



## **2023-2024 Student Handbook**

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# INTRODUCTION

## President's Welcome

Dear Student,

It is my pleasure to welcome you to Notre Dame de Namur University (NDNU) on behalf of our faculty, staff, and administration. You are a member of a community with great history and tradition, one that is values-based and aspires to live out the Hallmarks of a Notre Dame Learning Community.

Our Core Values of Community, Diversity, Excellence, Goodness, Integrity, Justice, Learning, and Service are part of what differentiate this University from others. As you encounter these values through your educational experience, I hope that you will adopt them as your own guiding principles.

To build on these values, the faculty, staff, and administration are committed to providing programs and services that will encourage and enhance your ability to learn, grow, and achieve your academic goals. It is now up to you to challenge yourself personally, intellectually, culturally, spiritually, and socially to optimize your educational experience. We will do our best to support you in this journey.

This handbook outlines your rights and responsibilities, as well as expectations for your participation. It includes useful resources, information on policies and procedures for students, and the Student Code of Conduct. Please take the time to become familiar with this information. Our community is shaped by the people who are part of it, and our communal success is dependent upon each person's responsibility and responsiveness. If you have any questions about the content of this handbook, please do not hesitate to reach out to your advisor, program leader, or Dean.

From time to time, the policies in this Handbook will be updated and the revised versions will be uploaded on the NDNU website. These revised policies will supersede any previously published versions, so be sure to use the most current policy available.

Best wishes for a successful year. We welcome you as members of our NDNU community.

Lizbeth Martin, Ph.D.  
President

## **Nature of the Student Handbook**

This Student Handbook, the Catalog, and the information on the University website (collectively, “documents”) serve as guides to the many student programs, policies, procedures, requirements, and resources at the University. These documents do not form a contract with the student. Tuition, student fees, course and course contents, curricular requirements, and other matters referenced or set forth in these documents or otherwise related to students, are subject to change at the discretion of the University at any time, during or after registration or course enrollment, and with or without notice or written confirmation. Please note that only the President of the University may provide authorized final interpretation of the contents of these documents and definite determination of its appropriate application to the particular circumstance(s) of any individual matter.

Additionally, the University assumes no liability, and with this statement expressly denies any liability, for failure to provide, or delay in providing, educational or related services due to a reason(s) beyond the control of the University. These reasons include, without limitation, financial issues, power failure, fire, or strikes. In addition, damages done by the elements, other acts of God, and acts of public authorities are included. While the University believes that the information contained in the Catalog and Handbook is accurate at the time of publication, the University does not guarantee absolute accuracy. Please direct questions to the appropriate administrator in case of doubt or confusion.

Documents and policies in the online version of the Student Handbook will be updated as needed throughout the academic year. The policies contained in the updated online version of documents supersede those contained in the pdf/printed version of this Handbook if a printed version is made available.

## Key Student Resources

### Academic Support Services:

**Academic Calendars:** <https://www.ndnu.edu/documents/academics/2023-2024-Academic-Calendar.pdf>. NDNU offers academic programs, some of which use an 8-week module, or term calendar, while others are conducted using a semester calendar. The Academic Calendar not only defines when classes start and end, and/or when holidays occur, but also key dates for adding/dropping classes, and taking advantage of early registration opportunities.

**Academic Success Center (ASC):** The ASC is your one-stop learning hub for in-person and online support services, including 1-to-1 writing consultations for all NDNU writing assignments as well as job materials, online workshops and group appointments, 24/7 on-demand online subject tutoring through TutorMe, research guidance, academic advising, and interactive resources designed in collaboration with faculty to help you save time and avoid stress.

The ASC is here to help you achieve your academic and professional goals. Access Handshake, NDNU's official job and internship portal, through the ASC. Thousands of employers are hiring students on Handshake. Once you fill in your career interests, you'll get personalized recommendations for jobs and events and direct outreach from employers interested in students like you - 80% of students with a complete Handshake profile get messaged by employers. All ASC services are included with your tuition and available even after you graduate! Access the [ASC site in Canvas](#) to see all the resources available, to schedule an appointment, or to contact us. Have a question? Just ASC!

**Academic Advisor and Success Coach:** The Academic Advisor and Success Coach provides guidance as you put together a plan for completing your degree requirements, helps you register for classes, answers any other questions about academic policies and procedures. Check your NDNU students email regularly for drop-in hours, special events, and resources. While students are ultimately responsible for knowing their degree completion requirements, your Academic Advisor and Success Coach is a great resource and available to meet through multiple mediums (in-person, Zoom, Skype, FaceTime, Text messaging, iMessage, WeChat and telephone).

Plan to connect with them at least once each term (or more) to get their assistance with selecting, changing, adding, or dropping classes. Your program may require you to check in with your advisor during the advanced registration period. To fulfill this requirement, please email your advisor ([academicadvising@ndnu.edu](mailto:academicadvising@ndnu.edu)) or call them (650-508-3542) to schedule an online appointment (<https://calendly.com/rsessler/meet-with-your-academic-success-coach>).

**Disability Resource Center (DRC):** Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations are encouraged to contact the DRC as soon as possible to ensure that such accommodations are implemented in a timely fashion. Students who are experiencing conditions that are temporarily disabling (i.e., scheduled surgeries, hospitalizations, injuries) are strongly encouraged to contact the DRC. Our desire is to assist you with managing the impact of these circumstances. Further, the Disability Resource Center supports students to become effective and knowledgeable advocates for the workplace support needed to optimize their professional success.

Please meet with the DRC staff through a virtual meeting in order to verify your eligibility for any classroom accommodations and to discuss academic assistance related to your disability. Accommodations are not provided retroactively. The DRC can be contacted at [DRC@ndnu.edu](mailto:DRC@ndnu.edu).

**Course Syllabus:** Each instructor prepares a syllabus for their course, and is asked to post it on Canvas for student use before the start of classes. The syllabus includes the course number /catalog description together with associated credit hours for the course, the instructor's contact information, required texts and learning outcomes for the course, the attendance and grading policies in effect, the grading scale, assignment deadlines, and the university's statements as to academic integrity and learning resources available to students.

**Library:** Part of the Academic Success Center, the Gellert Library is here to support your research needs. Students can use the online catalog to find academic peer-reviewed journal articles, ebooks, print materials, and more. The library website offers guides that can help with your research and learning how to use the library and its resources. For more personalized help, students can meet one-on-one with a librarian via Zoom. To connect with a librarian please contact [asc@ndnu.edu](mailto:asc@ndnu.edu) or schedule an appointment on the library [homepage](#).

## **Financial Support Services:**

**Business Office:** Support for students with financial status management needs including account payments, inquiries, and payment plan options to sustainably reach your educational goals. Tuition and fee schedules, together with policies for tuition refunds, can be reviewed by visiting the webpages at <https://www.ndnu.edu/resources/business-office/>, or by contacting [businessoffice@ndnu.edu](mailto:businessoffice@ndnu.edu).

**Financial Aid:** The Office of Financial Aid offers a complete array of financial support services that are designed to help students address the education-related expenses involved in reaching their educational goal. The website also includes information on Scholarships and Grant Awards available to NDNU Students. The specific webpage with Scholarship information can be found at <https://www.ndnu.edu/plan-your-finances/ndnu-scholarships/>. To connect with the team, please email [finaid@ndnu.edu](mailto:finaid@ndnu.edu), or call (650) 508-3441.

You should be aware of important policies related to federal financial aid (loans and grants) that apply in the following situations:

- 1) A student withdraws from all of their classes before completing a certain percentage of the semester/payment period. See the policy at <https://www.ndnu.edu/plan-your-finances/sap-and-withdrawal/policy-return-title-iv/> ). Or
- 2) A student does not maintain "Satisfactory Academic Progress". See the applicable policy at <https://www.ndnu.edu/plan-your-finances/sap-and-withdrawal/policy-sap/>

## **Other Key Resources**

**International Student Office:** The International Student Office (ISO) within our Admissions Department assists NDNU's diverse population of international students with their academic, cultural, and social transition to life in the United States and at the University. A central source of student information is the webpage <https://www.ndnu.edu/resources/international/>, which addresses arrival support, maintaining your F-1 Visa status, Options Practical Training (OPT), housing, student employment, and helpful local connections.

The ISO provides advising and support pertaining to student visas and federal regulations and maintains student records/I-20s through the Student Exchange and Visitor Information Service (SEVIS). The ISO provides new students with pre-arrival information, hosts the International Orientation and sponsors programming, events, and information forums for international students. The University's principal designated school official (PDSO) can be reached via email at [iadmissions@ndnu.edu](mailto:iadmissions@ndnu.edu).

**NDNU Catalog:** <https://www.ndnu.edu/registrar/catalog/> In addition to containing descriptions of each of our academic programs and the courses offered, this is a key compendium of information about NDNU's policies, procedures, and programs. Check it out to review the information provided on grading, transfer credits, financial aid, tuition and fees, refunds, and the considerations associated with adding, dropping, or withdrawing (requesting a W Grade) from a course.

**NDNU Website:** <https://www.ndnu.edu/> NDNU strives to ensure that the information on the University website is the most up to date representation of resources, policies, and programs for student, staff, and faculty use. <https://www.ndnu.edu/resources/> brings you to the menu of information and services that you're most likely to want to access frequently.

**Registrar:** The Office of the Registrar is responsible for administering student records and ensuring their confidentiality. This office is your conduit for managing transfer credit, degree audits, changes of major or concentration, incomplete grades, and leave of absence, as well as transcript requests and diploma issuance. For support, please email [registrar@ndnu.edu](mailto:registrar@ndnu.edu).

**Student Lounge:** A comfortable and convenient place for students to relax before or between classes. Make yourself a cup of coffee or tea, eat a snack, or use the printer – the lounge is located adjacent to the Welcome Center (past the rest rooms at the end of the hall).

**Veterans Services:** To access tuition benefits, first contact the U.S. Office of Veterans Affairs (VA) to determine your eligibility for VA education benefits and request a Certificate of Eligibility. Once received, please submit that to [veterans@ndnu.edu](mailto:veterans@ndnu.edu).

**ID Card and Student ID Number:** Consider putting your student ID number on your smartphone if you do not plan to memorize it and do carry your Student ID Card in your wallet when on campus. You'll need that number to get a parking pass, and to log in to the Campus Portal (the login page where students can provide a unique username and password to gain access to NDNU's programs and learning related materials as well as their business account). You should also have your ID number handy when you are asking NDNU staff for assistance on your academic journey. A Student ID Card can be obtained by contacting [hr@ndnu.edu](mailto:hr@ndnu.edu).

**Information Technology (IT) Support:** The Help Desk is the first point of contact for most IT requests, including computer and telephone troubleshooting, email accounts, and connectivity issues. Note that OIT Help Desk staff are not authorized to work on non-NDNU-owned computers or devices. All students are automatically provided with NDNU email accounts, together with access to NDNU's Campus Portal. Usernames are usually the student's first initial then last name@student.ndnu.edu (e.g., Betsy Lopez is blopez@student.ndnu.edu, unless already in use). Contact information for the **Office of Information Technology (OIT):** [helpdesk2@ndnu.edu](mailto:helpdesk2@ndnu.edu) for email requests, and (650) 508-3555 for support 9am-6pm weekdays.



**Public Safety:** Located adjacent to the Student Services Center in St. Mary's Hall is NDNU's Public Safety Office. Public Safety Officers patrol the Campus with the goal of providing a safe and secure learning and working environment for students, staff, faculty, and visitors. Public Safety maintains and updates crime statistics/reports in accordance with the Jeanne Clery Act, manages parking policy and enforcement as needed, provides a number of services related to opening/closing classrooms/offices, special events, security escorts, fire/burglar alarm monitoring and response, crime prevention, and general physical security.

Emergency Information: NDNU's Emergency Information webpage will be used to provide timely information for the NDNU Community: <https://www.ndnu.edu/resources/emergency-info/>. It also provides information on how to sign up for NDNU's Emergency Text Alert system.

Other Emergency Resources:

**Public Safety's Phone Number: 650-504-0656      Location: St. Mary's Hall 111**  
**Availability: 24/7**

**For all police, fire or medical emergencies, please call 911 (dial 9 first from a landline versus dialing 911 from a cell phone)**

A 911 emergency is any situation in which immediate police, fire, or medical response is required to preserve life or property, such as:

- |   |                                    |
|---|------------------------------------|
| - an assault or immediate danger of assault | - fire                             |
| - chemical spill                            | - serious injury or illness        |
| - someone choking                           | - situation involving weapons      |
| - crime in progress                         | - sounding of an emergency whistle |
| - fight                                     |                                    |

**Note: The Belmont Police Department dispatch can also be reached directly at 650-595-7400.**

**Student Employment:** Open work-study positions are posted on the NDNU website at <https://www.ndnu.edu/human-resources/jobs/>. The policies which define student eligibility for NDNU student employment can also be found [there](#).

