



2020 – 2021 Student Handbook

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INTRODUCTION

Chief Student Success Officer Welcome

Dear Notre Dame de Namur University Student,

It is my pleasure to welcome you to Notre Dame de Namur University (NDNU) on behalf of the faculty, staff, and administration. On July 11, 2020 NDNU announced that instruction and student support services will be provided remotely and online in fall 2020 and spring 2021 with minimal in-person instruction, will not offer campus housing for fall or spring, and will not be accepting housing applications. Housing language henceforth continues to apply for exceptional housing cases. There is no meal plan service for the 2020-2021 academic year.

Our goal is to continue to keep NDNU's students, staff, and faculty safe and healthy while staying focused on students' spring 2021 graduation. Although being primarily remote and online brings challenges of its own, this provides the least amount of risk to members of our community and their families.

Amidst the COVID-19 pandemic, we want to communicate that you are a part of a community with great history and tradition, one which values and conforms to the Hallmarks of the Notre Dame Learning Communities. These values of Community, Diversity, Excellence, Goodness, Integrity, Justice, Learning and Service are what differentiate this University from others. I am hopeful that you will adopt these core values as your own guiding principles and integrate them into your educational experience from this point forward.

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. We will continue to provide a variety of curricular and co-curricular experiences to assist in your development as a scholar and citizen. 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 policies and procedures for students as well as the Student Conduct Code. 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.

From time to time, the policies in this Handbook will be updated and the revised versions will be uploaded on the NDNU webpage. 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.

Diana Hernández, Ph.D.
Chief Student Success Officer
Division of Student Success

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 hereby expressly denies the same, 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.

Division of Student Success Mission & Information

Division of Student Success Mission

The Division of Student Success provides services and programs, which contribute to the mission of the University, support the well-being of each student, and nurture the NDNU community. In collaboration with our academic colleagues, community partners, and other service providers, we focus on student development and the type of life-long learning, which enriches the mind, body, and spirit of all who are part of NDNU.

Division of Student Success

Diana Hernandez, Ph.D.
Chief Student Success Officer
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The Division of Student Success (DOSS) promotes student learning and development as part of the educational process. The various offices of the DOSS collaborate with other University offices in the development and implementation of student-related policies, procedures, and initiatives based on emerging student development trends. The DOSS advocates for student and community needs, lends support, and provides assistance to students.

Career Services

Contact: Eric Meneses at emeneses@ndnu.edu

Career Services provides job postings, internship opportunities, and career preparation via the NDNU website.

Campus Programming Office

Contact: Eric Meneses at emeneses@ndnu.edu

The Campus Programming Office (CPO) develops and enhances student’s talents and potential to be effective leaders and citizens in their communities.

Student Wellness (Counseling Services)

Contact: Dr. Andrea Miller at amiller@ndnu.edu

The overall mission of Student Wellness (Counseling) is to promote and enhance the psychological and physical health of students so that they may reach their potential for personal growth and academic success. Counseling provides opportunities to discuss with trained professionals a struggle or problem a student is facing, gain better coping skills to face life's challenges, and to learn ways to find balance in order to live a healthy lifestyle.

Student Health Insurance

NDNU requires that all full-time undergraduate students (12 credit hours or more), resident students, athletes and international students have health insurance. Students in the listed categories must enroll in the plan by the posted deadline or provide proof of insurance if the student wishes to waive-out at www.gallagherstudent.com/NDNU. Otherwise, the student's account will be automatically billed.

Public Safety

Phone Number: 650-504-0656

Location: St. Mary's Hall 109/111

The Department of Public Safety patrols the Campus 24 hours a day, 365 days a year in order to provide a safe and secure living, learning and working environment for students, staff, faculty, and visitors. The Department of Public Safety maintains and updates crime statistics/reports in accordance with Jeanne Clery Act, manages the parking policy and enforcement, provides a number of services related to opening/closing classrooms/offices, special events, security escorts, fire/burglar alarm monitoring and response, crime prevention, and physical security.

Public Safety can be contacted at the number above or via cell phone at (650) 504-0656 or (650) 740-1483.

In case of a 911 emergency dial 9 first from a landline and 911 from a cell phone.

Spirituality

Contact: agbautista@ndnu.edu

The NDNU Office of Spirituality is a place for persons of all faith traditions, no faith tradition, spiritual backgrounds, and cultures to come together for prayer, education, dialogue and opportunities for growth. Spirituality brings the Notre Dame Hallmarks, Catholic Social Teaching, and an ecumenical spirit to its mission and programs.

The Office of Spirituality offers spiritual direction and pastoral counseling. Please visit:

<http://www.ndnu.edu/campus-life/spirituality/>

Housing, Campus and Residence Life

Contact: agbautista@ndnu.edu

Location: St. Joseph's, First Floor

The Office of Housing, Campus and Residence Life strives to create living communities which encourage participation, respect and concern for others, and learning. Housing options include traditional residence halls, suite style living, and apartment style living. One Resident Assistant (RA) resides on each floor of every hall. RA's are peer advisors who are tasked with building community and hosting programs for the residential students.

What is an Argonaut?

The "Argonaut" has been the school's nickname since NDNU started its athletic program and 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.

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 her reach. Mercury assisted Nephele, and gave 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 he 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. Today the Argonaut name describes the spirit and enthusiasm of the students, faculty, staff, family and friends of Notre Dame de Namur University. NDNU's Week of Welcome has officially been renamed to Golden Fleece Week in honor of the Argonauts.

Go Argonauts!

STUDENT CODE OF CONDUCT

Academic Conduct

Introduction

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 his/her 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.

Definition of Academic Misconduct

Academic misconduct involves wrongful acts occurring in the course of or related to curricular activities including, but not limited to:

- Using unauthorized materials (such as notes or books) 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

Definition of Research Misconduct

Research Misconduct is a specific form of Academic Misconduct that has been defined by the Federal Office of Research Integrity and 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 U.S. 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.

Sanctions for Academic Misconduct

University policy permits discipline up to and including expulsion for academic misconduct. If a faculty member believes that a student has engaged in academic misconduct, the faculty member 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 Academic Unit Leader, Program Director or the Dean, if there is no Academic Unit Leader for the subject area.

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 an academic misconduct case.

Procedures for Handling Academic Misconduct

When the Student is Enrolled in the Faculty Member's Course

To initiate an academic misconduct charge, the faculty member instructing the course informs the student of the alleged misconduct, summarizes the evidence, and also proposes a consequence or sanction in writing via NDNU student email.

The student may respond and accept responsibility and accept the sanction as determined by the faculty member. The student should notify the instructor within three (3) class days in writing whether the sanction is accepted. Alternatively, the student may appeal the charge as outlined in the appeal procedures detailed below.

If the misconduct occurs at the end of the semester, the faculty member can assign a grade of "IP" to the student enrolled in the course and contact the Registrar's Office to place an academic hold on the student's account. The faculty member must inform the student in writing within three (3) class days of submitting course grades that a hold has been placed on their academic record. This hold will remain until the charges are resolved through process outlined below.

When the Student is Not Enrolled in the Faculty Member's Course

Charges of academic misconduct may sometimes be brought upon a student who is not enrolled in the faculty member's class. An example of this would be when a student takes or attempts to take an exam or provides a paper for another student. In this type of case, the faculty member in whose class the misconduct occurred will contact the non-enrolled student's School or College Dean.

