

University of Holy Cross



2016-17 Student Handbook

Overview of Student Handbook

The Student Handbook is an official statement of University of Holy Cross's policies and procedures governing the various areas of student life. It is consistent with the University Catalog, but it is, in some respects, a fuller statement of the students' rights and responsibilities. In those areas where it is more complete, the additions and clarifications of the student handbook must be regarded as binding.

In those divisions where a handbook for the division exists, the additions and clarifications of the divisional handbook must be regarded as binding.

Enrollment for classes at University of Holy Cross in any semester constitutes each student's acceptance of the provisions of this handbook.

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A Ministry of the Marianites of Holy Cross

The University of Holy Cross is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate, Baccalaureate, Master's, and Doctoral Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of University of Holy Cross.

The Doctor of Philosophy Program in Counselor Education and Supervision of the University of Holy Cross is accredited by the Council for Accreditation of Counseling and Related Programs (1001 N. Fairfax Street, Suite 510, Alexandria, VA 22314, telephone number 703-535-5990).

The Education and School Counseling Programs of University of Holy Cross are accredited by the National Council for Accreditation of Teacher Education Standards, which is operated under the Council for the Accreditation of Educator Preparation (CAEP) system (1140 19th Street, NW, Suite 400, Washington, D.C., 20036, telephone number 202-223-0077).

The Department of Nursing at University of Holy Cross is accredited by the Accreditation Commission for Education in Nursing (ACEN) (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, telephone number 404-975-5000, fax number 404-975-5020).

The Business Degree Programs of University of Holy Cross are accredited by the International Assembly for Collegiate Business Education (11374 Strang Line Road Lenexa, KS 66215, telephone number 913-631-3009, fax number 913-631-9154).

The Clinical Mental Health Counseling Program, the Marriage, Couple, and Family Counseling Program, and the School Counseling Program, of University of Holy Cross are accredited by the Council for Accreditation of Counseling and Related Programs (1001 N. Fairfax Street, Suite 510, Alexandria, VA 22314, telephone number 703-535-5990).

The Radiologic Technology Programs of University of Holy Cross are accredited by the Joint Review Committee on Education and Radiologic Technology (20 North Wacker Street, Suite 2850 Chicago, Illinois 60606-3182, telephone number 312-704-5300, fax number: (312) 704-5304).

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I. Mission

University of Holy Cross is a unique Catholic institution of higher learning founded by the Marianites of Holy Cross. Rooted in a belief in human dignity, University of Holy Cross educates the minds and hearts of its students. The University is centered on effective and innovative teaching, intelligence exercised across disciplines, practical reasoning, and communication with others. All members of the University strive for excellence and contribute their knowledge and experience in their chosen work, community, and ultimately the world in need.

History

The University of Holy Cross (UHC), formerly Our Lady of Holy Cross College, has the distinction of being the only four-year college on the West Bank of New Orleans, as well as one of eight Holy Cross colleges and universities nationwide. It has provided South Louisiana a tradition of academic excellence and has been setting the standard for quality education for nearly a century.

UHC was established by the Marianites of Holy Cross. The history of the Congregation of the Marianites of Holy Cross began in 1841 with the founding of the Marianites by Father Basil Anthony Moreau in Le Mans, France. Two years after their founding, the Sisters were ready to leave Le Mans to set up foundations in North America. Several Marianites accepted the invitation of Archbishop Antoine Blanc in 1848 to come to New Orleans to work with the Holy Cross Brothers in administering the St. Mary's Orphan Boys Asylum. Soon, the Sisters were concerned over the plight of young girls who were orphaned as a result of the yellow fever epidemic. Thus, in 1851, the Sisters began the Immaculate Conception Industrial School to instruct orphan girls. This school evolved into the Academy of the Holy Angels, which was dedicated in 1866 as a high school for girls. Holy Angels was the parent school of University of Holy Cross.

In 1916, the Louisiana State Board of Education granted the Marianites the right to open Holy Angels Normal School to prepare teachers for the many schools the Marianites staffed in southern Louisiana. This approval assured that teachers would be prepared according to the Louisiana State Norms of Education.

In 1938, the Louisiana State Department of Education, again at the request of the Sisters, approved a program which would lead to the Bachelor of Arts degree in Education. Its first graduation was held in 1942 in the renamed College Department at the Academy of Holy Angels. Five years later, the Ernest B. Norman family presented the Sisters with a gift of forty acres of land on the West Bank of the Mississippi River in Algiers to be used for educational and religious purposes.

