stay awake or conscious
- has difficulty speaking coherently or comprehending others or the situation around them
- has difficulty sitting, standing or walking or cannot do this without assistance
- is vomiting

Dangerous medical situations may result in falling, becoming unconscious or choking on vomit. Even if a person who appears to be “sleeping it off” may still have alcohol or drugs in their system that may still present a danger.

### **SMOKING**

Notre Dame de Namur University recognizes the serious health issues associated with smoking, not only for those who choose to smoke, but also for those in their company who are subjected to second-hand smoke. The University also recognizes its need to comply with smoking ordinances in public settings as mandated by the State of California. Therefore, all University buildings are smoke-free, including residence halls and apartments. Smoking is not permitted in the residence areas, including courtyards and walkways. Smoking is permitted only in outside designated smoking areas that are 15 feet from any building. Students should be aware of the municipal code regarding smoking from the City of Belmont. For further information, please visit: <http://www.municode.com/resources/gateway.asp?pid=10411&sid=5>

### **ENVIRONMENTAL RESPECT**

We all need to care for our campus environment. Harming the environment, littering and irresponsible use of resources is not in keeping with the University’s community standards. Please help the NDNU community conserve our natural resources and recycle glass, aluminum, plastic and paper.

### **ON-CAMPUS POSTING**

#### **A. Locations**

Posting of flyers is allowed in the following campus locations:

- Bulletin board outside St. Mary’s
- St. Mary’s hallway bulletin board marked “Publicity” and “ASNDNU”
- Outside walkway leading to the cafeteria from St. Mary’s
- Quad stage (banners only)
- Apartments bulletin board (between Kane and Wilkie)
- Lobby bulletin boards in JB and St. Joe’s first floor lobby only (banners are acceptable)
- Second floor St. Mary’s bulletin board
- Library bulletin board

No postings are allowed on glass, painted surfaces, building doors of residence hall floors. Also, putting flyers on cars is not permitted. Groups are limited to 15 posters/flyers posted on campus for any one event/program (one per bulletin board). Publicity sponsored by individuals not affiliated with the University may be posted on the bulletin boards in the Quad area only. Staple guns are not allowed to be used anywhere on campus for postings.

#### **B. Content, Approval and Removal**

- Content: All publicity/ information disseminated on University premises must be in accordance with the aims of the University. The presence of alcohol at any event cannot

be mentioned graphically or in text of publicity materials. The sponsor(s) of the event, activity or sale must be stated on any posting.

- Approval:
  - Dining Hall: Publicity/ postings must be approved by Student Life and Leadership or the Dean of Students
  - Student Mailboxes: Publicity/ postings must be approved by Student Life and Leadership or the Dean of Students.
  - Other Areas: All publicity/ postings must be approved by Student Life and Leadership. This includes the areas listed above under "Locations."
- Removal: Materials must be removed within two days after date of event or two weeks after posting.
- NOTE: Approval for posting does not necessarily indicate endorsement of event, information or opinion contained therein.

#### C. Time Period

Publicity may be posted/ distributed no more than one month prior to event. All postings are only approved for a two week posting period.

#### D. Non-Compliance

Failure to comply with the guidelines stated will result in the publicity being removed and/ or fines assessed.

#### E. Fines

Student Life and Leadership will fine organizations not in compliance with these posting policies.

### **Pool**

The NDNU swimming pool is intended for the enjoyment of NDNU students, faculty, and staff. Students need a Student ID card when using the pool. The access code for the pool may be obtained from Public Safety. The pool is open from 9a.m. until 10p.m. unless otherwise posted. Swim at your own risk; there is no lifeguard on duty. An adult must supervise anyone less than 18 years of age. For the safety of all who use the pool, please observe these rules:

- No glass or smoking in pool area.
- No radios, stereos or excessive noise in pool area.
- No running or rough play in pool area.

### **STUDENT COMMUNICATION POLICY**

As part of a concerted effort to enhance electronic services, NDNU provides e-mail and Campus Portal accounts to all registered students. These accounts can be accessed from anywhere in the world using

a standard web browser and will be available to students throughout their academic career. Students who log into Campus Portal using their ID and password will be able to see their grades, update their personal information, and see their business office account. The e-mail account will be the primary means by which NDNU sends official communications. All NDNU students are responsible to check their NDNU email accounts and US mailboxes at least twice per week. Upon graduation students may carryover their NDNU email accounts to alumni e-mail accounts. For most students, the NDNU e-mail address can be obtained by combining the first letter of the first name with the last name, which is then followed by @student.ndnu.edu. Information on how to access and use student e-mail and Campus Portal is available on the NDNU web site – see the resources for current students.

## **CAFÉ POLICIES**

### **Meal Plans**

You are welcome to eat as much as you would like during the posted meal periods. To help reduce waste, please only take what you think you can eat. Your meal is for you only, you cannot share your meal with others nor can you take your leftovers with you. Meal plans can be changed during the first two weeks of the fall semester and the first week of the spring semester; to change your meal plan, please go to Student Life and Leadership and request a Meal Plan Change Form.

### **Student ID Card Requirement**

All students are required to present their current student ID to the cashier in order to use their meal plans or flex dollars. Given concerns surrounding identity theft, students are discouraged from sharing their student ID numbers verbally with café staff. If you lose your student ID, please go to Public Safety to obtain another card before coming to the café. You must be present if another student is using your flex dollars.

### **To-Go Policy**

To-Go boxes are available for those students who have either a class or job conflict that keeps them from eating in the café. To-Go boxes can be obtained from the servers at the grill, hot entrée or sandwich bar. You can take one entrée, grill item, sandwich or pasta to go. If you choose the to-go option you are limited to one large to-go box and a beverage. To-go meals cannot be eaten in the café!

### **Meal Sharing**

Meal sharing is not allowed. Your meal plan is for you only and cannot be transferred to another student or friend. If you have guests staying with you for a weekend, you can purchase meals for them with your flex dollars or cash. Students sharing meals will be charged on their flex dollars.

### **Flex Dollars**

Flex dollars can be used to purchase snacks and beverages between meal periods, meals for guests and certain items that are not included with your meal plan. Items not included are: Bottled beverages,

bagged chips, yogurt, soy milk and sushi. If you have any questions about what is excluded, please ask the cashiers. Please try to use all of your flex dollars during the semester. Café goods for sale at the end of the semester will be limited to \$100.00.

### **Compliance**

Students are expected to comply with all café policies. Any students who are found violating café policies will be referred to the Student Conduct system and may risk losing their meal plan privileges.

### **SKATEBOARDING POLICY**

Skateboarding is not permitted in any building, including the Apartment and New Hall walkways, as well as the New Hall Courtyard. Grinding and the use of wax on ledges, benches and rails are prohibited. All skateboarders must use caution when skateboarding in public areas.