The School or College Dean of the non-enrolled student is responsible for taking the case forward. This will be done by sending the student notice of the alleged misconduct which summarizes the evidence and which also proposes a sanction (ranging from censure to expulsion), or consequence in writing via NDNU email. This will be done within three calendar days after the School or College Dean receives written notice from the faculty member instructing the course impacted by the misconduct.

Non-enrolled students cannot have their assignments or course grades impacted directly as part of the sanctions for this type of misconduct, but all other sanctions are available. For this reason, the student's School or College Dean will consult the Chief Student Success Officer when considering a sanction to ensure consistency in the sanctioning process.

The student may respond and accept responsibility and accept the School or College Dean's sanction. If the School or College Dean does not hear from the student within three (3) working days, he/she will assume that the student accepts responsibility and the case is resolved. Alternatively, the student may appeal the charge by following the appeal procedures below.

When the 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 School or College 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 or College 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.

For All Academic Misconduct Cases

All cases of academic misconduct are documented, and once they are resolved, they are sent to the Chief Student Success Officer within ten (10) days. The faculty member instructing the course, in consultation with their School or College Dean, is responsible for ensuring that the documents are received by the Chief Student Success Officer when the case is resolved by them, except in cases where the student appeals beyond the first level (see below). When the case is appealed at the 2nd or 3rd level, the respective academic administrator hearing the case (e.g., Level 2: Program Director/Academic Unit Leader, Level 3: School or College Dean) is responsible for forwarding the documentation to the Chief Student Success Officer, and also for ensuring that the faculty member instructing the course is notified of the final outcome.

These procedures apply to undergraduate and graduate students unless the specific program or college maintains unique academic misconduct processes that are dictated by professional organizations to be consistent with accreditation requirements.

Procedures for Appeal in Academic Misconduct Case

Level 1 Appeal

The student has ten (10) calendar days to appeal the faculty member's decision after they receive the evaluation to which they object (e.g., reprimand, "F" on a paper, project, "F" as a final course grade, etc.). The student must first appeal to the faculty member who is instructing the course. This is usually done verbally, but the student may also submit their appeal in writing via their NDNU email account or via a signed and dated letter which is left in the faculty member's office or mailbox.

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. At particularly busy times in the year, e.g., after midterm or final examinations, the faculty member instructing the course may take slightly longer to notify the student of the outcome.

Level 2 Appeal

If the faculty member's decision is not adjusted 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 his/her appeal.

The appeal must be submitted in writing to the appropriate Program Director or Academic Unit Leader. In the case where there is no Academic Unit Leader for the subject area, the appeal becomes a Level 3 appeal and goes directly to the Dean. Please note that this may only be done after the student first appeals to the faculty member who is instructing the course.

This 'Level 2' appeal may be submitted either by using the student's NDNU e-mail account or by submitting a signed and dated letter, which is left in the Program Director or Academic Unit Leader's office or mailbox.

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 or Academic Unit Leader within ten (10) calendar days after submitting his/her appeal. The Program Director or Academic Unit Leader 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

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

Level 3’s appeal must be submitted in writing to the appropriate School or College Dean. The appeal may be submitted either by using the student’s NDNU e-mail account or by submitting a signed and dated letter which is left in the Dean’s office or mailbox.

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 2’s appeal decision was received from the Program Director or Academic Unit Leader.
- 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 School or College Dean within ten (10) calendar days after submitting his/her appeal. The School or College Dean will usually notify the student of the outcome of the appeal in writing ten (10) calendar days after meeting with the student.

The School or College Dean’s decision and determination of the appropriate sanction on individual academic misconduct cases are final.

Procedures for a Student with a Prior Record of Academic Misconduct

Academic Misconduct Process Timeline

Student Disagrees with a Grade or an Allegation of Academic Misconduct		
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 grade or allegation
2	Program Director or Academic Unit Leader	Ten (10) calendar days after receiving written notification of faculty member’s decision about the appeal
3	Dean of School or College	Ten (10) calendar days after receiving written notification of Program Director or Academic Unit Leader’s decision

Procedures for Repeated Cases of Academic Misconduct

If a student is found responsible more than once for academic misconduct, the School or College 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 or College 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 the School or Academic Dean’s or designee’s decision, they must do so to the Provost in writing within ten (10) calendar days. The Provost’s (or designee’s) decision and determination of the appropriate sanction on individual academic misconduct cases of this nature are final. All cases of academic misconduct are documented, and once they are resolved, they are sent to the Chief Student Success Officer within ten (10) days.

Student Ombudsperson

The role of the Student Ombudsperson is to provide information about how academic misconduct cases are processed. The Student Ombudsperson plays a neutral role.

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 fail 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.

Behavioral Misconduct

Introduction

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 is comprised of 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.

The Student Conduct Code 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 his/her 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.

Student Conduct Code

To avoid being subject to the student conduct process, students should refrain from engaging in the following behaviors.

1. **ACADEMIC MISCONDUCT:** Includes plagiarism, cheating, submitting someone else's work as your own, attempting to do so, and other forms of academic dishonesty in the course of curricular activities. Academic misconduct allegations are adjudicated by individual professors, academic department heads and deans, not by the Office of Student Success. More information about academic misconduct can be found under the Academic Misconduct Code in the Student Handbook.
2. **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 r related to the sales, serving, possession, use and consumption of alcoholic beverages shall be adhered to and strictly enforced.

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 where underage students are present, all students, regardless of age, will be found responsible for violating the Conduct Code.

Students are not allowed to consume alcohol in any common area including lounges, parking lots, courtyards, walkways, classrooms, etc. Alcohol is not allowed in St. Joseph Hall, and Julie Billiard Hall even if a person is over 21.

Paraphernalia associated with drinking games or consumption, such as a beer bong, beer pong and water pong set-up, etc., 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, keg taps, etc. 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.

Alcohol policy for University Apartments and New Hall

- Possession and consumption of alcohol within the University Apartments and New Hall is strictly limited to beer and wine. Other types and varieties of alcohol are prohibited. Residents and their guests must be at least 21 years old in order to consume alcohol at any time.
- All individuals in the University Apartment must be 21 years of age in order to possess alcohol within the apartment.
- If anyone in the University Apartment is under the age of 21, alcohol may not be stored in the University Apartment.
- If not all individuals are 21 years of age in the New Hall Suite, individuals must store alcohol in their own bedroom and consume the alcohol in the privacy of their private bedroom with the door closed.
- It is the responsibility of the University Apartment and New Hall residents to determine that all guests who consume alcohol are of legal age. If no resident of the University Apartments or New Hall resident unit is 21 years of age or older, no alcoholic beverages or containers may be present in that unit at any time.
- The consumption of alcohol may take place only inside the confines of the University Apartment or New Hall Suite.
- The Residents in the University Apartment or New Hall Suite where alcohol is being consumed are responsible for the behavior of their guests under the Code of Conduct.