In the early 1950s, the College admitted lay women who were teaching in schools administered by the Marianites. When it was moved to its new quarters in Algiers in 1960, the name of the College was changed to Our Lady of Holy Cross. In that same year, the first

lay student received her degree. The first male students were admitted in 1967. The Marianite Corporation organized a governing board in the late 1960s according to the requirements of the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS). 10 The Provincial Superior of the Marianites was the President of the College until 1969, when the two positions were separated, and for the first time the Board of Regents of Our Lady of Holy Cross selected the President.

In the Spring of 1971, the Board of Regents submitted the first status report, and the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) approved candidacy for accreditation of the College. The College grew in student enrollment, adding new academic and professional programs to the initial teacher education curriculum. In the academic year 1975-1976, the College awarded its first honorary degree and celebrated its sixtieth anniversary. In 1976, UHC received accreditation for a ten-year period from the Commission on Colleges of SACS.

To coordinate the best use of faculties and facilities on the West Bank, UHC and Delgado Community College, also accredited by SACS-COC, formed the West Bank Higher Education Union in 1976. They pledged cooperation, exchange of faculty, mutual support of programs, and agreements for joint degree programs and use of libraries. The Institutions discontinued this arrangement in 1993.

In the Spring of 1984, the Louisiana State Board of Nursing (LSBN) granted approval for a four-year baccalaureate degree program in Nursing. Today, it remains the only Catholic generic baccalaureate nursing program in the state of Louisiana. The LSBN gave full approval to the program in July 1987. In the Fall of 1989, a self-study was submitted to the Council of Baccalaureate and Higher Degree programs of the National League for Nursing, and the nursing program was granted full approval.

A Master of Education program was begun in the Fall of 1984. In 1986, the program received approval from SACS-COC as a Level Three Master's degree program and graduated its first students.

In 1990, the College received approval from SACS-COC to grant the Master of Arts degree in Counseling. Students may select one of the following areas of specialization: Marriage and Family Counseling or School Counseling. Certification is offered at the post-Master's level in Marriage and Family Counseling. The program educates students to provide services that are preventive and developmental in nature in order to help individuals and families deal more effectively with problems and decisions of everyday living in urban/rural environments. The department offers a comprehensive program in counselor preparation, leading to professional licensure, professional certification, and state certification. It reflects the belief in individual differences among students, provides for a balance of didactic and experiential learning activities, and offers experiences for the personal growth and development of students. The Thomas E. Chambers Counseling and Training Center was dedicated in 1998. Providing counseling services to the UHC family and the community at large, it also serves as an educational resource for students pursuing both Master's and undergraduate degrees in counseling.

In the late 1980s, 1990s, and into the Twenty-first Century, the Institution attained financial stability, made substantial renovations to the physical plant, built an addition to the library, added classroom and office space, increased parking facilities, and established a program of long-range 11 maintenance. New science labs and a state-of-the art nursing lab have also been recent additions. The Institution has been successful in increasing student scholarships and financial aid as well as increasing the endowment fund. Ongoing curriculum renewal has taken place in order to maintain the Institution's compliance with accreditation standards and cultural needs.

Largely undamaged by the effects of Hurricane Katrina in August of 2005, the Institution resumed instruction in January of 2006. The RN to BSN online program at Our Lady of Holy Cross was begun in 2007, with approval from NLNAC, when the Christus Health System provided a grant to the Department of Nursing and Allied Health to fund the program. SACS-COC accreditation followed as the program was being established. The curriculum and courses were developed, and the first program was launched in the Spring of 2009, with the first student entering in Fall 2009. The program continues to grow and graduated its first two students in the Summer of 2011.

In 2011 the Institution signed articulation agreements with Delgado Community College to facilitate the entrance of Delgado graduates to pursue Bachelor's degrees in Education and Business. A similar agreement was signed with Nunez Community College to accommodate its education graduates.

The College continued to meet the growing needs of its students, the community, and the Church. The Business department offers an Accelerated Organizational Management Program for a Bachelor of Science degree in Business Administration. The Education Department provides Alternative Certification Programs for elementary and secondary teachers. The Archdiocesan Teachers Institute (ATI) is a partnership between the Office of Catholic Schools and UHC. This exciting program was created to provide additional educational opportunities for the teachers of the Archdiocese of New Orleans. All of these programs are designed for non-traditional adult students who are already working in the community.

The Institution now offers two doctoral programs: a Ph.D. in Counselor Education and an Ed.D. in Executive Leadership. The first doctoral degree was awarded in May of 2015. A Master's degree in Catholic Theology began admitting students in the Summer of 2016.