**Student Life and Wellness Resources:** NDNU has identified and assembled [on-line resources](#) with the goal of promoting and enhancing the psychological and physical health of students. These resources include mental wellness, addiction support, physical health, housing, food, and other community services. Connections to free Crisis Management counseling services for graduate and undergraduate students can be found via the Life and Wellness Resources webpages. A set of Bay Area psychotherapy practitioners or centers that offer their services on a sliding scale has also been shared for consideration as needed in these challenging times. The latter is offered because counseling provides opportunities to discuss a struggle or problem you are facing with trained professionals, gain better coping skills to face life's challenges, and learn ways to find balance to live a healthy lifestyle.

**Spirituality:** NDNU is a place for persons of all faith traditions (or no faith tradition), all spiritual backgrounds, and all cultures to come together for education, dialogue, and opportunities for growth. NDNU's Mission and Core Values and the Hallmarks of a Notre Dame Learning Community are woven into all academic programs.

## **STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES**

### **Introduction**

This section of the Student Handbook describes student rights and freedoms at the University. All of these policies relate to students only. Faculty and staff should consult their own handbooks for similar policies.

Notre Dame de Namur University's mission statement affirms the dignity and potential of all members of our community. Toward this end, we work to ensure that your educational experience is an enriching one.

### **General Statement**

As an institution rooted in Catholic principles, Notre Dame de Namur University seeks to maintain a campus environment that is conducive to spiritual, academic, and personal development. To this end, the University seeks to strike a good balance between freedom of the individual student and the student's responsibility to other University community members and to the University. In keeping with this commitment, Notre Dame de Namur University has established policies and regulations deemed necessary to achieve its goals as an institution of higher learning. The University will enforce these standards in order to protect its environment, as well as the rights and property of its community members.

### **Academic Integrity**

NDNU's core values include learning and integrity, values we live out in all areas of our learning community. Academic integrity means that you are able to demonstrate your own knowledge and skills, and receive feedback on your learning that can help you improve. By taking responsibility for your own work and avoiding actions that could give you an unfair advantage over others, you build the trust of your professors and peers and contribute to the NDNU learning community as you develop professional skills and values that will serve you well into the future. Academic integrity is one of the most important values of a university community, and breaches of this trust have serious consequences.

If any words or ideas used in an assignment submission do not represent your original words or ideas, you are expected to cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

All members of the university community have a responsibility to protect and maintain an academic climate of integrity and ethics. Academic relationships should be governed by a sense of trust and a commitment to learning and working in an environment that is a level playing field for all students. Deceptive acts violate the standards that are critical for every student to have their work equitably evaluated. It is important that a member of the community who is aware of a breach of the standard of conduct bring it to the attention of the course instructor.

The section of this NDNU Student Handbook entitled Academic and Professional Misconduct addresses the consequences of misrepresenting your work. A brief overview of these consequences is presented on the following page.

## Sanctions

University policy permits discipline up to and including expulsion for academic and/or professional misconduct. If a faculty member believes that a student has engaged in academic misconduct, the faculty member and/or University Administration may take any of the following actions at the time the misconduct is detected, and must, as part of the process, present evidence to the student of the misconduct:

1. The student may be reprimanded in writing.
2. The student may be offered the opportunity to re-complete the assignment or re-take the exam.
3. The student may receive an “F” on a paper, test, or project.
4. The student may receive an “F” for the course after the faculty member has consulted with the Program Director or the Dean, if there is no Program Director for the subject area.
5. In appropriate cases, the faculty member may require a cessation of the participation of the student in the academic activity as interim preventive measure, with the concurrence of the Dean, pending resolution of a misconduct case.
6. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.
7. Probation—A written reprimand for violation of specified code of conduct violations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional code of conduct violations during the probationary period.
8. Discretionary Sanctions—Educational assignments, essays, community service, or other related discretionary assignments.
9. Loss of Privileges—Denial of specified privileges for a designated period of time.
10. Fines—Previously established and published fines may be imposed.
11. Restitution—Compensation for loss, damage, or injury.
12. University Suspension—Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
13. University Expulsion—Permanent separation of the student from the University.

## Academic Freedoms & Responsibilities

It is fundamental to the health of an academic institution and ultimately to the health of a society at large that individual persons and groups of persons exercise their responsibility and freedom to search for the truth and to speak the truth as it is discovered. In a collegial community, the corporate person of the University institution and the persons of the faculty, staff, administration, and student body bear mutual responsibility to exercise professional competence and to extend to one another the trust and respect that fosters an environment for the exercise of academic freedom.

Students and student organizations of Notre Dame de Namur University may exercise all appropriate freedom to examine and to discuss questions of interest to them, and to express opinions publicly and privately, subject to their concomitant responsibilities to the University community. However, the University also protects against individual or collective actions that might disrupt this institution, or be in conflict with its role, mission, and values, or obstruct or restrain members of the academic community.

Students at the University are free to take reasonable exceptions to the information or views offered in any course and to reserve judgment about matters of opinion. Nevertheless, students are responsible for learning the content of any course of study for which they are enrolled and to adhere to the rules and norms of the community regarding time, place, and manner of expression.

1. **Classroom Settings (In-Person or Online):** The instructional staff, in the classroom and in conference, should encourage relevant discussion, inquiry, and expression at appropriate times and places. Student performance in coursework should be evaluated on an academic basis, not on their opinions or conduct unrelated to the educational environment.
- **Evaluation of Academic Performance:** Students are protected against prejudicial or capricious academic evaluation under the Equal Educational Opportunities Act (EEOA) of 1974. At the same time, students are responsible for maintaining standards of academic performance for each course in which they are enrolled. Students have the right to appeal a grade. Procedures for appealing a grade are addressed within the Catalog.

Students' rights and responsibilities shall include the following:

- The peaceful advocacy of any personal opinion that is an expression compatible with the rights of an individual living in a free society, even if it may contradict stated University principles. Students may represent without penalty any academic opinion in or out of class but may be required to demonstrate knowledge of views contrary to their own in order to fulfill course requirements and to adhere to rules and norms regarding time, place, and manner of expression.
  - The student shall receive from their instructor early in the period of the course an outline of the work and research expected for the course in which they are enrolled and the dates on which such assignment(s) is/are due.
  - Students are expected to attend classes for which they are registered. With respect to classes offered online, students are expected to attend synchronous online classes, or to review the related curriculum materials for asynchronous online classes in a timely manner.
2. **Academic Forms:** In order to ensure adequate communication among all affected parties, the Registrar's Office provides direction and facilitates documentation for the following circumstances: Application to Graduate, Course Challenge, Graduate Transfer Credit Approval, Independent Study, Petition to Academic Standards, Request for Course Withdrawal ("Grade of W") and Leave of Absence or Permanent Withdrawal from the University. Additional documentation or input from advisors, faculty, or program directors may be required in certain situations.

## Access to Diverse Views: Overview

Recognized student organizations are free to invite and to hear speakers of their own choosing. Students or student organizations are free to present their views to the University community by means of graphic representation, and/or through peaceful demonstrations or public gatherings, subject only to their compliance of the policies of the University and adherence to applicable laws and norms regarding time, place, and manner of expression.

In order to assure the right of free expression in the academic forum, to minimize conflicts between the exercise of that right and the rights of others in using University facilities, and to minimize possible interference with the responsibility of the University as an educational institution, ***the University restricts absolute freedom of expression by these policies:***

- University Policy on Guest Speakers
- University Policy on Freedom of Expression
- University Policy on Freedom of Association

When an individual or group feels that their rights of free expression have been unfairly restricted or denied by administrative action, a complaint may be made by following the procedures outlined in the Student Grievance Policy.

## **University Policy on Freedom of Expression & Association**

### **Freedom of Expression**

Notre Dame de Namur University recognizes that in a free society, and especially in an academic community, the right to express oneself freely and to have access to divergent views are cornerstones of our social institutions. The unrestrained exercise of these rights by one individual can, however, result in their denial to another. Therefore, in order to ensure that these rights are available equally to all, regulations of time, place, and manner of exercising these rights are established. It is the overall responsibility of the Provost to administer and interpret this policy's provisions in a manner consistent with the purposes established in its creation, the mission of the University, and other University policies.

#### **1. Procedure for Public Dissemination of Materials/ Publicity Regulations:**

The posting, distribution or dissemination of materials, which advertise, publicize, or otherwise provide notice of activities, events and occurrences are subject to approval by the Provost or their designee.

#### **2. Procedures for Vendors and Solicitations:**

In order to preserve the character of the University as an academic institution, to protect members of the community from being harassed and defrauded, and to fulfill existing contractual obligations with the University's suppliers, there shall be no solicitation by outside agencies, salespersons, peddlers, or vendors of materials or services on any portion of the University except as provided herein.

- a) Members of the University community may display and sell items approved by the Provost or their designee.
- b) Goods and services may be displayed and solicitations made by authorized representatives of the University for the University's purposes.
- c) Groups and individuals may appear by invitation and approval of authorized personnel to present sales and service proposals for consideration by registered campus organizations and other authorized personnel.

#### **3. Procedures for the Sale of Materials and Collection of Funds:**

Except as otherwise provided in this policy, only an authorized campus organization, or a group sponsored by such an organization, may sell materials, collect dues, donations, admission charges, or post handbills, posters, and personal requests as approved by the Office of the Provost according to this policy.

#### **4. Sound Amplification Equipment:**

The use of sound amplification equipment in public areas by any member of the University community is regulated so as to ensure that such activity will not interfere with the usual activities and functions of the University. All parties are reminded that the use of such equipment is subject to the laws of the City of Belmont and a city permit may be required. The party using such equipment shall be responsible for compliance with all laws and ordinances and liable for any violations thereof. Specific guidelines for use of sound amplification equipment can be acquired from the Office of Public Safety.

5. **Responsibility of Host or Sponsor:**
  - a) Any individuals or group who either directly host an event or sponsor any other group or individual shall be held jointly and separately liable for all foreseeable consequences of the activity. The University may request the group or individual to sign a release form before approval is given for the event.
  - b) Any student whose conduct or activity is in violation of the above stipulations may be asked by a responsible University official to desist from such actions immediately and warned that failure to do so could result in serious disciplinary action. The failure of any student to comply with this request of an authorized University official acting in the performance of their duties will render the student subject to immediate interim suspension that may result in dismissal from the University. Any student(s) hosting an event where University policy is being violated will be held accountable for that violation.
6. **Appeals from the Application of this Policy:**  
 Campus organizations or individuals who feel that a decision of the Provost or other designated University official was made in a manner that violates their rights as members of the University community may file a grievance under the Student Grievance Policy and Process.

### **Freedom of Association:**

The goals and ideals of student organizations should complement the goals and ideals set forth in the University's Mission Statement. Student organizations should provide an opportunity for students to learn organizational skills involving cooperation and leadership while providing an opportunity to develop maturity through self-management and self-regulation of their own activity. The students at NDNU are free to organize and to join associations to promote their interests.

To establish and maintain recognition by NDNU, student organizations must follow the following policies and procedures:"

- Voting membership in student organizations shall be limited to students enrolled at NDNU. Policies and actions of student organizations shall be limited to students at NDNU. Policies and actions of student organizations shall be determined by these members. Students wishing to form an organization shall submit to the Provost a statement of purpose, criteria for membership, and proposed bylaws. Student organizations must resubmit these organizational documents annually for approval.
- Each student organization must choose an advisor from among the faculty, staff, and administrators of the University.
- Student organizations are open to all matriculated students.
- Affiliation with a non-campus organization should not itself disqualify a student organization from institutional recognition.
- Student organizations are free to hear any speaker or engage in projects consistent with the stated purposes of the University as long as they are in compliance with University policies and procedures contained herein.
- Each student organization is responsible to the University for periodic evaluation of its current program in relation to its stated purpose.
- All student clubs and organizations must comply with all federal, state, and local laws and with University rules and regulations.

## **Student Representation**

As members of the academic community, students of Notre Dame de Namur University are free, both individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body shall have clearly defined means of expressing their views on the formulation and application of institutional policy affecting Academic Affairs. The academic schools/programs shall each determine guidelines for student representation and participation in their respective meetings.