3. **BULLYING:** Offensive or intimidating behavior directed at another person(s). Examples include psychological intimidation, humiliation, excessive and/or unreasonable criticism, ostracism/exclusion, malicious lies, etc.
4. **COMPLIANCE:** Any act which violates federal, state or local laws, or University policies, rules, regulations and contracts.
5. **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 Acceptable Use Policy for Information Technology in the Student Handbook.
6. **CYBER-BULLYING:** 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 (Facebook, Twitter, Snapchat, Instagram, etc.), text messaging, e-mail and other related forms of electronic communication. Students who "take sides" in cyber-bullying cases will be considered participants and will be investigated for misconduct. An example of taking sides is hitting the thumbs-up 'like' button on Facebook in reaction to an inappropriate remark, but other ways of being a participant may exist and will also be investigated. Students taking online courses are especially reminded to keep communication respectful.

7. **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.
8. **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, Facebook postings, etc.
9. **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 (e.g., being naked outside of one's private room or shower area), obstructing pedestrian or other traffic, outbursts which interrupt teaching, sleeping 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.
10. **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.)
11. **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. Students with a current medical card, over the age of 21 or prescription from a physician (MD) who is licensed in the State of California to use marijuana are also not permitted to do so on any part of campus under any circumstances.

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.
12. **EXPLOSIVES:** Explosive devices are not permitted anywhere on the NDNU campus, including the surrounding grounds. Possessing or using fireworks (firecrackers, smoke bombs, sparklers, etc.) or any explosive material will constitute a safety and or fire hazard.
13. **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.
14. **FAILURE TO COMPLY:** Refusal, or neglect to obey an official order. Students must follow requests of University officials at all times.
15. **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.
16. **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 Agreement and the responsibility for appropriate use of the technology available to students as provided by NDNU. If a student uses any of these file sharing programs, they must be aware that any illegal file sharing on their student room port is their responsibility and may result in restriction or termination of their access to the residential network. If illegal file sharing occurs, the student will be held responsible as the registered port user even if the student did not install the program and even if they were not aware the program was uploading a file or files illegally (please refer to OIT's Acceptable Use Agreement Policy).

17. **GUESTS:** Only students who are currently licensed residents with an assigned bed space in either St. Joseph Hall, Julie Billiard Hall, New Hall or the Apartment Complex (Kane, Carroll, or Wilkie) may occupy a room or apartment in an on-campus housing facility. A resident who has a guest is responsible for, and will be held accountable for, the behavior of their guest in accordance with the policies as outlined in the Student Handbook.

At any given time, there may be no more than two (2) guests per each resident of a room or apartment. The hosting resident may have no more than one (1) guests per night and overnight guests may stay no more than three (3) consecutive days and no more than a total of seven (7) calendar days per semester. Only persons over 18 years of age can be overnight guests. Any exception would need to be approved by the Housing, Campus Residence Office.

Overnight guests must be approved by all the roommates of the hosting resident before they arrive on campus. Failure to have the consent of roommates in advance prohibits guests from staying overnight (past midnight). Any guest will be immediately removed for any misconduct by Public Safety Officers or Professional Staff on Duty and the host will face judicial proceedings.

18. **HARASSMENT:** Includes bullying, cyber-bullying, hazing, stalking, and racial and sexual harassment, 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.
19. **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.
20. **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 students' ID is a violation of University policies.
21. **MISCONDUCT OFF-CAMPUS:** University students, when off-campus, should not behave in a manner which has the potential to disgrace the University. Students are expected to uphold the Student Conduct Code 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 which are received from the police, local businesses or residents may be investigated and, where applicable, adjudicated.
22. **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.
23. **NOISE:** Excessive noise is noise that interferes with a faculty, staff or student's ability to work, study or sleep. 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, but particularly during campus quiet hours. Mandated quiet hours are 11:00 p.m. – 9:00 a.m. Sunday - Thursday, 1:00 a.m. – 9:00 a.m. Friday, Saturday, and the night before holidays. 'Holidays' are days when no classes are scheduled. Additional quiet hours may be determined by specific residential groups.

As a guide, noise which can be heard more than one residence hall away in residential halls is excessive.

Noise heard next door or across a courtyard in New Hall is excessive. Noise heard next door or more than one room away in the apartments is excessive. Noise heard above or below any residential room or apartment may be deemed excessive. If lyrics or bass beats can be heard more than two feet from outside a car, it is excessive. This list is not exhaustive; other examples of excessive noise exist and may be adjudicated if an incident is documented.

The equipment associated with the noise violation (e.g., speakers, noise makers, etc.) may be confiscated in cases where the noise negatively and greatly impacts the campus community. An example of this is noise blasting on an otherwise peaceful campus after quiet hours.

Quiet hours during final exam periods extend from 5:00 p.m. on the last day of classes in a term until the conclusion of the final exam period.

24. **PHYSICAL ASSAULT:** The infliction of harmful, offensive or unwanted contact upon another person. This includes punching, slapping, chest-bumping, and pinching or other similar actions.
25. **PETS:** Only fish in tanks less than five (5) gallons and approved Assistance Animals in accordance with the University's Policy for [Assistance Animals](#) are permitted in residences on campus. Feeding other animals on campus (deer, cats, squirrels, birds, etc.) is prohibited. Contact the Disability Resource Center (DRC@ndnu.edu) for more information about Assistance Animals.
26. **POSTING.** Publicity materials may only be posted on approved bulletin boards. Posting on trees, lamp posts, phones, benches, buildings, or any other permanent structure not specifically designated for posting is prohibited. The Office of Housing, Campus and Residence Life must approve and post all fliers posted within the Residential Community (New Hall, University Apartments, JB and SJ).
All other fliers for campus should be taken to the Campus Programs Office or designee for approval. The Campus Programs Office will post all approved fliers in the appropriate designated areas on campus and remove outdated fliers. Posting violations will be removed.
27. **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.
28. **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, pinching or in the extreme - rape.

Sexual assault includes: non-consensual oral, anal or vaginal penetration by an individual or object. These forms of penetration are sexual assault 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 the NDNU Student Handbook for more information on the procedures for dealing with sexual assault. All forms of sexual assault violate the Student Conduct Code.

29. **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, sexually explicit suggestions, etc. 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, displaying sexually explicit posters or objects, etc. All forms of sexual harassment violate the Student Conduct Code.

30. SMOKING:

Notre Dame de Namur University recognizes the serious health issues associated with smoking, not only for those who choose to smoke, but also for those in their company who are subjected to second-hand smoke. The University also recognizes its need to comply with smoking ordinances in public settings as mandated by the state of California. Therefore, all University buildings are smoke-free, including all residence halls and apartments. All common/public areas including balconies, patios, and entry ways are smoke-free. Students may smoke only within the four designated smoking areas, as posted. Smoking is permitted only in designated smoking areas that are 20 feet away from any structure on campus.

31. 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, Facebook, etc.

32. THEFT: Stealing property or services from the University or its members, including the misappropriation of University resources. Examples include submitting false time-sheets, using NDNU property for personal use, etc. Theft may also include failing to return found property as soon as possible to either the rightful owner or to Public Safety.

33. THREAT: Making written or oral threats to inflict harm directed towards any student, faculty or staff member.

34. 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 work space without the permission or authorization of that individual.

35. 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.

36. WEAPONS: The possession of any weapons or their replicas on campus is strictly prohibited. This includes brass knuckles, dangerous chemicals, explosives, guns, knives, martial arts equipment, etc.