In January of 2016, the Board of Regents made the historic decision to change the name of the Institution to the University of Holy Cross. It also formed a new Board of Trustees of the University of Holy Cross Corporation that assumed sole ownership and control of the land and buildings that house the University. The evolution of the name of the Institution reflects both the amazing chronicle of its past, as well as the incredible opportunities that lie in our future. As the University enters a period of unprecedented growth in undergraduate and graduate education, this new name represents a milestone in the history of our institution as a university recognized for its outstanding degree programs.

Rich in historical experience, in its centennial year the University of Holy Cross continues to guide its students toward self-realization, professional competency, and dedicated service to the human family.

II. Statement of Policy

University of Holy Cross is a community of individuals engaged in the task of a liberal arts education in order to lay a foundation on which all subsequent knowledge and experience can be erected. This community institutionalizes itself in order to enter into the process of self-directed search for knowledge and truth.

When a student enters the University, or when a person accepts a position on the faculty or staff of this institution, he/she relinquishes none of his/her rights of free inquiry and expression, freedom of association, participation in institutional decision making, and the procedures of due process. These rights are the privileges for all to enjoy as the citizens of a free and democratic society. It is the role of each individual, but, more especially, the President and administrators to protect and safeguard the exercise of these rights.

- A. The University upholds and affirms the basic constitutional freedoms of religion, speech, press, peaceful assembly, and redress of grievances. Concomitant with these freedoms are responsibilities and obligations within the democratic structure. Any form of activity or behavior that interferes with the rights and freedoms of others must be considered a serious breach of these responsibilities and obligations. The academic community cannot accept coercion, harassment, verbal abuse, or violence as a viable means of dialogue or conflict resolution.
- B. Students, faculty, and staff shall be free to organize and join associations to promote their own interests.
- C. Students, faculty, staff, and all organizations shall be free to examine and discuss all questions of interest and to express opinions publicly and privately. It must be made very clear, however, that in any and every public expression or demonstration, students, faculty, and staff, as well as any organization, speak only for themselves and not for the University. Institutional control should not be used as a means of censorship.
- D. Students, faculty, and staff as members of the state and academic community enjoy the rights and privileges of such membership and are subject to the obligations which accrue to them by virtue of the membership. Institutional authority should never be used to duplicate the functions of civil law.
- E. Free discussion, inquiry, and expression in every course is encouraged. Students are free to take reasoned exception to the information or views offered in any course. Student performance is to be evaluated solely on an academic basis, and students are responsible for learning the content of any course of study.

- F. Before engaging in any form of evangelizing, catechizing, preaching, proselytizing, organizing of Bible study or prayer groups, selling and/or distributing religious literature, or conducting religious services on campus one must have the prior written authorization of the appropriate ecclesiastical authority and the express permission of the Campus Minister.

III. Violations of the Law

By enrolling at University of Holy Cross, individuals give up neither their rights nor their responsibilities as citizens. Neither does a student acquire any sort of special status which exempts him or her from the requirement of all citizens to obey the laws of the land. In fact, a student is placed in a position of also accepting the rules and regulations of the institution in which he/she elects to enroll. Such rules and regulations as may be adopted by the University are for the benefit of an orderly academic community. There can be no conflict between University rules and regulations and law. A student who violates law, and at the same time is in violation of University rules and regulations, may expect to be dealt with by both civil authority and institutional authority, since each has its own jurisdiction and responsibilities.

IV. Enrolling at UHC

Academics, Policies, and Procedures

There are several departments on campus which are involved with students registering for classes. Each department has a vital function, but all have different roles and procedures. As a student at University of Holy Cross, it is advantageous for you to familiarize yourself with each department on campus to minimize future frustrations.

Registration

After you have completed one semester at UHC, you will have the option to priority register for courses for the following semester. The priority registration period is usually around the midterm point of each regular semester. Students are responsible for checking the online UHC Calendar at <http://uhcno.edu/events/> for the dates of priority registration. Before you register, you must meet with your academic advisor.

The bulletin, listing all classes, times, and days of the week, is available online through Self-Service.

Schedule Changes

Once you have registered for classes, you may change your schedule by either adding or dropping courses, however, you can only make changes to your schedule during the designated add/drop days indicated in the schedule. To make a change in your schedule, you are required to complete a Change of Schedule Form obtained from the Office of the Registrar or on-line through Self-Service during priority registration.