## **Student Publications**

The University recognizes that student publications can be a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration on campus. They can be a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion. Therefore:

1. Student publications shall be free of institutional censorship and advance approval of copy. Their editors and managers shall be free to develop their editorial policies and news coverage. At the same time, this freedom entails the corollary responsibility to be governed by the canons of responsible journalism and University policies.
2. Editors and managers of student publications that are supported by recognized University bodies shall be protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes will editors and managers be subject to removal, an action which may be appealed using the Student Grievance Process, the result of which will be final and binding on the issue.

## **Student Rights and Responsibilities for COVID management:**

NDNU does not have a COVID vaccination requirement. The University recommends that employees and students receive COVID vaccinations in accordance with their physician's recommendations. Individuals who test positive for COVID are asked to please follow the process outlined [here](#).

## **Student Rights and Responsibilities in the Student Conduct Process**

Please refer to the Student Code of Conduct in this Handbook for more information regarding student rights and responsibilities in the Student Conduct Process.

## **The Family Educational Rights and Privacy Act of 1974 (FERPA)**

Please refer to the following links for more information regarding FERPA:

<https://www.ndnu.edu/registrar/ferpa-and-student-privacy/>

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## **University Policy on Course Evaluation**

In order to allow NDNU to improve the learning experience for students in each course and to maintain the quality of our academic programs, students are expected to complete and submit course evaluations. Each course evaluation survey will be available online through Campus Portal beginning two weeks prior to the end of the term and will close the Wednesday following the end of the term. Course evaluation survey results will not identify individual student respondents, and will not be available to the instructor until after an instructor's grades have been posted.

## University Policy on Guest Speakers

A significant implication of academic freedom is the appearance on certain occasions and under certain occasions stated below, of speakers whose opinions may support, challenge, or contradict those positions to which some members of the University community or its Administration espouse and/or the stated policy of the University.

Notre Dame de Namur University welcomes such speakers for both educational and practical purposes. First, the beliefs expressed in its mission should be seen as reasoned convictions rather than prejudices. Second, the clash of debate is a most effective stimulus to inspire or clarify thought. Third, a university in a democratic society cherishes its freedom of speech. Fourth, public presentation of an opinion provides thinking people opportunity to measure its worth. Finally, “controversial” is often an epithet attached to an idea which is unpopular at a certain time and among certain people, but which, if allowed to mature in public debate, may contribute to the advancement of our understanding of the world. For these reasons, we believe that a university which cherishes its own clear principles need not fear controversy.

This statement has several purposes: to assure the right of free expression in the academic forum; to minimize conflicts between the exercise of that right and the rights of others in the use of University facilities; and to minimize the possible interference with the responsibilities of the University as an educational institution.

Off-campus groups or individuals may enter the campus for the purposes of distributing material, performing, or presenting ideas in a public forum only if they are sponsored by an authorized on-campus organization, which agrees to monitor their compliance with University policies. In order to ensure that these visitors contribute to the educational process established on the campus, *the following procedures for guest speakers are established:*

**Sponsorship:** Recognized student organizations may invite non-University speakers to address meetings on-campus only with prior notification to the Provost or designee. In order to establish sponsorship of an off-campus individual or organization, the campus organization must establish the reasonable satisfaction of the Provost or designee that there is an interest in bringing the individual or organization to campus that is consistent with the educational objectives of the University.

**Reservation Procedures:** Facilities reservation by an off-campus group must be completed with the Director of Conference Services and Events (Conferences@ndnu.edu (650) 508-3569). The office will provide the necessary forms, procedures for use, and guidelines for sound amplification equipment. Except in unusual circumstances, this notification must take place at least 30 calendar days before the event is to occur. A reasonable rental fee, determined by the Director of Conference Services and Events will be charged to off-campus groups using University facilities irrespective of sponsorship by an authorized campus organization.

**Fair and Orderly Presentation:** Whenever the Provost or designee considers it appropriate in furtherance of educational objectives, they may require some or all of the following:

- That the meeting/event be chaired/overseen by a person approved by the Provost or designee;
- That the speaker be subject to questions from the audience;
- Other measures conducive to fair and reasoned expression and communication.



**Grounds for Refusing a Speaker:** After the notice required under Reservation Procedures has been given, the Provost or their designee may refuse to permit the speaker to appear on campus only if they determine, after appropriate inquiry and consultation, that the proposed speech will constitute a clear and present danger to the orderly operation or peaceful conduct of campus activities by the speaker's advocacy of action or likely violation of an important University policy, including, but not limited to: Willful damage, destruction, or seizure of University buildings or other property; forcible disruption, impairment of, or interference with classes or other University activities; physical harm, coercion, intimidation, or other invasion of rights of the University students, faculty, staff, or guests; or other campus disorder of a violent or seriously disruptive nature.

**Other speakers:** Student organizations and academic departments present activities throughout the year, which respect the diversity of political, social, and religious opinions of the student body.

**General Applicability:** All rules applicable to University organizations or individuals shall have equal effect on non-University organizations or individuals purporting to be properly on campus in accordance with this policy. In conclusion, NDNU does not officially endorse or identify itself with the opinions or statements of any speakers invited and permitted to appear on campus.

### **University Policy on Recording of Class**

No student may record any classroom activity without first obtaining express consent from the instructor. If a student has (or thinks they may have) a disability such that they need to record classroom activities, they should contact NDNU's Disability Resource Center to request appropriate accommodations.

## STUDENT CODE OF CONDUCT

### Mission, Values, & Hallmarks

The mission and values of Notre Dame de Namur University (NDNU) as well as the Hallmarks of a Notre Dame Learning Community are fundamental to the Student Conduct process. These documents provide the guiding principles for NDNU—defining who we are, our purpose, and how we can achieve that purpose. Our community, which comprises students, faculty, administrators, staff, and guests, including the families of our students, are all vital components of the higher education process. Therefore, all members, regardless of their role, must commit themselves to a standard of behavior that aligns with the University's core values of Community, Diversity, Excellence, Goodness, Integrity, Justice, Learning and Service when they join or visit NDNU. This holds true for all of our students, including those who are members of NDNU's online community.

### Purpose:

The Student Code of Conduct exists as a guideline for behavior to ensure an environment where everyone in the community can be successful. For students, this means growing intellectually, socially, culturally, physically, personally, and spiritually. The goal is that our community should contribute to the building of the mind, body, and spirit, and therefore, the actions of community members should help to ensure that end. The conduct or disciplinary process is designed to encourage development and learning. Therefore, action and reflection contribute to the process of remedying personal or community injustice. Ideally, every student who is involved with NDNU's conduct process has the opportunity to take responsibility for their actions, repair the harm done to the campus community, heal, and grow. However, in severe cases of a breach of this code, consequences may include suspension or expulsion from the University.

### General Netiquette

All students are responsible for conducting themselves in all class communication modalities for the course (e.g., email, chat groups, blog posts, discussion forums, text messages, etc.) in a manner that facilitates the productive, respectful, and thoughtful exchange of ideas. Students are encouraged to comment, question, or critique an idea but never to attack an individual. While varied perspectives and disagreements are encouraged, they should be rooted in fact or experience and never in bias. Be cognizant of cultural and linguistic backgrounds as well as different political and religious beliefs. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. The standard for how you conduct yourself online should be one of promoting a safe, engaging, respectful, and collaborative environment where diversity of opinion is valued.

A few general principles distinguish the rules of online communication courtesy. They are:

1. Be thoughtful and respectful with your tone
2. Be accurate and factual
3. Use proper grammar and punctuation
4. Stay on topic
5. Remember that nothing is private online
6. Remember that electronic communications are forever
7. Make clear and brief points
8. Respect people's privacy
9. Use your professor's proper titles
10. Respect others' opinions

## Conflict Resolution:

When managing and resolving conflicts, it is expected that students will behave in an ethically and socially healthy manner. When confronted with a conflict, it is expected that students will address that conflict informally and directly with the other individual(s) involved by first attempting to discuss the situation honestly, thoroughly, respectfully, and in a timely manner.

Using email, texts, or social media to address conflicts is problematic and *should not be used* as the way to raise, address, or resolve conflicts with students, faculty, or staff.

If it is not possible to address your concern directly with the individual involved, due to the nature of the conflict, students are expected to first consult with their Program Director. Of course, in the event of a crime, a crime in progress, or an incident involving personal injury, including one requiring medical attention, contact the Belmont Police Department (911) immediately. Your safety comes first.

## Academic, Behavioral, and Professional Misconduct

### Definition of Academic Misconduct

**Academic misconduct involves wrongful acts occurring in the course of curricular activities or related to curricular activities. These acts include, but are not limited to:**

- Using unauthorized materials (such as notes, books, or online materials) as an aid during an examination
- Copying answers from another person's exam, report or assignment
- Providing assistance to, or receiving assistance from, another person in any manner prohibited by the instructor
- Possessing or providing an examination or assignment, or any part thereof, at any time or in any manner not authorized by the instructor
- Taking a quiz, exam or any similar assignment for another person, or utilizing another person to take a quiz, exam or assignment in place of oneself
- Submitting any course materials or activities not the student's own, allowing such a submission to be made for oneself, or making such a submission for another
- Representing another person's ideas, processes, results, or words, as your own; using the ideas, organization, or words of another from a book, article, paper, computer file, or another source in any assignment without giving proper credit following accepted citation rules (plagiarism)
- Forging or any other unauthorized alteration of a document, record, identification or other property maintained by an individual, department, or the University
- Altering, stealing, and/or falsifying research data used in research reports, theses, or dissertations
- Disregarding policies governing use of human subjects or animals in research
- Attempting any of the above or assisting others to engage in any similar unacceptable behavior
- Knowingly violating copyright laws and regulations
- Other similar acts of such dishonesty

The following (in use at Stanford University) serves as a guideline with respect to the use of generative AI in the context of coursework until the University creates a policy:

Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person. In particular, using generative AI tools to substantially complete an assignment or exam (e.g., by entering

exam or assignment questions) is not permitted. Students should acknowledge the use of generative AI (other than incidental use) and default to disclosing such assistance when in doubt.

Individual course instructors are free to set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Course instructors should set such policies in their course syllabi and clearly communicate such policies to students. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification.

### **Definition of Research Misconduct**

Research Misconduct is a specific form of Academic Misconduct that has been defined by the Federal Office of Research Integrity. Violations must be investigated and reported through the Office of the Provost.

The essence of research scholarship is the pursuit of knowledge. Actions that undermine the integrity of scholarly activity impede the advancement of knowledge, compromise the work of other investigators, harm members of the general public, and damage the reputation of the University.

NDNU employs the federal definition of research misconduct, as defined by the Federal Office of Research Integrity, to mean the “fabrication, falsification or plagiarism in proposing, performing, or reviewing research, or in reporting research results.”

### **According to the U.S. Office of Research Integrity:**

- Fabrication is making up data or results and recording or reporting them;
- Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record;
- Plagiarism is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.

### **Behavioral Misconduct**

**Behavioral misconduct includes the behaviors described in the following list. To avoid being subject to the student conduct process, students should refrain from engaging in these behaviors.**

1. **ALCOHOL:** The primary purpose of the University Community is to promote academic success and personal development. Alcohol abuse and subsequent consequences have a significant negative impact on campus life and can mar individual clarity and thought, verbal and perceptual acuity, and mental alertness. Notre Dame de Namur University abides by California State and Federal Law related to the sales, serving, possession, use and consumption of alcoholic beverages.

Public intoxication, regardless of whether the person is over 21, is prohibited.

Further, if alcohol containers of any kind (open or closed) are found in a room or common area where underage students are present, all students, regardless of age, will be found responsible for violating the Conduct Code.

Paraphernalia associated with drinking games or consumption, such as beer bong, beer pong, and water pong set-up, is prohibited and will be confiscated. Students will be asked by staff to dispose of alcohol found in violation of University Policy or State/Federal Law. The possession or use of drinking devices that dispense alcohol, such as funnels, luges, and keg taps, is prohibited.

**Irresponsible Serving of Alcohol:** When providing alcohol to those of the legal age to drink, students must practice responsible serving procedures. Irresponsible serving procedures include, but are not limited to: providing alcohol to intoxicated individuals, providing alcohol to minors, allowing such individuals to drive, or creating environments of binge drinking.