Student Misconduct Procedures

Student Rights and Responsibilities

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

- 1. Notification:** Students have the right to be notified that they have been named in an incident, notified of all alleged policy violations, and notified at least 24 hours in advance of an administrative hearing. Students are responsible for checking their University e-mail 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 scheduled hearing. No more than 72 hours will be given to extend a hearing. In addition to assigned sanctions, the Student Conduct designee may also impose Special Administrative Actions in order to address the immediate needs of a situation. These actions are imposed at the discretion of the administration and may be imposed at any time during the conduct process.

2. **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 University e-mail between the time the incident occurred and the receipt of their outcome letter
 - c. Appear to 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

3. **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 refer to the online links regarding student [conduct](#), or they should contact the Assistant Dean of Student or the Chief Student Success Officer.

4. **Informational Meeting:** An informational meeting is not a hearing. Students have the right to request an informational meeting prior to a hearing. Accused students may meet with their adjudicator to gather more information about what to expect during and after their hearing. Witnesses and alleged victims may meet with their adjudicator for additional information gathering. Informational meetings must be scheduled in advance of a hearing with the adjudicator. It is the responsibility of the student to contact the adjudicator to request and schedule an informational meeting.

5. **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 adjudicator. To review an incident report, students must send a formal request in writing to the adjudicator 48 hours prior to an informational meeting or hearing. The report will be redacted to protect 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 e-mailed to the Assistant Dean of Students.

6. **Objection to the Identity of a Hearing Administrator:** Students have the right to object to the assigned adjudicator. Students must demonstrate good cause explaining why the assigned adjudicator 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.

Objections regarding an adjudicator should be e-mailed to the Assistant Dean of Students or, if the objection regards the Assistant Dean of Students, to the Chief Student Success Officer. The University reserves the right to honor or deny the request and students will be notified of the outcome of the objections via email prior to the hearing.

7. **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 adjudicators. 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.

8. **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 adjudicator and the student must schedule an informational meeting with the adjudicator 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 Assistant Dean of Students prior to the scheduled hearing date. Witness statements must be submitted electronically by the witness using the witness' University e-mail account (for administrative hearings versus what other type of hearing?). 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 adjudicator to bear witness in person.

9. **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 the start of a hearing. The support person may be a currently enrolled student or parent, but may also be a NDNU faculty/staff, including the Ombudsperson or Academic Advisor. Attorneys are not permitted. Hearings will not be delayed due to a scheduling conflict for the support person.

Student Conduct Administrators

Student conduct administrators or adjudicators are full-time employees of the University who have been trained to meet with students to discuss and adjudicate their conduct thoroughly and fairly.

Administrative Hearing

General Information/Prior to the Administrative Hearing

1. A report or complaint is received by the Division of Student Success describing an incident, which indicates that a student may have violated the Student Conduct Code.
2. The Assistant Dean of Students or assigned adjudicator will e-mail the student that a report has been received. This e-mail will contain details about the hearing, including a list of alleged violations which will be discussed and the name of the adjudicator who will be hearing the case. Students will have three (3) business days to contact the adjudicator 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 Assistant Dean of Students or adjudicator 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 adjudicator, but must do so in writing 48 hours prior to the hearing (see Student Rights Section). Objections are made to the Assistant Dean of Students or designee. When the objection regards the Assistant Dean of Students, objections are directed to the Chief Student Success Officer.

During an Administrative Hearing

1. The student meets with the adjudicator. For students taking online degrees and in exceptional circumstances 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 conduct administrator will proceed with a hearing in absentia and disciplinary action may be taken without the named student's input.

3. In the hearing, students have the opportunity to explain their account of what happened before, during, and after the incident.
4. If students have witnesses who can provide relevant information, they may declare these witnesses to the adjudicator. 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 adjudicator.
5. The information in the incident information report or other information sources may then be provided by the administrator. The student will have the opportunity to respond to the presented information.
6. When possible, a discussion between the conduct 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 conduct code. Otherwise, a student is 'not responsible.' Decisions are made on a basis of preponderance of evidence.
7. Some cases may require further time for the adjudicator to deliberate, and in these instances, no final decision will be made during the hearing.
8. Potential sanction(s), or consequence(s), for the alleged violation(s) may be reviewed with the student by the conduct 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 e-mailed to the student's NDNU 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 Student Success Division, if further investigation is required, or if more time is needed to make a decision. In such instances, concerned students should contact the Assistant Dean of Students for an update on their case.

Sanctions

The following sanction(s) may be imposed upon any student found to have violated the Student Code of Conduct and may include but is/are not limited to:

- **Warning**—A notice in writing to the student that the student is violating or has violated institutional regulations.
- **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.
- **Loss of Privileges**—Denial of specified privileges for a designated period of time.
- **Fines**—Previously established and published fines may be imposed.
- **Restitution**—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Persona Non-Grata**—This status (commonly referred to as "PNG") means that you are not allowed to be in any residence area on campus. This includes common areas, student rooms, walkways, hallways, courtyards, driveways, stairways, balconies or any other area in or near a residential complex on campus.
- **Discretionary Sanctions**—Educational assignments, essays, community service, or other related discretionary assignments.
- **Residence Hall Warning**—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- **Residence Hall Removal**—Permanent separation of the student from the residence halls. Student is still responsible for all financial obligations for the Residence Hall.
- **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.
- **University Expulsion**—Permanent separation of the student from the University.

If student does not complete sanctions by the assigned deadline, a Conduct Hold will be placed on a student's account. The Conduct Hold will be removed from a student's account when the sanction has been completed.

Interim Suspension

1. In certain circumstances, the Assistant Dean of Students, or a designee, may impose a University or residence hall suspension prior to the hearing.
 - a. Interim suspension may be imposed:
 - to ensure the safety and well-being of members of the Notre Dame de Namur 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 an ongoing threat of disruption of, or interference with, the normal operations of the University.
 - b. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the Assistant Dean of Students, or a designee may determine to be appropriate. All reasonable effort will be made to notify faculty members in order to continue the facilitation of academics.
 - c. The interim suspension does not replace the regular process, which shall proceed on the normal schedule.

Appeals

1. Appeals of the outcome of either an administrative hearing are made to the Chief Student Success Officer.
2. Appeals must be received no later than seven (7) calendar days from the e-mail date containing the outcome letter. Appeals and supporting documentation are to be e-mailed to the Chief Student Success Officer from the students' NDNU e-mail account.
3. For an appeal to be accepted, it must meet one of the following criteria:
 - a. There is new information, which has come to light after the original hearing.
 - b. The sanction(s) imposed are too harsh and disproportionate to the conduct infraction.
 - c. The procedures were not followed and this may have affected the outcome.
4. The appeals letter should state the reason for the appeal (e.g., which one of the previous criteria apply) and the desired adjustment or outcome. If new information exists, it should be stated in the appeal letter, and copies of the information should be attached to the request for an appeal.
5. Appeals are usually heard by the Chief Student Success Officer. However, a designee may hear an appeal if the Chief Student Success Officer excuses him/herself from a case or if the Chief Student Success Officer is unavailable to hear a case in a timely manner. The Assistant Dean of Students may also be designated to hear appeals from administrative hearings. In appeals where the Assistant Dean of Students heard the original case or if the student objects to the Assistant Dean of Students for good cause shown, the Chief Student Success Officer will designate an administrator to hear the appeal. The Chief Student Success Officer reserves the right to deny a student's request to have their appeal heard by a different administrator. The Chief Student Success Officer may designate anyone whom s/he feels is qualified to hear an appeal. The person to whom the appeal is assigned determines if the appeal meets the criteria to be reviewed and makes the final determination for the appeal.
6. For students taking online degrees and in exceptional circumstances for other students, the appeal maybe heard over the phone or, when possible, via video conferencing (e.g., Skype or Zoom).
7. The decision regarding an appeal will usually be e-mailed to the student's NDNU account within ten (10) calendar days. Some delays may occur if further investigation is required or if more time is needed to make a decision. In such instances, concerned students should contact the Chief Student Success Officer (or the Chief Student Success Officer's designee who heard the appeal) for an update on the decision.
8. The decision of the Chief Student Success Officer or designee is final. There is not an additional appeals process unless the President of the University determines otherwise.

