



## STUDENT HANDBOOK 2014-15

### UNIVERSITY POLICY ON 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 Dean of Students to administer and interpret its provisions in a manner consistent with the purposes established in it and the mission of the University and other University policies.

A. 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 Dean of Students or his/ her designee.

B. Procedures for Vendors and Solicitations

1. 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.
2. Members of the University community may display and sell items approved by the Dean of Students or his/her designee.
3. Goods and services may be displayed and solicitations made by authorized representatives of the University for the University's purposes.
4. Groups and individuals may appear by invitation and approval of authorized personnel to present sales and service proposals for consideration by Associated Students of NDNU, registered campus organizations and other authorized personnel.

C. 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 handbills, posters, and personal requests as approved according to this policy.

D. 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 Student Life and Leadership Office or Public Safety.

E. Responsibility of Host or Sponsor:

1. Any individuals or group who either directly host an event or sponsor any other group or individual shall be held jointly and severely 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.
2. 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 his/ her 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 (i.e. alcohol).

F. Appeals from the Application of this Policy: Campus organizations or individuals who feel that a decision of the Dean of Students was made in a manner that violates their rights as members of the University community may file a grievance under the Student Grievance Policy.

## **UNIVERSITY POLICY ON 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.

- 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 Student Life and Leadership a statement of purpose, criteria for membership, proposed bylaws, and shall observe the process established in the Student Organization Guidebook.
- Each student organization shall be free to 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, local and University laws, rules and regulations.

#### Student Membership on University Committees/ Councils

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 and Student Affairs. To this end, student representation shall be provided on University committees/ councils whose principal concern is with academic and Student Affairs. Guidelines for selection of student representatives are stated in the Constitution of the Associated Students.

- The academic schools/ colleges shall each determine guidelines for student representation and participation in their respective meetings.
- The role of student government is made explicit in the Constitution of the Associated Students and Residence Hall Association.
- Assignment of representation from Associated Students to University Committees and Councils is made through the executive offices of the AS.

#### 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 which 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 Procedure, the result of which will be final and binding on the issue.

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

Please refer to the Student Conduct Code 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 link for more information regarding FERPA:

<http://www.ndnu.edu/academics/registrar/ferpa-student-privacy/>