2. **BULLYING:** Offensive or intimidating behavior directed at another person(s). Examples include psychological intimidation, humiliation, excessive and/or unreasonable criticism, ostracism/exclusion, and malicious lies. This includes cyberbullying, defined as the use of digital media, which is intended to, or has the effect of, embarrassing, harassing, disturbing, or otherwise harming another individual. 'Digital media' includes social networking sites (Meta, Threads, X, Snapchat, Instagram, TikTok, Discord), text messaging, email and other related forms of electronic communication. Students who "take sides" in cyberbullying cases will be considered participants and will be investigated for misconduct. An example of taking sides is hitting the thumbs-up 'like' button in reaction to an inappropriate remark, but other ways of being a participant may exist and will also be investigated. Students taking online and hybrid courses are especially reminded to keep communication respectful.
3. **COMPLIANCE:** Any act which violates federal, state, or local laws, or University policies, rules, regulations, or contracts.
4. **COMPUTER MISUSE:** Any misuse of the University's computing facilities or resources other than those outlined in the Academic Misconduct section. More information about computer misuse can be found under the Network Use Policy for Information Technology in this Student Handbook.
5. **DISCRIMINATION:** An act that excludes, restricts, degrades and/or demeans another person based on their race, ethnic background, ancestry, gender, sexual orientation, religion, age, veteran status, physical or mental disability, or medical condition.
6. **DISRESPECT:** Discourteous, contemptuous, or rude words or actions directed toward another individual. This can occur verbally or with gestures directed at someone. It may also occur through electronic media such as texting and social media postings.
7. **DISRUPTION:** Participating in an activity that substantially and/or materially disrupts the normal operations of the University. Examples include (but are not limited to) lewd behavior, obstructing pedestrian or other traffic, outbursts which interrupt teaching or studying, water fights, throwing objects from buildings or vehicles, toilet papering, or making an unauthorized audio- or video-recording of anyone on campus or at off-campus University activities.

8. **DISRUPTION OF STUDENT CONDUCT PROCESS:** Any form of hurting, intimidating or attempting to improperly influence a person who is participating in a student conduct action. Initiating or participating in a student conduct case in bad faith, falsifying testimony or statements, telling lies or concealing pertinent facts from University officials also disrupts the conduct process. Further examples include, but are not limited to, retaliating against another student for participating in the student conduct process or hosting a person who is Persona Non-Grata (someone who is not allowed on some or all parts of campus.)
9. **DRUGS:** Use, possession, manufacturing, or distribution of illegal or illicit drugs or drug-related paraphernalia or the misuse of legal pharmaceutical drugs is prohibited. Smoking marijuana or possessing any products that contain THC on campus is not permitted under any circumstances. No exceptions exist to this rule. Example: A student who is over 21 and holds a current medical card or prescription from a physician (MD) who is licensed in the State of California to use marijuana is still not permitted to use marijuana on any part of campus under any circumstances.

Note: it is a violation to be present with someone who is smoking marijuana or someone who is taking illegal or illicit drugs. Attempting to gain access to illegal or illicit drugs is also a violation.

10. **EXPLOSIVES:** Explosive devices are not permitted anywhere on the NDNU campus, including the surrounding grounds. Possessing or using fireworks (firecrackers, smoke bombs, sparklers) or any explosive material including the indoor storage of lithium batteries or lithium battery operated items (e.g., ebikes) will constitute a safety and/or fire hazard.
11. **EXPRESSION OF ASSAULT:** Oral or written words intended or having the effects of causing the emotional or psychological harm to another person. This includes the appearance of or actual threats, use of profanity improperly towards someone else, yelling, and other forms of aggressive and/or offensive verbal communication.
12. **FAILURE TO COMPLY:** Refusal or neglect to obey an official order. Students must follow requests of University officials at all times.
13. **FIRE:** Students must evacuate a building immediately upon the sound of a fire alarm and follow specific evacuation and safety procedures. Initiating a false alarm, misusing fire safety equipment, tampering with smoke detectors or any fire safety equipment, or lighting any kind of fire inside residence areas is dangerous and prohibited. This includes intentionally activating a fire alarm or covering thermal/smoke detectors, sprinklers or other fire-safety related equipment. Initiating a false alarm (whether by activating a pull station or smoking in a room) will result in a disciplinary action.
14. **FILE SHARING/ILLEGAL DOWNLOADING:** The entertainment industry (Recording, Movie, Television, Software, Game, and Book companies) actively monitors file sharing networks for illegal file sharing. Students who share, upload or download files over such networks expose themselves to prosecution from these companies up to and including formal legal action in addition to the disciplinary action taken by the University. It is important to be familiar with the NDNU Network Use Policy for Information Technology and the

responsibility for appropriate use of the technology available to students as provided by NDNU.

15. **HARASSMENT:** Includes bullying, cyberbullying, hazing, stalking, racial and sexual harassment, and a repeated pattern of these or any other type of verbal or physical assault. All forms of harassment have the effect of creating a hostile living, work, or educational environment.
16. **HAZING:** An act which causes bodily harm or causes personal degradation or endangers the safety of a student, or which defiles, removes or destroys property for the purposes of initiation into or affiliation with a group is prohibited. Consent of the victim is not a defense.
17. **IDENTIFICATION:** It is University policy that students must have their valid NDNU student ID on them at all times. When requested, students are required to present proper University identification in a cooperative manner to University staff. Individuals without proper identification may be removed from the premises. Possession and/or use of another student's ID is a violation of University policies.
18. **MISCONDUCT OFF-CAMPUS:** University students, when off-campus, should not behave in a manner that has the potential to disgrace the University. Students are expected to uphold the Student Code of Conduct in their off-campus activities. In addition, the conduct code extends to all students engaged in activities related to University operated programs or functions wherever they occur. Reports or complaints that are received from the police, local businesses, or residents may be investigated and, where applicable, adjudicated.
19. **MISREPRESENTATION:** The misrepresentation of one's identity or background (e.g., criminal or conduct history) to the University or other alteration of documents or falsity in communication with University authorities.
20. **NOISE:** Excessive noise is noise that interferes with a faculty, staff, or student's ability to work or study. All University members have the right to ask fellow University members or guests on campus to be quiet. Excessive noise should be avoided at all times.
21. **PHYSICAL ASSAULT:** The infliction of harmful, offensive or unwanted contact upon another person. This includes non-consensual physical contact, punching, slapping, chest-bumping, and pinching or other similar actions.
22. **PETS:** Only approved Assistance Animals in accordance with the University's Policy for Assistance Animals are permitted to be brought on campus by non-resident students. Feeding other animals on campus (deer, cats, squirrels, birds) is prohibited. Contact the Disability Resource Center ([DRC@ndnu.edu](mailto:DRC@ndnu.edu)) for more information about Assistance Animals.
23. **POSTING:** Publicity materials may only be posted on approved bulletin boards. Posting on trees, lampposts, phones, benches, buildings, or any other permanent structure not specifically designated for posting is prohibited. The Office of the Provost must approve of flyers to be posted in designated areas. Items posted in violation of policy are subject to removal. See the Posting Policy later in this Handbook.

24. **RACIAL AND ETHNIC HARASSMENT:** The infliction of harm upon or attempt to restrict or exclude another person based on their race, ethnic background, ancestry, nationality, sexual orientation, and/or skin color. This includes written, oral, and/or visual expressions of harassment.
25. **SEXUAL ASSAULT:** Conduct of a sexual or indecent nature toward another person that is accompanied by actual or threatened physical force. This includes non-consensual physical contact of a sexual nature, touching in an inappropriate sexual way or forcing another person to touch in an inappropriate, sexual way. Examples include unwanted groping, kissing, grabbing, and pinching, as well as non-consensual oral, anal, or vaginal penetration by an individual or object. Sexual assault occurs when one of the individuals says "No" or "Stop" or cannot give consent for whatever reason. Consent cannot be given when one or more people are under the influence of alcohol or drugs or when one person is otherwise incapacitated to give consent. Please see the Policy on Sexual Assault and Misconduct in this NDNU Student Handbook for more information on the procedures for dealing with sexual assault. All forms of sexual assault violate the Student Code of Conduct.
26. **SEXUAL HARASSMENT:** Sexual harassment has multiple definitions. One is *quid pro quo* or 'this for that.' It is coercion for sexual favors, usually between two people in an unequal power relationship. This type of sexual harassment has the purpose or effect of interfering with an individual's employment or academic performance. Another type of sexual harassment is more subtle. It involves a hostile environment. It is sexual harassment when an individual receives unwelcome sexual advances or is made to feel uncomfortable because of their gender or sexual orientation.

Sexual harassment also occurs when a person receives unwanted verbal, physical, or visual behavior of a sexual nature. Verbal behavior that may be unwelcome and viewed as sexually harassing include sexually explicit comments about the person's appearance or behavior, sexually explicit jokes, cat-calling/whistling, or sexually explicit suggestions. Inappropriate non-verbal behavior examples include staring, 'undressing' another person with one's eyes, grabbing one's crotch, flashing or showing any genitalia, rude hand-gestures, and displaying sexually explicit posters or objects. All forms of sexual harassment violate the Student Code of Conduct.

29. **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. All common/public areas including balconies, patios, and entryways are smoke-free. Students may smoke only within three designated smoking areas, as posted. Smoking is permitted only in designated smoking areas that are 20 feet away from any structure on campus. These three areas are the open area with benches next to New Hall, the non-quad space adjoining the elevator side of St. Mary's, and the pathway and area leading to the library from the parking lot.
30. **STALKING:** A pattern of conduct that has the purpose or effect of producing fear and/or creating an intimidating, hostile or offensive environment, and includes maintaining unwanted visual



or physical proximity to a person, repeatedly conveying verbal or written threats, implicitly threatening conduct or any combination of these actions. Examples of stalking include repeated unwelcome communication, via telephone, voice message, text message, electronic mail, or digital social media such as Instagram or Facebook.

31. **THEFT:** Stealing property or services from the University or its members, including the misappropriation of University resources. Examples include submitting false timesheets and using NDNU property for personal use. Theft may also include failing to return found property as soon as possible to either the rightful owner or to Public Safety.
32. **THREAT:** Making written or oral threats to inflict harm directed towards any student, faculty, or staff member.
33. **TRESPASSING:** The forcible or unauthorized entry into, or presence in, any NDNU building, structure, vehicle, or facility. This includes remaining in another individual's residence or workspace without the permission or authorization of that individual.
34. **VANDALISM:** The intentional damage or destruction to University property or personal possessions (including vehicles). Examples of vandalism include releasing a computer virus, breaking windows, painting graffiti, or any other type of destructive action.
35. **WEAPONS:** The possession of any weapons or their replicas on campus is strictly prohibited. This includes brass knuckles, dangerous chemicals, explosives, guns, knives, and martial arts equipment.

#### **Definition of Professional Misconduct:**

Professional Misconduct includes academic and behavioral misconduct as defined above, together with a wider range of behavioral misconduct that is specific to professional settings and is defined in program-specific handbooks.

### **Overview: Procedures for Handling Academic, Behavioral, and Professional Misconduct**

The conduct process is used to determine if a student or student organization engaged in behavior that violates the Student Code of Conduct, and, if so, to develop a plan of remediation or to determine the appropriate disciplinary measure, based on the specific circumstances.

#### **Program-Specific Procedures**

NDNU's Clinical Psychology program, Credential programs, and other Education programs maintain conduct processes, each of which is unique to their program's regulatory requirements, and are described in their program's specific student handbook. Students enrolled in any of those programs should refer to the program's student handbook for procedures. For other students, the General Procedures below apply.

## General Procedures for Academic Misconduct

### Course-Related Academic Misconduct

#### Information Received

When a faculty member or Program Director receives information that indicates that a student may have engaged in behavior that appears to be a form of Academic Misconduct violating the Student Code of Conduct, they inform the student of this and ask the student to schedule a meeting to discuss the incident. For example, if the behavior is related to a specific course, the faculty member instructing the course first meets with the student to inform the student of the alleged misconduct, summarizes the evidence, and proposes a consequence or sanction in writing via the student's NDNU student email with a copy to the Program Director.

#### Informal Resolution

An informal resolution may be reached in the initial meeting with the student's faculty member or Program Director. The case is resolved if the student accepts the resolution and agrees to the sanction(s). The student is entitled to and may request an explanation of the findings from the faculty member or Program Director.

#### Appeals

If the student does not accept the sanction(s), the student may appeal for reconsideration of the situation and should include any new evidence. See the Academic Misconduct Appeals Process and Timeline below.

#### Resolution

NDNU strives to resolve cases in a timely fashion. We must balance our need for adequate time to investigate alleged violations with the impact those alleged violations have on the campus community and individual students involved in the process. Students should also note that the campus conduct process is separate from legal proceedings and may occur simultaneously.