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. Please refer to the following link to read the Acceptable Use Policy for Information Technology: <https://www.ndnu.edu/information-technology/acceptable-use-policy/>

Administrative Leave of Absence and Withdrawal

Interim Withdrawal for Reasons of Health or Conduct:

- The University, acting through the Chief Student Success Officer, reserves the right to place a student on an interim administrative withdrawal pending disciplinary or criminal proceedings, or for non-disciplinary reasons, where in his/her judgment, it is in the best interest of the student due to personal or health-related conditions of the student which apparently have not or cannot be resolved in an immediate fashion, or if necessary due to a perceived threat to the student's or other students' health or safety.
- In addition, an interim administrative 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 Chief Student Success Officer 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.
- In the case of a University-initiated interim administrative withdrawal for a qualified student with a disability as defined by law, unless the University's judgment is that it has a reasonable basis for believing that there exists a medical exigency, prior to making its final decision, the University will offer the student the opportunity to first explain the circumstances and facts that gave rise to the concerns and will thereafter refer the student for evaluation by an Independent Medical Examiner only if it reasonably believes that the student presents a direct threat to the health and safety of the student or to other University-affiliated persons, or is otherwise not capable of conforming to the Student Conduct Code 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 his or her 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 Chief Student Success Officer or his/her designee. This may include restriction from residence halls, University activities, campus buildings, classes, etc., or may constitute restriction from the campus entirely. 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 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 Chief Student Success Officer may withdraw a student administratively. Any refund due will be disbursed according to the applicable refund policy.

Initiated by the Student:

- Undergraduates who are considering a withdrawal should consult the General Catalog, Undergraduate Policies and Procedures. This information can also be accessed by clicking this link: <http://ndnu.smartcatalogiq.com/2016-2017/Catalog/Undergraduate-Academic-Information/Undergraduate-Policies-and-Procedures/Adding-Dropping-and-Withdrawing-from-Courses>
- Graduate students who are considering a withdrawal should consult the General Catalog, Graduate Policies and Procedures. This information can also be accessed by clicking this link: <http://ndnu.smartcatalogiq.com/2016-2017/Catalog/Graduate-General-Regulations/Graduate-Policies-and-Procedures>
- General Catalog can be accessed through this link: <http://ndnu.smartcatalogiq.com/2016-2017/Catalog>

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 and to the Policy on [Assistance Animals](#) for more information please go to: For information about our Disability Resource Center please contact 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 Chief Student Success Officer, Diana Hernandez, Ph.D. at dmhernandez@ndnu.edu.

Emergency Procedures

Please click here for emergency procedures: <http://www.ndnu.edu/emergency/>

Missing Person Notification Policy & Procedures

Purpose:

The purpose of the NDNU [Missing Person's Policy](#) is to establish procedures for the University's response to a report of a missing 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, s/he should immediately notify the **Department of Public Safety** at 650-504-0656 or 650-740-1483. The Department of Public Safety will generate a missing person report and initiate an investigation.

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 his/her absence has occurred under circumstances that are suspicious or cause concerns for her/his 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 Department of Public Safety, the staff member or faculty receiving the report will ensure that the Department 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 Department of Public Safety as soon as possible.
- The Department of Public Safety will gather information about the residential student from the reporting person and from any of the student's acquaintances:
 - Physical description
 - Clothes last worn
 - Where student might be
 - Who student might be with
 - Vehicle description
 - Information about the physical and mental well-being of the student
 - Up-to-date photograph
 - Class schedule
- 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 Department of Public Safety will contact the Belmont Police Department to report the student as a missing person and Belmont Police Department will take over the investigation.
- No later than twenty-four (24) hours after determining that a residential student is missing, the Chief Student Success Officer his/or her 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 his/her 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 Department of Public Safety after an initial investigation, the NDNU Office of Communication 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 Communication. Prior to providing the NDNU community with any information about a missing student, the Office of Communication shall consult with the Department of Public Safety and with law enforcement authorities to ensure that communications do not hinder the investigation.

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.

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: <http://www.ndnu.edu/campus-life/public-safety/parking/>

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 Disability Resource Center DRC@NDNU.edu.

Sexual Misconduct Policy**Introduction**

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](#).

<https://www.ndnu.edu/documents/campus-life/sexual-misconduct-policy-2020.pdf>

<https://www.ndnu.edu/documents/campus-life/title-IX-policy-supplement-20200728-NDNU.pdf>

Skateboard Policy

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

Smoking Policy

Notre Dame de Namur University recognizes the serious health issues associated with smoking, not only for those who choose to smoke, but also for those in their company who are subjected to second-hand smoke. The University also recognizes its need to comply with smoking ordinances in public settings as mandated by the State of California. **Therefore, all University buildings are smoke-free, including residence halls and apartments.** Smoking is not permitted in the residence areas, including courtyards and walkways. Smoking is permitted only in outside designated smoking areas that are 20 feet from any building. Students should be aware of the municipal code regarding smoking from the City of Belmont. For further information, please visit: https://library.municode.com/ca/belmont/codes/code_of_ordinances?nodetid=CICO_CH20.5RESM

Student Communication Policy

As part of a concerted effort to enhance electronic services, NDNU provides e-mail and Campus Portal accounts to all registered students. These accounts can be accessed from anywhere in the world using a standard web browser and will be available to students throughout their academic career. Students who log into 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 e-mail account will be the primary means by which NDNU sends official communications.** All NDNU students are responsible to check their NDNU email accounts at least twice per week. Additionally, residential students are responsible for checking their U.S. mailbox at least once per week. Upon graduation, students may carryover their NDNU email accounts to alumni e-mail accounts. For most students, the NDNU e-mail address can be obtained by combining the first letter of the first name with the last name, which is then followed by **@student.ndnu.edu**. Information on how to access and use student e-mail and Campus Portal is available on the NDNU web site. See the resources for current students. Students should also refer to the Acceptable Use Policy for Information Technology in this Student Handbook.

Student Grievance 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 which violates the Student Conduct Code 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 Chief Student Success Officer or designee, most often, the Assistant Dean of Students. 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). Form for submitting complaints about conduct by a student, or a group of students, are available online at: <https://cm.maxient.com/reportingform.php?NotreDamedeNamurUniv>

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 his/her 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 which 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 University e-mail 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 supervisor of the respondent or to the Division of Student Success (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, s/he 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, appoint a designee, or who will hear the appeal herself. 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 University e-mail account. If it is submitted in print copy, the complainant must date and sign the appeal.