### Academic Misconduct Appeals Process and Timeline

Student Disagrees with a Sanction		
Level of Appeal	To Whom Student Appeals	Time Limit (appeals must be submitted before the time limit expires or the case is resolved)
1	Faculty Member Instructing Course	Ten (10) calendar days after receiving a sanction.
2	Program Director or Academic Unit Leader	Ten (10) calendar days after receiving written notification of faculty member's decision about the appeal
3	School Dean	Ten (10) calendar days after receiving written notification of the Program Director's decision on the appeal

#### Procedures for Appeal of Academic Misconduct Decision - Level 1 Appeal

The student has ten (10) calendar days to appeal the faculty member's decision after they receive the sanction. The student must first appeal to the faculty member who is instructing the course. The student must submit their appeal in writing via their NDNU email account.

The faculty member will notify the student in writing of the decision which results from this request for reconsideration. This notification will usually be sent no later than ten (10) calendar days after receipt of the appeal request.

### **Level 2 Appeal**

If the faculty member's decision regarding the student's appeal is not resolved to the student's satisfaction, the student has ten (10) calendar days to appeal the faculty member's decision after they receive the written outcome of their appeal.

The appeal must be submitted in writing to the appropriate Program Director. In the case where there is no Program Director for the subject area, the appeal becomes a Level 3 appeal and goes directly to the Dean. A Level 2 Appeal may only be done after the student first appeals to the faculty member who is instructing the course.

This Level 2 appeal must be submitted by using the student's NDNU email account.

The appeal must contain the following information:

- A description of the circumstances which resulted in the disciplinary action taken by the faculty member.
- The decision which the student is appealing.
- The date(s) Level 1's appeal decision was received from the faculty member instructing the course.
- Specific reasons the decision should be reversed or modified.
- Copies of all relevant supporting documentation, including any new relevant information.

The student will meet with the Program Director within ten (10) calendar days after submitting their appeal via NDNU email. The Program Director will usually notify the student of the outcome of the appeal in writing ten (10) calendar days after meeting with the student.

### **Level 3 Appeal**

Students must first go through the Level 2 Appeal process before appealing at this third level. If the student is not satisfied with the Program Director's decision, the student has ten (10) calendar days to appeal the decision after they receive the written outcome of the Level 2 appeal.

Any Level 3 appeal must be submitted in writing to the student's Dean. The appeal may be submitted either by using the student's NDNU email account or by submitting a signed and dated letter which is left in the Dean's office.

The appeal must contain the following information:

- A description of the circumstances which resulted in the disciplinary action taken by the faculty member.
- The decision which the student is appealing.
- The date(s) the Level 2 appeal decision was received from the Program Director.
- Specific reasons the decision should be reversed or modified.
- Copies of all relevant supporting documentation, including any new relevant information.

The student will meet with their Dean within ten (10) calendar days after submitting their appeal. The Dean will usually notify the student of the outcome of the appeal in writing ten (10) calendar days after their final meeting with the student.

The Dean's decision and determination of the appropriate sanction on individual academic misconduct cases are final.

### **When Academic Misconduct is Unrelated to Coursework**

In cases where the misconduct relates to University records or administrative processes (such as falsifying academic transcripts), the Registrar or designee will investigate and adjudicate the alleged violation.

The student's Dean and the academic advisor of the student involved will be notified at the inception of the charges. The Registrar or designee, in consultation with the School Dean, will also impose sanctions. The Registrar or designee may also consult the student's academic advisor to get more information about the student. In this category of misconduct if the student wishes to appeal, they must do so to the Provost in writing within ten calendar days. The Provost's (or designee's) decision and determination of the appropriate sanctions on individual academic misconduct cases of this nature are final.

### **Procedures for Repeated Cases of Academic Misconduct**

If a student is found responsible more than once for academic misconduct, the School Dean or designee may take action to impose sanctions via the Student Conduct System per the procedures outlined for administrative hearings for behavioral misconduct. These sanctions may include, but are not limited to, suspension or expulsion. Such cases will be determined by the School Dean (or designee), who may consult the relevant faculty member and the student's academic advisor to get more information about the student. This step goes beyond the outlined procedure of individual cases of academic misconduct. If a student wishes to appeal their Dean's or designee's decision, they must do so to the Provost in writing within ten (10) calendar days. The Provost's decision and determination of the appropriate sanction on individual academic misconduct cases of this nature are final.

### **Student Ombudsperson**

The role of the Student Ombudsperson is to provide information about how University processes work, including student conduct processes. The Student Ombudsperson plays a neutral role and will be identified to the student in the first decision that is rendered for an issue of misconduct. The student ombudsperson can be reached at [ombuds@ndnu.edu](mailto:ombuds@ndnu.edu).

This person does not advocate for the student or for the faculty member. The Student Ombudsperson's role is to assist the student in understanding and resolving their case.

If the student fails to comply with the timeline of these appeal procedures or fails to attend an established appointment without re-establishing a new appointment, the appeals process will conclude.

If the student elects to appeal a decision of the faculty member who is instructing their course, the proposed disciplinary action will normally be deferred until after the final stage of the appeals process is concluded.

## **Student Misconduct Procedures - Student Rights and Responsibilities**

**These procedures apply to all misconduct except academic misconduct. The student has the following rights and responsibilities:**

**Notification:** Students have the right to be notified that they have been named in an incident, and notified of all alleged policy violations. Such notification should be at least 24 hours in advance of an administrative hearing. Students are responsible for checking their NDNU email account for these notifications after they are involved in an incident. Students may request more time to prepare for a hearing, but must inform the assigned hearing administrator as soon as possible prior to the hearing.

1. **Cooperation:** Students are responsible for fully cooperating throughout the conduct process. More specifically, students should:
  - a. Comply with University officials during and after an incident
  - b. Check NDNU email between the time the incident occurred and the receipt of their outcome letter
  - c. Appear at scheduled hearings and other appointments punctually and communicate any needs to reschedule appointments or tardiness to hearing administrator prior to the scheduled times
  - d. Provide any requested information promptly
  - e. Follow any instructions given during the process
2. **Information:** Students have the right to be informed of the hearing and appeals process but are responsible for ensuring that they understand the conduct process to fully participate. Information about the hearing process will normally be given with the hearing notice. Information about the appeals process will normally be given with the letter stating the outcome of the hearing. If a student has questions, they should contact the Student Ombudsperson at [ombuds@ndnu.edu](mailto:ombuds@ndnu.edu).
3. **Informational Meeting:** An informational meeting is not a hearing. Students have the right to request an informational meeting prior to a hearing. Students informed of a potential conduct issue may meet with their Hearing Administrator to gather more information about what to expect during and after their hearing. Witnesses and alleged victims may meet with their Hearing Administrator for additional information gathering. Informational meetings must be scheduled in advance of a hearing with the Hearing Administrator. It is the responsibility of the student to contact the Hearing Administrator to request and schedule an informational meeting.
4. **Incident Information/Formal Complaints:** The student has the right to receive information contained in incident information reports and formal complaints. The information in these reports and complaints will be shared in writing by the Hearing Administrator. To review an incident report, students must send a formal request in writing via NDNU email to the Hearing Administrator 48 hours prior to an informational meeting or hearing. The report will be redacted to protect the confidentiality of other students and/or University staff. Students may submit their responsive information electronically, prior to a hearing, or verbally during a hearing. Electronic statements must be emailed via NDNU email to the Hearing Administrator.

5. **Objection to the Identity of a Hearing Administrator:** Students have the right to object to the Hearing Administrator. Students must demonstrate good cause explaining why the assigned Hearing Administrator cannot act fairly and impartially or may hold bias, which may impact the outcome of the conduct process. Students are responsible for submitting a clearly written statement outlining the grounds for such objection (e.g., why the student thinks bias may exist). This objection must be submitted prior to the hearing.

The Hearing Administrator is appointed by the Provost. As such, objections regarding a Hearing Administrator should be emailed to the Provost (provost@ndnu.edu). The University reserves the right to honor or deny the request. Students will be notified of the outcome of the objections via email prior to the hearing.

6. **Discussion:** Students have the right during their hearing to discuss the incident and to review the policies that were allegedly violated. Students should discuss the incident only with the Hearing Administrator. Avoiding other discussion may help limit the adverse impact of an incident on the wider campus community. Avoiding other discussion about an incident may also prevent the students involved from being harmed by spurious gossip.
7. **Witnesses:** Students have the right to present witnesses. These should be University members who have pertinent information, which may influence the outcome of the hearing. If a student wishes to present a witness as part of their conduct process, the witnesses must be declared to the Hearing Administrator and the student must schedule an informational meeting with the Hearing Administrator 48 hours prior to a hearing. The student may submit written witness statements in lieu of having witnesses appear at a hearing. Witness statements must be submitted to the Hearing Administrator prior to the scheduled hearing date. Witness statements must be submitted electronically by the witness using the witness's NDNU email. If delivered in hard copy, witness statements must be signed and dated by the witness.

During a hearing, it may come to light that further witness statements are needed. If students have an administrative hearing, they have up to 48 hours after their hearing to obtain witness statements (see Witnesses under Student Rights and Responsibilities for acceptable formats). A student may also have a witness schedule an appointment with the Hearing Administrator to bear witness in person.

8. **Support Person:** NDNU students have a right to be accompanied by one support person during the conduct process. The role of the support person is to emotionally support the student. The support person may not review documents, present information, or speak on behalf of the student during the hearing. Furthermore, the support person should at all times, before and after a hearing, keep the information and discussion confidential. Support persons will be asked to sign a confidentiality agreement prior to the start of a hearing. The support person may be a currently enrolled student or parent but may also be a NDNU faculty/staff member, including the Ombudsperson or academic advisor. Attorneys are not permitted. Hearings will not be delayed due to a scheduling conflict for the support person.

## **Administrative Hearing**

### **General Information/Prior to the Administrative Hearing**

1. A report or complaint is received by the Hearing Administrator describing an incident, which indicates that a student may have violated the Student Code of Conduct.
2. The Hearing Administrator will send an email to the student's NDNU email to inform them that a report has been received. This email will contain details about the hearing, including a list of alleged violations that will be discussed, and the name of the Hearing Administrator who will be hearing the case. Students will have three (3) business days to contact the Hearing Administrator to schedule the hearing date and time.
3. At least 24 hours' notice will be given prior to the hearing. If students would like more time to prepare, they must inform the Hearing Administrator prior to the scheduled hearing. No more than 72 hours will normally be given to extend the hearing.
4. The student has the right to object to the identity of the proposed Hearing Administrator, but must do so in writing 48 hours prior to the hearing (see Student Rights Section). Objections are made to the Provost.

### **During an Administrative Hearing**

1. The student meets with the Hearing Administrator. For students taking online degrees and as needed for other students, the hearing may take place over the phone or via video conferencing (e.g., Skype or Zoom).
2. If a student fails to appear, or is more than fifteen (15) minutes late to a scheduled hearing, the Hearing Administrator will proceed with a hearing in absentia and disciplinary action may be taken without the named student's input. In the hearing, students have the opportunity to explain their account of what happened before, during, and after the incident.
3. If students have witnesses who can provide relevant information, they may declare these witnesses to the Hearing Administrator. Students have up to forty-eight (48) hours before their hearing to submit witness statements (see Witnesses under Student Rights and Responsibilities for acceptable formats) and/or to have their witnesses schedule a meeting with the Hearing Administrator.
4. The information in the incident information report or other information sources may then be provided by the Hearing Administrator. The student will have the opportunity to respond to the presented information.
5. When possible, a discussion between the Hearing Administrator and student will result in an agreement at the hearing of whether the student is 'responsible' or 'not responsible.' A student is 'responsible' if it is more likely than not that the alleged conduct occurred and that it violated the student code of conduct. Otherwise, a student is 'not responsible.' Decisions are made on a basis of preponderance of evidence.
6. Some cases may require further time for the Hearing Administrator to deliberate, and in these instances, no final decision will be made during the hearing.
7. Potential sanction(s), or consequence(s), for the alleged violation(s) may be reviewed with the student by the Hearing Administrator.

### **After the Administrative Hearing**

1. After the hearing, students will receive a letter summarizing:
  - a. the alleged violations which were discussed.
  - b. the decision made regarding each alleged violation.

- c. the sanction(s) which need to be completed (if any).
  - d. the appeals process.
- 2. This letter will usually be emailed to the student's NDNU email account within ten (10) calendar days after the hearing. Some delays may occur during times when the number of cases exceeds the capacity of the Administration, if further investigation is required, or if more time is needed to make a decision. If there is a delay which will impact the timing of the hearing, the Hearing Administrator will contact the student and tell them this as well as provide a new time frame for notification.