The appeal officer will conduct a review process and respond within 45 calendar days after receipt of the appeal. The decision of the appeal officer 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://cm.maxient.com/reportingform.php?NotreDamedeNamurUniv> It may also be done in person to the Assistant Dean of Students.

Once an allegation relating to the conduct of another student has been received by the Division of Student Success, 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 which 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.

Student Rights, Freedoms and Responsibilities

Student Rights

Introduction

This section of the Student Handbook will familiarize you with 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 the principles of Christianity, 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 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. **In the Classroom:** The instructional staff, in the classroom and in conference, etc., 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.
2. **Evaluation of Academic Performance:** Students shall have protection against prejudicial or capricious academic evaluation, if it violates the Equal Educational Opportunity policy. At the same time, they are responsible for maintaining standards of academic performance for each course in which they are enrolled.

Students' rights 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 his/her instructor early in the period of the course an outline of the work and research expected for the course in which she/he is enrolled and the dates on which such assignment(s) is/are due.
 - Students are expected to attend classes for which they are registered. Policies on absences are at the discretion of the individual instructor and ordinarily will be announced during the first week of class.
3. **Academic Forms:** In order to ensure adequate communication among all affected parties, the Registrar's Office has forms available to document the following situations: Registration, Change of Major, Course Challenge, Independent Study, Petition for Academic Overload, Petition to Undergraduate Academic Standards Committee, Petition to Graduate Academic Standards Committee, Add/Drop, Incomplete Grade, Leave of Absence and Withdrawal. These forms may require an advisor's signature.

Access to Diverse Views: Overview

Recognized student organizations are free to invite and to hear speakers of their own choosing, and 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 Chief Student Success Officer 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 Chief Student Success Officer 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 Chief Student Success Officer 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 Campus programs 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 severally 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 (e.g., alcohol).

F. Appeals from the Application of this Policy:

Campus organizations or individuals who feel that a decision of the Chief Student Success Officer was made in a manner that violates their rights as members of the University community may file a grievance under the Student Grievance Policy.

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 Division of Student Success, 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 Affairs and Student Success. To this end, student representation shall be provided on University committees/councils whose principal concern is with Academic Affairs and Student Success. 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 Assembly is made explicit in the Constitution of the Associated Students and Residence Hall Association.

- Assignment of representation from Student Assembly to University Committees and Councils is made through the executive offices of the Associated Students.

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:

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

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

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 men and women 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 Chief Student Success Officer or designee. In order to establish sponsorship of an off-campus individual or organization, the campus organization must establish the reasonable

satisfaction of the Chief Student Success Officer or designee that there is an interest in bringing the individual or organization to campus which is consistent with the educational objectives of the University.

- **Reservation Procedures:** Facilities reservation by an off-campus group must be completed with the Associate Director of Conference Services (Conferences@ndnu.edu). The office will provide the necessary forms, procedures for use, guidelines for sound amplification equipment, etc. The Campus Program Office (COP) must be consulted regarding date, time of day, etc. After this meeting, CPO notify the Chief Student Success Officer. 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 Associate Director of Conference Services may be charged to off-campus groups using University facilities irrespective of sponsorship by an authorized campus organization.
- **Fair and Orderly Presentation:** Whenever the Chief Student Success Officer or designee considers it appropriate in furtherance of educational objectives, she/he may require either or both of the following:
 - That the meeting be chaired by a person approved by the Chief Student Success Officer 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 Chief Student Success Officer or his/her designee may refuse to permit the speaker to appear on campus only if he/she determines, after appropriate inquiry and consultation 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.
 - 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.

RESIDENTIAL STUDENT POLICIES

Housing Welcome

Dear Residents,

Welcome to Notre Dame De Namur University! Our talented staff members and student leaders are committed to serving you and working with you to create an atmosphere conducive to academic, intellectual, social and emotional growth. Notre Dame De Namur University (NDNU) is a place we hope you will be proud to call your home.

Whether you are a new or returning student, University staff, Housing professional staff members, along with Resident Assistants (RAs), and desk staff members will help you meet other students, learn your way around and become involved in campus life. Being part of the campus community means more than just commuting to/from campus, and residing within four walls. Whether living on campus or commuting to NDNU will provide opportunities for interpersonal interactions with other students, faculty and staff members; access to campus resources; direct links to all University technology systems; and above all else, it provides a connection to the campus community as well as the greater city of Belmont.

Students will also learn about NDNU's core values and the hallmarks of the NDNU learning community. We commit ourselves to model these values and hallmarks, and in return we expect our residents to do the same.

We look forward to getting to know you and we hope you have an adventurous year!

Sincerely,
Annabelle Bautista
Assistant Dean of Students

Housing and Residential Life Staff

Housing and Residential Life Staff

Annabelle Bautista
Assistant Dean of Students
agbautista@ndnu.edu
650-508-3759

Resident Assistants (RAs) are the most visible members in University Housing. RAs are community developers who advise and counsel students, plan programs, maintain University policies & standards, provide after-hours duty response, help solve problems, respond to emergencies, and, most importantly, promote the well-being of each individual student as well as the community.

The Desk Assistant (DA) is an integral member of University Housing, serving as one of the front-line representatives of the NDNU residential community after hours and weekends. The DAs staff the Housing Office in St. Joseph Hall. They check-out supplies and rentals to residents, assist with lock-outs, check-in guests, and provide back-up support for the afterhours on-duty RAs.

Housing Mission and Goals

Mission

Housing and Residential Life develops and enhances students' talents and potential to be effective leaders and citizens in their communities through student programming and involvement, living-learning communities, leadership retreats, conferences, trainings, and academic courses.

Program Goals

- To provide, promote, and enhance individual and group leadership development
- To connect the academic classroom experience with daily leadership roles and organizational activities
- To encourage participation in NDNU and community leadership experiences
- To provide a healthy and safe living and learning environment
- To promote all forms of diversity where students are challenged and supported in their development of values, personal responsibility and integrity
- To provide opportunities to socialize and build community among peers
- To provide a vibrant and quality residence life program that retains and sustains students over their academic career

Learning Outcomes for University Housing

- Students who live on campus will be able to develop healthy lifestyle choices that contribute positively to both individual and community living
- Students who engage in residence life programs will be able to demonstrate personal responsibility and respect for others
- Students who participate in residence life programs will be able to recognize the mutually beneficial relationship between themselves and the multiple communities of which they are a part

Community Standards

“NDNU expects high standards of honesty and integrity from all members of the community...creating an environment which facilitates the spiritual, academic, and personal development of its members.” (NDNU Catalog)

Resident students are expected to observe the following community standards:

- Take personal responsibility and be accountable for your actions;
- Confront others in a respectful manner when your rights are infringed upon;
- Respect the dignity of all persons;
- Treat others with respect and fairness;
- Abide by all NDNU policies;
- Act in a cooperative manner with requests from Campus Housing, and Residence Life, Division of Student Success, and Public Safety staff members;
- Demonstrate respect for all common areas and facilities used by the community;
- Strive for personal integrity and academic excellence;
- Challenge all members of the community to abide by these standards.

Housing License Agreement

For detailed Housing License Agreement please click on the link:

<https://www.ndnu.edu/campuslife/housing/housing-forms/>

Cafe Regulations

Busing Trays

Individuals are responsible for taking (busing) their own tray to the dish to designated bins at the end of each meal.

Compliance

Students are expected to comply with all café policies. Any student found violating café policies will be referred to the student conduct system and may risk continued access to the café and forfeit the value of their meal plan.

Disturbances

Disturbances in the café, including food fights, the throwing of any objects, and the destruction of property are prohibited.

Dress Code

Shoes and shirts are required in the café

Flex Dollars

Flex dollars can be used to purchase snacks and beverages between meal periods, meals for guests and certain items that are not included with your meal plan. Items not included are: Bottled beverages, bagged chips, yogurt, soy milk, sushi, etc. If you have any questions about what is excluded, please ask the cashiers. Please try to use all of your flex dollars during the semester. Café goods for sale at the end of the semester will be limited to \$100.00.

Food and Dining Services

Food may not be brought in from outside sources or removed from the café. Exceptions to this are posted in the café's To Go Policy. Dining service equipment, including china and silverware, may not be removed from residential restaurants.

Meal Plan Use

You are welcome to eat as much as you would like during the posted meal periods. To help reduce waste, please only take what you think you can eat. Your meal is for you only, you cannot share your meal with others nor can you

take your leftovers with you. Meal plans can be adjusted to a lowered value during the first two weeks of the fall semester and the first week of the spring semester. Increasing the value of the meal plan can be done at any time.

To change your meal plan, please visit the Housing Office.

Meal Plans are available for commuter students.

Meal Plan Sharing

The only person authorized to use a Meal Plan card is the owner of the card. Housing is the sole vendor of meal plans and dining meals. Dining Plan meals are non-transferable. Meal plan holders may not pass, loan, trade or sell meals or their ID card to anyone for any reason. Your NDNU ID card with proper encoding must be shown at all meals in such a manner that the photo is clearly visible to the Host or Cashier. It may be necessary for the Supervisor, in the performance of duties, to see your ID card after you have entered the café. Please assist our supervisory staff by responding promptly when this request is made of you.

Student ID Card Requirement

All students are required to present their current student ID to the cashier in order to use their meal plans or flex dollars. Given concerns surrounding identity theft, students may not verbally provide their student ID numbers to the café staff. If you lose your student ID, please go to the University Housing Office to obtain another card before coming to the café. Students are not permitted to use other students' ID cards. Students with the flex dollars must be present if they are purchasing food for another person using flex dollars.

Taking Food from the Cafe

You cannot take your leftovers with you after you have eaten your meal in the Café. If you want to take food with you after you are finished dining in the Café, you must pay for the food and the to-go box with your flex dollars. It is not included with your meal.

To-Go Policy

To-Go boxes are available for those students who have either a class or job conflict that keeps them from eating in the café. To-Go boxes can be obtained from the servers at the grill, hot entrée or sandwich bar. You can take one entrée, grill item, sandwich or pasta to go. If you choose the to-go option, you are limited to one large to-go box and a beverage. The charge for this box is 50 cents. **To-go meals cannot be eaten in the café!**

Campus Programming Office

CPO Welcome

Welcome NDNU Campus Community,

The Campus Programming Office (CPO) believes that happy, engaged students who are supported from the beginning of their time at Notre Dame de Namur University will, in turn, become happy, engaged, and supportive citizens and leaders within their communities and beyond. It is our mission to create an environment which fosters an appreciation of our students, our unique campus culture, and the diversity of our NDNU community.

CPO works closely with campus and community partners to enhance your educational experience by providing you with opportunities to interact other students outside of the classroom environment. Whether you are interested in joining a club, advancing your personal or group leadership skills, signing up for an intramural activity, or attending one of our many student-initiated programs and events, CPO has something for everyone!

Have a fun and wonderful year, we can't wait to see you around!

****The information contained in this Handbook was correct as of date of publication. NDNU reserves the right to amend this Handbook as deemed necessary. Corrections will be posted on the University Housing website under Campus Housing and Residence Life.***

Campus Programming Office Staff

Contact: Eric Meneses at emeneses@ndnu.edu

2020-2021 Programming Board

The Notre Dame de Namur University Programming Board (NDNU PB) is a team of students who work out of the Campus Programs Office to enrich the co-curricular aspects of the campus. NDNU PB collaborates with students, faculty, and staff in developing and implementing a broad range of cultural, social and educational programs that further promote school spirit and engage all students with the community and each other.

Programming Board Goals

- Develop, provide and promote quality cultural, social, and educational programs relevant to the needs of the NDNU community
- Enhance NDNU school pride amongst students, faculty and staff
- Support the success of student activities, including clubs and organizations
- Collaborate with Student Affairs, academic departments, and a myriad of campus resources and partners to support student learning and engagement

Past Programming Board Events

- NDNU Block Party
- Engagement Fair
- Winter Formal
- Murder Mystery Dinner
- Trivia Nights
- Zumba and Jamba
- Halloween Haunted House
- Flag Football
- Mosaic
- Midterm De-stress
- Co-sponsored End-of-Year Carnival
- Silent Disco
- Chocolate Fest

All current events on the NDNU Campus can be seen on the Calendar of Events found on [Argolife](#)

Activities Regulations

Campaigning

Campaigning is defined as any display on the part of any person for the purpose of convincing another to vote for a candidate, initiative, referendum or recall. Distribution of materials, posting literature, speeches, and debates are examples of campaign activities. Campaigning in the residence halls/suites is limited to resident student governments and undergraduate and graduate student governments only. Candidates are responsible for their campaign conduct and activities, and they are responsible for the conduct and activities of the others who campaign for them.

Specific campaign activities regulations include the following:

- Campaigning may occur in public areas, except dining areas.

- Campaigning may only occur on residents' floors as part of a program sponsored by Residence Life or Residents' Associations and in accordance with procedures determined by the Residents' Association in each hall/suite.
- The emergency public address system and the Front Desk operations may not be used for campaign activities.
- Campaign literature must conform to regulations determined by the appropriate election committee in the hall/suite.
- Campaign posters may only be posted on bulletin boards.
- Posters may not be attached to painted, wooden or carpeted surfaces.
- Campaign posters may not exceed 24 inches by 22 inches in size
- Candidates must remove campaign materials from the halls/suites within 24 hours after the voting results are reported.
- Additional campaign activities regulations that apply to undergraduate and graduate student governments include the following:
 - Campaign procedures within each residence area must apply consistently to all candidates.
 - Campaign activities are restricted to the public areas of any hall/suite complex, except during meetings upon the specific invitation of the Residents' Association.
 - Campaign activities are restricted to the public areas of any hall/suite complex, except during meetings upon the specific invitation of the Residents' Association.
 - Campaign posters in the public areas must be approved by the Assistant Director for Student Success Programming.
 - Campaign posters are not permitted on residence floors, with the exception of resident's door cork boards.

Mailbox Use

- Use of residents' mailboxes is permitted only through the regular U.S. Mail postage and distribution process.

Facilities Use Restrictions

Use of public areas for student programming requires approval and sponsorship by the appropriate Residents' Association, Council, or Residence Life. These Associations and the Council are official entities with Residence Life who may not engage in religious worship, exercise, or conversion. Similarly, court/hall/suite public areas may not be used for political addresses, campaigning, or other political activities, except for those associated with Residents' Associations or student government.