If a student does not complete sanctions by the assigned deadline, a Conduct Hold will be placed on the student's account. A student may not register for classes while a Conduct Hold is in place. The Conduct Hold will be removed from a student's account when the sanction has been completed.



## STUDENT GRIEVANCE POLICY AND PROCESS

### Complaints about Student Conduct

Any member of the campus or wider community may report alleged student misconduct. ‘Student misconduct’ is any form of student behavior that violates the Student Code of Conduct, or any University policy applicable to students. Reports can be made about the behavior of an individual student, groups of students, or a student organization. Reports can be made orally, but should be followed-up in writing to the student’s Program Director or to the School Dean. Reports should contain all the relevant facts including the names of the student(s) involved, where known; physical description(s) of the student(s) involved, if the names are not known; the time and place of the incident; and a detailed, impartial description of the actions or behavior. Where possible, the names of any witnesses should also be listed.

Conduct reports should be made as soon as possible after the incident. Reports will normally not be accepted if they are received more than two weeks after the date of the alleged misconduct. Exceptions to this include, but are not limited to, sexual misconduct cases. Reports must be received prior to the graduation of the accused student(s). The form for submitting complaints about conduct by a student, or a group of students, is available online at: <https://www.ndnu.edu/conduct-report/>.

### Grievance Process Related to Faculty, Staff, or Administrators

A student may file a grievance related to the conduct of a faculty, staff, or administrative member of the campus community. An appropriate first step is to consult the Student Ombudsperson, who will discuss the options available. Usually the Student Ombudsperson will first suggest speaking with the faculty member, staff person, or administrator directly. If this is unsuccessful, then the student (complainant) may submit their complaint in writing as indicated below.

The student’s written complaint should state the name and position of the University employee (respondent) with whom the issue exists. The written complaint should describe the incident that forms the complaint. Supporting materials should be submitted with the complaint if available. The complaint must be submitted electronically only via the complainant’s official NDNU email account. If it is submitted in print copy, the complainant must date and sign the complaint. The written documentation, whether electronic or print copy, should be submitted to the Office of Human Resources (which will redirect the complaint to the appropriate supervisor for action).

In most cases, the supervisor of the respondent will contact the complainant within 10 calendar days after receiving the written complaint to discuss the case. A complainant will be notified within 30 calendar days that the grievance has been resolved. Outcomes of grievances are not made public especially as it relates to a personnel action. If there is a remedy other than a personnel action the complainant will be advised by the responding supervisor.

If the complainant disagrees with the outcome of the grievance, they can appeal further to the appropriate next level supervisor. If the complainant is not certain of the next level supervisor the appeal can be submitted to the Director of Human Resources, who will forward it to the appropriate person, or appoint a designee who will hear the appeal. The appeal should contain the original complaint, and state the reasons why the decision is being appealed. The appeal may be submitted electronically via the complainant’s official NDNU email account. If it is submitted in print copy, the complainant must date and sign the appeal.

The Provost will conduct a review process and respond within 45 calendar days after receipt of the appeal. This decision is final.

**Grievance Process Related to Other Students**

A student may file a grievance related to the conduct of another student. This may be done electronically at: <https://www.ndnu.edu/conduct-report/>. It may also be done in person to the student's Program Director.

Once an allegation relating to the conduct of another student has been received by NDNU a staff member will be designated to investigate. Witness(es) statement(s) and other pertinent information will be collected. If there is enough information to proceed, the allegation will be heard as a case using the Student Conduct process. At the conclusion of this process, the complainant will be notified about the steps taken in the grievance, and whether the case was heard as a conduct case. The specific outcome of any resulting conduct case will not be shared, as it is information that is protected under the Family Educational Rights and Privacy Act (FERPA). Any allegation pertaining to sexual misconduct will use the procedures outlined in the Sexual Misconduct Policy.

## UNIVERSITY STANDARDS, POLICIES, AND PROCEDURES

### Acceptable Use Policy for Information Technology

- NDNU owns and operates a variety of computing systems for University related use by NDNU students, faculty, and staff in support of the educational and administrative programs and processes of the University. This policy governs the use of all IT resources and communications systems owned by or available at the University and all use of such resources and systems when accessed using your own devices, including but not limited to the following:
- Email systems and accounts
- Internet and intranet access
- Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers.
- Printers, copiers, and scanners
- Fax machines, e-fax systems, and modems
- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs.

Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or for any other purpose that is illegal, against University policy, or not in the best interest of the University.

All content maintained in University IT resources and communications systems are the property of the University. The University reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over University IT resources and communications systems in accordance with applicable law. Any individual given access to the system is hereby given notice that the University will exercise this right periodically, without prior notice and without prior consent. The interests of the University in monitoring and intercepting data include, but are not limited to, protection of University proprietary information, and similar confidential information; and managing the use of the computer system.

Students may not install personal software on University computer systems.

Students are not permitted to access the electronic communications of other students.

Students who use devices on which information may be received and/or stored, including but not limited to cell phones, laptops, or other electronic equipment, are required to use these methods in strict compliance with the trade secrets and confidential communication policy established by the University. These devices should not be used for communicating confidential or sensitive information. Personal passwords may be used for purposes of security, but the use of a personal password will not prohibit University from overriding such passwords if necessary for any reason.

### Administrative Leave of Absence and Withdrawal

Interim Withdrawal for Reasons of Health or Conduct:

- The University, acting through the student's Dean, reserves the right to place a student on an interim administrative withdrawal pending disciplinary or criminal proceedings.
- In addition, an interim administrative withdrawal may be imposed:
  - to ensure the safety and well-being of members of the University community or

- preservation of University property;
  - to ensure the student's own physical or emotional safety and well-being; or
  - 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 withdrawal in situations of alleged sexual misconduct. The student may return to active status upon satisfaction of such terms as the University determines are appropriate to the situation. The Office of the Provost will provide notice to the student before implementing such action. In such cases, the interim administrative withdrawal 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.
- Before making a final decision regarding a University-initiated interim administrative withdrawal for a qualified student with a disability as defined by law;
  - The University will offer the student the opportunity to first explain the circumstances and facts that gave rise to the concerns. This opportunity will always be offered unless the University's judgment is that it has a reasonable basis for believing that there exists a medical exigency.
  - The University 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 Student Code of Conduct or to other academic or technical standards.
  - Please note the student is financially responsible for the cost of their independent medical examination.
- If the student is released to return to the University, pursuant to a psychiatrist's recommendations, the student will be encouraged to comply with their psychiatrist's recommendations, and required to comply with the University Code of Conduct, in order to remain at the University. During an interim administrative withdrawal, the student shall be denied access to the campus to the extent deemed appropriate by the Provost or their designee. This may include restriction from University activities, campus buildings, classes, or may constitute restriction from the campus entirely. Any refund due will be disbursed according to the applicable refund policy.

#### Indefinite or Permanent Withdrawal from the University for Reasons of Health or Conduct Initiated by the University:

- The University may determine to withdraw a student if in its judgment that action is in the best interest 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's permission 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). In the event that conditions warrant a University-initiated withdrawal of an indefinite or permanent nature, the Provost may withdraw a student administratively. Any refund due will be disbursed according to the applicable refund policy.

### Indefinite or Permanent Withdrawal from the University for Reasons of Health or Conduct Initiated by the Student:

- Students who are considering a withdrawal are strongly encouraged to consult with their advisor as well as with the Office of Financial Aid. Information on the considerations for withdrawing from a course (Grade W) vs. seeking a leave of absence can be found on the web pages for the Office of the Registrar and the Business Office.

### **Alcohol at University Sponsored Events Guidelines and Permit Form**

Notre Dame de Namur University permits the possession and consumption of alcoholic beverages according to state law and only by people 21 years of age or older. Students should consult the Student Code of Conduct for more information about prohibited behavior concerning alcohol. Alcohol may not be served at student-sponsored events on- or off-campus. Publicity for events should not mention alcohol, whether graphically or in words.

### **Alcohol may be served at institution-sponsored events on-campus under the following guidelines:**

- The event is not a student-sponsored event.
- The focus of the event is not on the serving or consumption of alcohol.
- A University faculty or staff member must be in attendance at all times.
- No alcoholic beverage shall be provided to anyone under the age of 21, nor to any person showing signs of intoxication. Student IDs or a form of legal identification must be presented to ensure compliance with age restrictions.
- Whenever alcoholic beverages will be present at an on-campus event, non-alcoholic beverages and food must be provided. The sponsoring organization or caterer must provide at least two (2) liters of non-alcoholic beverages for every ten (10) persons. Food, preferably non-salty snacks, must be available during the entire time that alcohol is available.
- The sponsoring organization/individual is responsible for the conduct of attendees. The sponsoring organization may be held financially responsible for any damage to the premises and/or damage to personal property and/or personal injury to any party(ies), and/or cleaning costs, if supervision is not adequate.
- If the sponsoring organization/individual chooses to use a caterer, the sponsoring organization is responsible for all costs incurred for the caterer. The sale of alcohol either directly or indirectly without an alcohol license is not permitted.
- A permit should be obtained from the Public Safety Office, which must be filled out prior to the event.

Any further questions may be directed to the Office of the Provost.

## Alcohol and Illicit Drug Policy & Resources

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

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. The abuse of alcohol or illicit drugs is not compatible with an optimal environment for learning and growing. Notre Dame de Namur University further recognizes that alcoholism and drug addiction are illnesses and should be treated as such.

Reflecting this belief, and reflecting the fact that the 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 illicit drugs within the campus community.

The campus community is specifically defined as including all NDNU students, faculty, and staff. Alcohol and illicit drugs pose risks to the health and safety of individuals, communities, and society. University policies regarding alcohol and other drug consumption, availability, and problems are therefore designed to minimize these risks.

**NDNU Alcohol Use Policy:** Notre Dame de Namur University abides by federal and state laws 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, quad, parking lots or academic buildings. No common source containers of alcohol (e.g., kegs, party balls) are permitted on campus. Public intoxication and serving a minor are not permitted, nor is possessing alcohol in the presence of a minor.

- Abstinence from alcohol is encouraged and provided for in all circumstances.
- Responsible (i.e., legal and moderate) consumption of alcohol in low-risk situations is supported, for those of legal age.
- Heavy consumption of alcohol is discouraged in all situations.
- Any alcohol consumption prior to or during high-risk conditions (e.g., active exercise, driving, machinery operation, pregnancy) is dangerous and clearly discouraged.
- In cases of high-risk drinking or use of other-drug behavior, University action may result in suspension or expulsion from the University. If there are significant extenuating circumstances and/or an agreement with the student to participate in alcohol or other drug counseling and rehabilitation program, the student may be permitted to continue enrollment.

**Illicit Drug Prohibitions:** The use or possession of any and all illicit drugs (including performance enhancing substances such as anabolic steroids) is not permitted. Such behavior is subject to disciplinary action. The use of drug paraphernalia on campus is not permitted.

The possession or sale of any illicit drug on campus is not permitted and constitutes grounds for expulsion from the University. In addition, smoking or vaping cannabis or any product on University property is prohibited by NDNU policy.

**Cannabis:** In November 2016, California voters passed Proposition 64 legalizing recreational use among people over the age of 21. However, because federal law still prohibits the use, distribution and possession of cannabis, it remains prohibited on all University property and at all University events.

- The university's disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state law. The University reserves the right to refer cases to federal, state and/or local authorities.
- Individuals involved in the sale or transfer of illegal drugs are subject to suspension or expulsion from the University.
- **In cases of use or possession of illicit drugs, University action may result in suspension from the University or expulsion from the University.** If there are significant extenuating circumstances and/or an agreement with the student to participate in drug screening and a drug counseling and rehabilitation program, the student may be permitted to continue enrollment.
- All administrative or conduct-related action is subject to appeal in accordance with the procedures outlined in the Student Code of Conduct.

### **Disciplinary Sanctions**

NDNU has the authority to initiate disciplinary procedures for violations of the Student Code of Conduct that may result in disciplinary sanctions. Charges of violating the Alcohol and Illicit Drug Policy will be initiated against students who violate this and/or other University rules and regulations while under the influence of alcohol or illicit drugs. Sanctions will vary depending on the nature of the offense. Possible sanctions may also include, but are not limited to: attending and/or sponsoring alcohol or other drug education programs, writing reflection papers, restitution, community service, suspension or expulsion.

- The University's disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state law.
- All administrative or conduct action is subject to appeal in accordance with the procedures outlined in the Student Code of Conduct.

### **Legal Sanctions**

The unlawful manufacture, distribution, 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.