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. Fund-raising activities of Registered Campus Organizations, other than the collection of initiation fees and membership dues, must be specifically approved by CPO, which will coordinate to ensure consistency with University development goals and activities. All fund-raising activities of Registered Campus Organizations must have the prior authorization of CPO, which shall establish and enforce procedures for accountability of funds collected on campus. Policies and Procedures pertaining to student fundraising activities in the residence halls must be in accordance with Housing regulations applicable to these areas
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 Sections IV.F.11 and F.12 of these regulations

Petitions

Student initiated petitions related to Housing or the University may be placed in the SJ hall lobby only after approval by the Assistant Dean of Students.

Posting Policy

The following locations are approved spaces to post fliers on campus (with prior CPO approval):

- Designated Bulletin Boards
- Café table tents with approval from Bon Appetit
- Commuter Lounge with approval from CPO

In addition to these areas identified, deliver 14 copies to the Housing Office to be posted on individual residence hall floors by the Resident Assistants.

****Cuvilly and other classroom buildings/areas will continue to be subject to Faculty/Staff discretion.***

There will also be three (3) designated areas outside the cafeteria for large banner posters, which will need to be reserved through the Campus Programming Office 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 Campus Programming office for approval. We will be checking that the fliers have 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 CPO Office.

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.

Putting fliers under doors in residence halls or apartments is prohibited, and in an effort to encourage sustainability, we will no longer allow the posting of mini-fliers on individual doors.

Any fliers or posters hung outside of the parameters listed above, or not stamped with CPO approval, are subject to be removed. If you know someone from the community who wishes to post fliers on campus, please direct them to the CPO office so we can assist them.

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.

In addition to posting fliers, we also encourage you to send your events to CPO email the event information and flier to cpo@ndnu.edu and we will add it to our events calendar for students during the academic year.

Research Projects

Research projects must be approved by the NDNU Institutional Review Board and conducted according to specific guideline. For more information, click here: <http://www.ndnu.edu/academics/research/>

Reserving Space On Campus

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

Where do reservations occur?

Space reservations are made through CPO.

When to reserve space?

At least ten business days before the first event

Why reserving space needs to be 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 especially popular for student organization programs, 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, other programs such as dances, require significant lead times (3 weeks).
- Reservations for classroom space may usually be made after the fifth week of the current semester.

To help make the program planning process flow as smoothly as possible, please discuss below issues with your group before meeting with CPO staff:

- 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?

Check-list for planning on-campus programs

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

Dance and Special Events

The University encourages student-sponsored dances and events especially those that provide opportunities for social interaction and cultural awareness among NDNU students. In addition, the University supports student-sponsored dances and events for the purpose of community building and/or fundraising provided the revenues support the organization's purpose and goals, the University's mission and/or community service activities. The University will provide the support and assistance necessary to enable student groups to produce safe, enjoyable and successful dances and events. Clubs will be responsible for submitting the necessary forms in order to ensure the safety of their event.

Dances and events held on campus must meet the following general programmatic criteria. These criteria will be interpreted based on the degree of risk assessed to be inherent in the proposed dance or event. If any of these guidelines are not met, the dance or event will be subject to cancellation.

General Guidelines

Recognized student organizations interested in sponsoring dances or events must contact CPO at least three (3) weeks prior to the date of the proposed dance or event. The sponsoring group's advisor is required to participate in the planning process.

Attendance is limited to the following:

- NDNU students with student identification. Each NDNU student may be accompanied by one (1) guest over the age of 18 with proper age identification.
- The ending time for dances and events will be no later than 1:00 a.m., unless otherwise approved by the Assistant Dean of Students.
- Publicity must be approved by CPO prior to printing and distribution. All publicity must contain the following: date, time (doors must close no later than 12:30 a.m.), location, admission policy, notation that capacity is limited, admission price (if any), and name of sponsoring organization.
- If the plan calls for an off-campus disc jockey and/or any other type of performer, the following requirements must be met:
 - References from past performances must be provided. (The past performance record will be a factor relevant to whether or not the individual(s) will be allowed to perform at NDNU).

- Any individual(s) scheduled to perform at a dance must complete a NDNU performance contract detailing the price to be paid for the performance, when the payment will be made, and a statement that the individual(s) agree to assist the management team in maintaining acceptable crowd behavior.
- Depending on the type of performance, the performer may need to provide a certificate of insurance.
- All funds collected at the dance/event will be handled and deposited according to the appropriate University regulations.
- The University reserves the right to suspend admission to a dance/event at any time for reasons of safety. Once closed, no further admission will be allowed.
- Alcohol is not permitted inside a dance or event or around the perimeter of the function.

Personnel Requirements

- Dance or Event Monitors: The sponsoring organization must identify a minimum of five (5) members of the sponsoring club or organization to assist with the event and staff the check-in table.
- Faculty/Staff advisor: The Faculty/Staff Advisor is required to attend the dance or event for the entire duration of reserved time of the facility reservation.
- Department of Public Safety: A minimum of one (1) Public Safety Officer may be required (depending on expected number of attendees).

Other criteria may be added to meet facilities requirements and/or unique circumstances of a specific dance or event. Arrangements for extraordinary measures to be taken (e.g. additional charges for security and personnel, changes in security requirements for participant's safety such as searches or backup support, extraordinary demands on facility/equipment use, etc.) must be agreed upon prior to the event.

The sponsoring group's record of previous events will be a significant factor in considering approval for a dance or event (e.g. attendance composition of prior dances/events, organization cooperation, publicity, the post-dance/event evaluation).

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

Available Campus Facilities

<u>Building</u>	<u>Room</u>	<u>Style</u>	<u>Capacity</u>
Campus Center	Writing Center	Seminar	30
Chapel			500
Cuvilly Hall	#1	Classroom	30
	#6	Lab	
	#7	Classroom	24
	#9	Classroom	35
	#10	Seminar	20
	#11	Seminar	12
	#21	Seminar	25
	#22	Classroom	30
	#23	Classroom	35
Gavin Hall	#2	Classroom	30

	#3	Classroom	20
	#4	Classroom	21
	#5	Classroom	32
	#9	Classroom	35
Oaks		Open	40
St. Mary's	113	Classroom	60
	121	Bio Lab	20
	128	Seminar	12
	201	Bio Lab	24
	202	Classroom	42
	203A	Phys. Lab	8
	203B	Comp. Lab	12
	204	Seminar	36
	207	Lecture	40
	208	Classroom	35
Taube Center		Open	100
Theater		Theater	575

Selling Products or Services

Advertising or selling of products or services is 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 is allowed in on campus facilities only with approval from CPO or as part of a Campus or Housing sponsored event.

NDNU Fire Safety Policy for Candle Light Vigil

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.

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.

Outside Notification

The NDNU Department 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.

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 Conduct Code 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.

Alcoholic beverages may not be sold, distributed or consumed during intercollegiate athletics and intramural sports sponsored on-campus or in a leased facility used by the University for hosting athletic events. Violators may lose the privilege of participating in or attending athletics events, and may be subject to disciplinary action. Athletes traveling for the purpose of competition are expected to abide by all University, state, and local regulations.

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 must be presented to insure compliance.
- 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, typically Bon Appétit Management Company is to be used for on campus events. 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.
- If the sponsoring organization does not have Bon Appétit cater the event, 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 Assistant Dean of Students.

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 irresponsible use of resources, 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.

All Café items are compostable and our dining services operator uses the green bin behind the cafeteria for food waste and other compostable items.