The 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 substances defined by the Federal Government as Controlled Substances (those listed in <https://www.deadiversion.usdoj.gov/schedules/orangebook/orangebook.pdf>)

To unlawfully possess or possess for sale controlled substances (those listed in Cal. Health & Safety Code 11053-11058);

- 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 25657; 25668);
- 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);
- 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).

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

Notre Dame de Namur University 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. The 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 these 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 their parent(s) or guardian(s) are to be contacted. Notre Dame de Namur University may exercise this right under any of the following circumstances for students under the age of 21:

- A student is transported to a medical facility for treatment related to alcohol or drug use.
- A student causes harm to themselves or another while under the influence of alcohol or illicit drugs.
- A student is arrested or taken into police custody while under the influence of alcohol or illicit drugs.
- A student is responsible for vandalism or other destruction of property while under the influence of alcohol or illicit drugs.
- A student operates a vehicle while under the influence of alcohol or illicit drugs.
- A student disrupts teaching, disciplinary procedures, classroom learning or other University activities while under the influence of alcohol or illicit 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 Provost, or his or her designee, to be appropriate (i.e., life-threatening situations, mental illness, etc.).

### **Sourcing Counseling Services: A Commitment to Help**

A problem exists when one's use of alcohol or illicit drugs causes physical or emotional harm, impairs one's judgment, infringes upon the rights of others, or interferes with one's work, relationships, or daily life. NDNU regards an alcohol or other drug problem as it does other behavioral/medical ones, and does not attach a moral or social stigma to such personal difficulties. Alcohol and other chemical dependency problems can be treated successfully if they are identified as early as possible and if appropriate treatment programs are promptly instituted. NDNU is committed to identifying resources for prevention programs and referral for treatment as appropriate. For more information, review NDNU's profile of Life and Wellness Resources at <https://www.ndnu.edu/resources/wellness-resources/>.

### **Addiction and Recovery Websites:**

The following websites contain information regarding alcohol and other drug education and prevention:

**San Mateo County Health Services:** This website offers information and resources on substance abuse treatment services including detoxification services, outpatient, residential and medication assisted treatment. Services provided are based on individual needs and are available to San Mateo County residents on a sliding scale basis. No one is turned away for lack of funds.

**Substance Abuse and Mental Health Services Administration:** A federal website offering information and resources regarding activities to prevent the use and misuse of drugs, and/or the development of substance abuse disorders.

**Substance Abuse Treatment and Service Locator:** A federal website connecting users to treatment centers for substance abuse or behavioral health, and suicide prevention lifelines.

**Start Your Recovery.com:** A comprehensive website offering resources to identify individualized solutions for overcoming substance misuse.

### **Health Risks:**

The table on the following page contains information regarding the health risks associated with alcohol and illicit drugs.

Drug Category and Name	Effects and Dangers
<b>Alcohol:</b> Booze	Reduced inhibitions, slurred speech, motor impairment, confusion, memory or concentration problems, coma, breathing problems, tendency to cause violence, death. People who drink to excess over a long period of time are at an increased risk of developing certain cancers.
<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> Barbiturates ( <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

## Emergency Information Regarding Alcohol and Illicit Drugs:

### 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. A Student should not hesitate to call 911 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.

### Emergency Services: 911

#### **Public Safety Cell Phones: (650) 504-0656**

### 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 call 911 immediately for medical help. Do not 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 may be impaired by their medical condition.**

Immediately contact 911, and then reach out to Public Safety for help at the number listed above.

### 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 immediately.

### Contact 911 and Public Safety 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 appears to be "sleeping it off," they may still have alcohol or drugs in their system that may still present a danger.

**Residence Policies:**

- Only persons 21 years or older may possess and consume alcoholic beverages.
- Alcoholic beverages and containers are not permitted in public areas within residence halls.
- Once opened, no containers with alcohol may be removed from an individual residence hall room / apartment except for the purposes of disposal, preferably being transported in a bag or other container.

The University reserves the right to evict a resident involved in the use or possession of a controlled substance, or drug related paraphernalia, from student housing at any time during the academic year.

**Assistance Animals**

Please refer to the following website for more information on the policy:

<https://www.ndnu.edu/documents/campus-life/Assistance-Animals-in-University-Housing-Policy-080818.pdf> For more information contact the Disability Resource Center [DRC@ndnu.edu](mailto:DRC@ndnu.edu).

**NDNU COVID Policy:**

NDNU does not have a COVID vaccination requirement. The University recommends that employees and students receive COVID vaccinations in accordance with their physician's recommendations. Individuals who test positive for COVID are asked to please follow the process outlined [here](#).

**Candle Light Vigils - NDNU Fire Safety Policy**

The purpose of a vigil is to engage participants in communal prayer and action. A vigil can be a small group of ten persons offering informal prayers or a large group with music, formal prayers, speakers, and candle light. It is the intent of this policy to reduce potential hazards, which may contribute to loss of property or cause injury at Notre Dame de Namur University. Policy elements include the following:

- Open flame devices will only be approved when appropriate measures have been taken to ensure fire safety. Candles must be constantly attended while they are lit. The candles need a firm base of support. This can be a wide based candle supported by a firm surface or candelabra. 3" pillar candles provide their own base of support when they are less than 12" high and when they are placed on a fire-retardant holder/surface.
- Any candle must be secure in place and carried upright to prevent overturning, candles shall be located away from occupants using the area and away from possible contact with drapes, curtains, or other combustibles (capable of igniting or burning).
- There must be a non-combustible surface under the candles. If a drape or cloth is placed under a candle, the cloth must be treated with flame retardant.
- There must be ABC type fire extinguishers readily available and a trained attendant standing by to use if necessary.
- Each hand-held candle must have a fireproof holder/wax catcher.
- The student leaders and staff advisor will note fire extinguishers in the quad, library, and Chapel prior to the event in a needed case.
- Candles will never be left unattended at any time; student leaders and the staff advisor will observe for any potential flammable risks during the event and ensure that safety guidelines are followed.

- The student leaders and staff advisor will extinguish all flames at the end of the event.
- All used candles will be deposited in a metal trashcan with metal lid at the end of the event.
- The NDNU Office of Public Safety must pre-approve any event involving candles and will be responsible to notify the Belmont Fire Department of the time and location of any event involving candles.

## **Environmental Respect**

We need to care for our campus environment, as it reflects directly on our character as a community. Harming the environment, littering and using resources irresponsibly is not in keeping with the University's community standards.

We also need to take responsibility for stewardship of the resources of our planet. Our baseline commitment to that is reflected in our full cooperation with the recycling system on campus, including the collection of compostable, which is currently being phased in to the campus waste collection system. Recycling aluminum, glass, plastic, and paper saves large amounts of energy and reduces our "carbon footprint" in an era of disastrous climate change. Composting our food and food-soiled paper waste keeps valuable material out of the landfill and enables its return to enrich the soil on which our lives depend.

Please recycle paper, aluminum and glass using the blue bins. Be sure never to put anything other than these items into these bins. No plastic bags and no food items should be placed in the recycling bins.

## **Equal Education Opportunity and Statement of Non-Discrimination**

The University is an equal opportunity institution of higher education and employer, and is firmly committed to non-discrimination in its delivery of educational services and employment practices. The University's educational services and employment opportunities are provided without regard to race, gender, sexual orientation, national origin, ancestry, color, religion, religious creed, age, marital status, cancer-related or genetic-related medical condition, disability, citizenship status, military service status, or any other status protected by federal, state, or local law, ordinance or regulation except where there is a bona fide occupational or religious qualification. All such discrimination is prohibited by University policy.

Any otherwise qualified applicant or student or student-employee with a disability as defined by law may request reasonable accommodation regarding the application process and services as a prospective or enrolled student or student-employee. The University will reasonably accommodate individuals with disabilities if the individual is otherwise qualified to meet the fundamental requirements and aspects of the educational program and/or safely perform all essential functions, without undue hardship to the University and/or without altering fundamental aspects of its educational program.

Please refer to the Policy Statement on [Reasonable Accommodations and Assistance Animals in University Housing](#). For more information please contact the Disability Resource Center at [DRC@ndnu.edu](mailto:DRC@ndnu.edu).

This policy is in accordance with Title VI of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the

Rehabilitation Act of 1973, as amended; Section 202 of the Americans with Disabilities Act of 1990; the Pregnancy Discrimination Act of 1978; and applicable state laws. Anyone who believes that Notre Dame de Namur University is not in compliance with these laws or their regulations in regards to a student should contact the [Office of the Provost at provost@ndnu.edu](mailto:provost@ndnu.edu).

## **Fundraising**

Registered Campus Organizations may raise funds to support their activities in accordance with the following provisions:

1. Initiation fees and membership dues may be collected at their own business and membership meetings.
2. Fundraising activities of Registered Campus Organizations, other than the collection of initiation fees and membership dues, must be specifically approved by the Office of the Provost, which will coordinate to ensure consistency with University development goals and activities. All fundraising activities of Registered Campus Organizations must have the prior authorization of a School Dean, who shall establish and enforce procedures for accountability of funds collected on campus.
3. Voluntary donations may be solicited and noncommercial material related to the purpose of the organization may be sold:
  - a. On University grounds generally open to the public (as defined in these regulations), and
  - b. At their own programs and meetings in accordance with these regulations

## **Missing Person Notification Policy & Procedures for Students Residing in On-Campus Housing**

### **Purpose:**

The purpose of the Missing Person's Policy is to establish procedures for the University's response to a report of a missing residential student as required under the Higher Education Opportunity Act (HEOA) of 2008.

### **Policy:**

The HEOA of 2008 requires institutions of higher education to establish:

- A missing student notification policy for students who reside in on-campus housing.
- A process for students to register a confidential contact for use under this policy.
- Procedures to implement this policy for students who reside in on-campus housing.

If any member of the University community has reason to believe that a student may be missing, they should immediately notify the **Office of Public Safety** at 650-504-0656. Public Safety will generate a missing person report and contact the local police department.

This policy applies to students who reside in campus housing and who are found to be missing or absent from the University for a period of more than twenty-four (24) hours without any known reason or who may be missing contrary to their usual pattern of behavior. A student will be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. Such circumstances could include, but are not limited to reports or suspicions of foul play, previous expression of suicidal thoughts, alcohol/drug use, any life-threatening situations, or where a student may be known to be with individual(s) who may endanger the welfare of the student.

**Procedures:**

If the initial report that a person is missing is made to an individual/department other than the Office of Public Safety, the staff member or faculty receiving the report will ensure that the Office of Public Safety is contacted immediately. Students will be given the opportunity during each semester registration process to designate an individual(s) to be contacted by the University “in case of emergency” and an individual(s) strictly for missing person purposes. These individual(s) contact information will be kept separately to maintain confidentiality.

**Official Notification Procedures for Missing Persons**

- Any individual on campus who has information that a residential student may be a missing person must notify the Office of Public Safety as soon as possible.
- Appropriate campus staff will be notified to aid in the search for the student.
- If the above actions are unsuccessful in locating the student within twenty-four (24) hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Office of Public Safety will contact the Belmont Police Department to report the student as a missing person.
- No later than twenty-four (24) hours after determining that a residential student is missing, the Provost or their designee will notify the emergency contact (\*for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.  
*\*Contact is contingent upon the correct emergency contact information made available by the student.*
- Senior University Administration will be notified in accordance with this policy.

**Procedures for designation of emergency contact information Students age 18 and older and emancipated minor.**

In the event a student is reported missing, Public Safety will attempt to contact their emergency designee no more than twenty-four (24) hours after the time that the student is determined to be missing in accordance with the procedures set forth above. An emergency contact designee will remain in effect until changed or revoked by the student.

**Students under the age of 18**

In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth above, the University is required to notify a custodial parent or guardian or confidential contact no more than twenty-four (24) hours after the student is determined to be missing in accordance with the procedures set forth above.

**COMMUNICATIONS****Campus Communications about Missing Students**

In all cases of a missing student, where the student is declared missing by the Office of Public Safety, the NDNU Office of Marketing and Communications will provide information to the media that is designed to obtain public assistance in the search for any missing student. Any media requests to the college will be directed to the Office of Communications. Prior to providing the NDNU community with any information about a missing student, the Office of Marketing and Communications shall consult with the Office of Public Safety and with law enforcement authorities to ensure that communications do not hinder the investigation.

## **Parking Policies**

All staff, faculty, students and visitors who utilize NDNU parking facilities are required to display a valid parking permit. Please click this link below for information regarding parking policies:

<https://www.ndnu.edu/resources/parking-permits/>

## **Petitions**

Student initiated petitions related to the University may be placed in campus buildings or campus public spaces only after approval by the Office of the Provost.

## **Posting Policy**

**The following locations are approved spaces to post fliers on campus (with prior approval from the Office of the Provost):**

- Designated Bulletin Boards

There will also be a designated area in the Quad for large banner posters, which will need to be reserved through the Office of the Provost prior to hanging your banner. Posters should be no larger than 3' x 4' to comply with fire safety mandates.

All fliers and posters should be taken to the Office of the Provost for approval. Flyers will be checked to confirm that each has all the necessary information – when, where, who is sponsoring the event/activity – as well as content to make sure there are no violations of the code of conduct present in the flier. All fliers will be posted by a representative of the Office of the Provost.

All fliers and posters may be posted in designated areas for two (2) weeks leading up to an event, and should be removed as soon as the event is over. This policy has been revised to reflect the University's commitment to sustainability, creating less paper waste in the number of fliers generated, as well as a commitment to keeping our campus clean.

## **Research Projects**

Research projects must be approved by the NDNU Institutional Review Board and conducted according to specific guidelines. For more information, please review the course guide on CANVAS which addresses Research Projects.

## **Reserving Space on Campus**

Student Organizations may reserve and use indoor or outdoor campus facilities for organization programs and events.

### **Where do reservations occur?**

Space reservations are made through NDNU's Director of Conference Services (650) 508-3569.

### **When to reserve space?**

Please contact the Director of Conference Services approximately one month before the event.

### **Why reserve space in advance?**

- You may need to get approval or file information with other offices.
- Many programs involve the coordination of University services, equipment and personnel. If this is the case, time is needed to schedule these resources.



- Certain areas of the campus are leased or rented out for other activities, so it is best to make your reservations early.
- All programs must be planned within the established timeline. The University requires a 14-day minimum for approving events.
- Reservations for classroom space may usually be made after the fifth week of a semester.

**To help make the program planning process flow as smoothly as possible, please discuss below issues with your group before meeting with the Director of Conference Services.**

- What is the purpose of the event?
- Who is the event for, and how many people are expected?
- What equipment/materials will be needed?
- Will there be any exchange of money?
- What policies and procedures need to be followed to do this program?

### **Checklist for planning on-campus programs**

- Plan your event at least 14 days in advance of the reservation date
- Consult with your club advisor
- Have alternate locations, dates, and times available in case of calendar conflicts
- Submit set-up request diagram (if needed)

The University retains final responsibility to approve a student-sponsored event. The concerns of the Facilities department, sponsoring group, and the Office of Public Safety will be taken into consideration when considering approval.

### **Selling Products or Services**

Advertising or selling of products or services are prohibited in or around public areas on campus facilities unless it is part of a campus-sponsored event. Advertising and promotion of non-University goods, services or organizations are allowed in on-campus facilities only with approval from the Provost as part of a Campus sponsored event.

### **Sexual Misconduct Policy**

Notre Dame de Namur University is committed to maintaining a community in which its members live, work, and learn in a safe and respectful environment that is free from all forms of sex- and gender-based discrimination. The University prohibits the following forms of sexual or related misconduct: sex and gender discrimination, sexual assault, sexual harassment, stalking, dating violence, domestic violence, prohibited consensual relationships, sexual exploitation and other sexual misconduct, and intimidation and/or retaliation. Please refer to the following links to read the [Sexual Misconduct Policy](#) and the [Title IX Policy Supplement](#).

#### **Non-Retaliation**

No member of the University community may be subjected to interference, coercion, or reprisal for seeking advice concerning a sexual or other unlawful harassment matter, filing a harassment complaint, or otherwise participating in good faith in the processing of a harassment complaint. The University will not retaliate against any person making a complaint of harassment and will not knowingly permit retaliation.

## **Skateboard, Hoverboards, Scooters, etc. Policy**

Operation of these devices is not permitted in any building, including the Apartments and New Hall walkways, as well as the New Hall Courtyard. Skateboard grinding and the use of wax on ledges, benches, and rails are prohibited. Please use caution when traveling in public areas.

## **Student Communication Policy**

NDNU provides email 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 the 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 email account will be the primary means by which NDNU sends official communications in accordance with the Family Education Rights and Privacy Act (FERPA).**

All NDNU students are responsible to check their NDNU email accounts at least twice per week. Upon graduation, students may carry over their NDNU email accounts to alumni email accounts. For most students, the NDNU email 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 email and Campus Portal is available on [the NDNU OIT web pages](#). Students should also refer to the Acceptable Use Policy for Information Technology in this Student Handbook.

## NDNU MISSION, HISTORY, HALLMARKS, AND CULTURE

NDNU is a place for persons of all faith traditions, no faith tradition, spiritual backgrounds, and cultures to come together for education, dialogue, personal and professional opportunities for growth, and prayer. NDNU's mission and academic programs are characterized by our Hallmarks, Catholic Social Teaching, and an ecumenical spirit.

### **NDNU History – 170 plus years changing lives!**

In the fall of 2023, the Notre Dame Community will celebrate the 100<sup>th</sup> anniversary of the establishment of the Belmont educational institution. It also marks the 171<sup>st</sup> anniversary of the successful Founding of the educational mission here in California by members of the Sisters of Notre Dame de Namur.

Our University was founded by a small group of Sisters of Notre Dame de Namur who came from the motherhouse in Namur, Belgium, to start schools on the West Coast of the United States in the mid-nineteenth century. They were among the first of the Sisters of Notre Dame de Namur who came to the United States from Namur, Belgium in 1840. They came to do the work which their foundress, St. Julie Billiart, regarded as “the most important work on earth.”

At the request of Archbishop John Purcell, eight Sisters established a school for girls in Cincinnati. This school and convent soon became the focal point from which new parish schools and academies were founded, reaching out to other areas of Ohio and eventually to Illinois, Massachusetts, Maryland and the entire East Coast.

In 1843 Father De Smet, a Jesuit missionary, requested Sisters to help in his mission in the Oregon territories. Unlike Cincinnati, the wilderness of Oregon was still pioneer land populated by Native Americans from the Clatsop tribal community, fur traders, farmers and lumbermen. The Sisters who volunteered to go to Oregon did so out of an eagerness to serve, unaware of, but willing to deal with the enormous challenges that lay before them.

In 1844, six Belgian Sisters booked passage on a ship named the *Indefatigable*, which would have to sail around the Cape Horn at the tip of South America en route to their destination on the Oregon territories. After waiting for the wind for almost a month, while a pandemic raged through Western Europe, the *Indefatigable* finally set sail for America in January 1844. During the seven months at sea, the passengers experienced storms, icebergs, fog, near starvation and near shipwreck.

Upon arrival in the Oregon Territories, the sisters established a boarding school in St. Paul for the children of the settlers, and a second boarding school in Oregon City. Among the challenges beyond the need to manage urgent daily subsistence needs of milking cows and planting crops were a typhoid epidemic, a devastating fire, and the impact to the community of the discovery of gold in the California hills.

The sisters were then asked by Bishop Alemany to come to open a school in San Jose, the capital of the new state of CA. They arrived in the spring of 1851, and were asked to stay. The Sisters of

Notre Dame purchased their first property in San Jose to accommodate a convent and a boarding school. The San Jose School followed the European model; a day school for the poor and a boarding school, including a college that would help support the day school. Courses of study were developed to meet the needs of the girls whose backgrounds were Mexican, Dutch, Irish, French Canadian and Native American.

The school was chartered in 1868 by the State of California as the “College of Notre Dame.” Its charter authorized the College of Notre Dame to grant the baccalaureate degree to women. It became known as “the best school for young ladies in the West”. In 1870, the first students graduated with accredited degrees. The sisters continued to pursue their mission of expanding access to education, initially focusing on female students.

The Sisters soon outgrew their facility in the South Bay and moved the campus to Belmont in 1923. They purchased Ralston Hall, the country estate of William Chapman Ralston, San Francisco financier and founder of the Bank of California. By 1951, the College began to offer teacher preparation programs that led to credentials. The Sisters’ commitment to providing instruction grew to encompass many types of students with many goals. In 1969, the institution became co-educational.

In 2001, the College established a school structure and changed its name to Notre Dame de Namur University to be recognized as a master’s university with four colleges: Arts & Humanities, Business, Education, and Sciences.

In 2007, the Sister Dorothy Stang Center for Social Justice and Community Engagement was established. NDNU’s commitment to a diverse student population was recognized with a designation as an Asian American and Native American Pacific Islander-Serving Institution (AANAPISI). Outreach efforts to bring education to first generation community members resulted in NDNU being identified as one of the first Hispanic Serving Institution (HSI) private universities in California.

Notre Dame de Namur University recently celebrated its 170th year of service to the community. The University has chosen to continue the mission established over 170 years ago by the Sisters by focusing on graduate programs in education, psychology and business. Degree Completion programs in business, psychology, and additional subjects will complement the strategy of providing affordable educational opportunities for our local community, as well as nationally and internationally. Notre Dame de Namur University is at the vanguard of changing how to deliver and offer graduate degree and continuing education programs and poised to be stronger than ever.

The Hallmarks of a Notre Dame de Namur education continue to guide the University as it meets the needs of students in the present and the future.

## **NDNU HALLMARKS**

The Hallmarks of a Notre Dame de Namur Learning Community, developed by the Sisters of Notre Dame de Namur in collaboration with SND-sponsored learning communities (colleges, high schools, elementary schools), are:

1. We proclaim by our lives even more than by our words that God is good.
2. We honor the dignity and sacredness of each person.
3. We educate for and act on behalf of justice and peace in the world.
4. We commit ourselves to community service.
5. We embrace the gift of diversity.
6. We create community among those with whom we work and with those we serve.
7. We develop holistic learning communities which educate for life.

**Additional information about the Hallmarks can be found at <https://www.ndnu.edu/about-ndnu/>**

## WHAT IS AN ARGONAUT?

The “Argonaut” is the school’s nickname and one shared by our students. It represents having an adventurous spirit, courageous ideals, and aggressive action. The name stems from Greek mythology and the story of Jason and his band of courageous men, called the Argonauts, in their quest for the Golden Fleece (Bulfinch, T. (1978). *Bulfinch's Mythology*. New York, Avenel Books : distributed by Crown Publishers.)

In very ancient times, there lived in Thessaly, a king and queen named Athamas and Nephele. They had two children, a boy and a girl. As time passed, Athamas grew indifferent to his wife Nephele. He put her away and took another. Nephele suspected danger to her children from the influence of the stepmother and took measures to send them out of the stepmother’s reach. Mercury assisted Nephele, by giving her a ram with a Golden Fleece on which Nephele set her two children, trusting that the ram would convey them to a place of safety. The ram vaulted into the air with the children on his back, taking a course to the east, until when crossing the strait that divides Europe and Asia, the girl, Helle, fell from his back into the sea. This place was called Hellespont, Kingdom of Chochis, on the eastern shore of the Black Sea, where the boy Phryxus sacrificed the ram to Jupiter, and gave the Golden Fleece to Aetes, who placed it in a consecrated grove under the care of a sleepless dragon.

There was another kingdom in Thessaly near to that of Athamas that was ruled by a relative of his. The king, Aeson, being tired of the cares of the government, surrendered his crown to his brother, Pelias, on condition that Pelias should hold it only during the childhood of Jason, the son of Aeson. When Jason was grown and came to demand the crown from his uncle, Pelias pretended to be willing to yield it, but at the same time suggested to the young man the glorious adventure of going in quest of the Golden Fleece. It was well known to be in the kingdom of Chochis, and was, as Pelias pretended, the rightful property of their family. Jason was pleased with the thought and forthwith made the preparations for the expedition.

At the time, the only species of navigation known to the Greeks consisted of small boats hollowed out from trunks of trees, so that when Jason employed Argus to build him a vessel capable of containing fifty men, it was considered a giant undertaking. It was accomplished and the vessel was named “Argo,” after the builder. Jason sent an invitation to all the adventurous young men of Greece, and soon found himself at the head of a band of bold youths, many of whom afterwards were renowned among the heroes and demigods of Greece. Hercules, Theseus, Orpheus and Nestor were among them. They are called the “Argonauts,” from the name of their vessel.

Notre Dame de Namur University (formerly known as the College of Notre Dame) had its beginnings in the post gold rush days of 1851 in San Jose, the early capital of California. The early settlers, because of their bold spirit and determination were also called Argonauts. The Sisters of Notre Dame de Namur were part of this time and movement, setting out by sail from Belgium during a time of a global pandemic to eventually reach California to continue the mission of St. Julie Billiart. Today the Argonaut name describes the spirit and enthusiasm of the students, faculty, staff, family and friends of Notre Dame de Namur University.

Go Argonauts!