Refunds, during an identified refund period, are given for classes dropped and are prorated according to the date the drop was submitted for processing. Specific dates which correlate with the University refund policy are listed on the UHC Calendar online. In addition, it is important to understand that failure to attend a scheduled class does not constitute a withdrawal. All computations for refunds will be based on the official withdrawal date as shown.

Withdrawal

Students who want to drop all of their classes need to do so through the Office of the Registrar. The institution does not withdraw students who stop attending classes.

Change of Address Reporting

Each student must keep the University informed of his or her current address. Failure to do so may cause you to miss important information for which you are held responsible.

If your address changes during the semester or summer session, the change should be reported immediately to the Office of the Registrar. The University will assume that all correspondence to a student has been delivered to the address currently on file unless it is returned to the University.

Certification of Enrollment

The Office of the Registrar handles requests for transcripts, official notification of enrollment status, veterans' affairs, and deferments.

Transcripts

The Office of the Registrar processes all UHC official transcripts and unofficial transcripts are available through Self-Service. Transcripts may be sent to other institutions upon written request of the student. The University does not honor telephone requests for transcripts. Transcripts must be requested from the Office of the Registrar in person, by mail, or online. Transcripts will be released only if all financial obligations to the University have been fulfilled.

Grade Reports

At the end of each semester, grade reports will be available through Self-Service. No grades will be issued to students whose financial obligations to the University have not been met in full or whose admissions file has not been completed.

Grade Appeal Procedure

Errors in grades must be called to the attention of the Registrar within the next semester from the date on which the grades were issued. Grade appeals must be made within 10 days

of the beginning of the following semester, inclusive of summer semester. The student should first consult the instructor to discuss the situation and attempt to arrive at a solution. If the consultation proves unsatisfactory, the student may then submit a written statement of the problem to the head of the department through which the course is taught, along with a copy to the instructor. If the appeal is still not resolved, the student may then appeal to the Chief Academic Officer by submitting a written request for a review of the problem. Copies of all materials that have been considered to date must be submitted to the Chief Academic Officer. Failure to submit all documentation will result in the appeal not being considered by the Chief Academic Officer. The decision of the Chief Academic Officer related to the appeal is final.

Course Load Limit

To be classified as full time in fall or spring semesters, an undergraduate student must enroll in a minimum of 12 credit hours or at least 6 credit hours in a summer term. To be classified as full-time, graduate students must enroll in a minimum of 9 credit hours in a regular semester or a minimum of 6 credit hours in a summer term.

The normal course load for undergraduate students in a regular semester is 12 - 15 credit hours. Students who have maintained a grade point average of 3.0 for two consecutive semesters may take 19 - 21 credit hours with the approval of the Department Chair. The normal course load for graduate students in a regular semester is 9 credit hours. An overload must be approved by the Department Chair.

Email Address

Students are required to activate their UHC email account with the Information Technology Department upon the start of enrollment. All electronic correspondence sent to students by any UHC faculty or staff member will only be sent to the student's UHC email account.

Student Privacy and Distance Education

1. A student who enrolls in a course that has components of distance education will have a unique Identification and password assigned by the Information Technology Department.
2. University of Holy Cross's Information Technology Department is responsible for maintaining a secure online environment.
3. The student is responsible for protecting their identification and password on any school related electronic medium once individually issued by the Information Technology Department during the registration process.

At the present time there are no additional charges to verify student identity for classes that have components of distance education.

V. Financing College

Students who are in need of financial assistance to attend UHC should visit the Office of Student Financial Aid. All forms of financial aid, such as loans, grants, scholarships, and college work-study are processed through this office. For additional information regarding Financial Aid refer to the University Catalog.

How to Apply for Financial Aid

All students seeking financial assistance complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. This should be done early to ensure that students meet spring and fall semester priority deadlines. You must have your FAFSA submitted and all other necessary information to the Office of Financial Aid on or before the Priority Deadline if you wish to have your financial aid available at Registration. Students must reapply for financial aid each year they wish to receive aid. Please note that no financial aid paperwork can be processed until the student has completed the University admissions process and is officially accepted.

Federal College Work Study Program

In addition to scholarships, grants, and loans, the Office of Student Financial Aid offers job opportunities through the Federal College Work Study Program for students who qualify. The Federal College Work Study Program is funded by the federal government and matched with funds from UHC; therefore, interested students must first complete the FAFSA to determine eligibility in order to participate in the program. Students who have been determined eligible for work study must see the Financial Aid Coordinator for further instructions and to find out about job availability.

Scholarships

There are two full-tuition scholarships awarded to graduating high school seniors and a variety of partial-tuition scholarships available for undergraduate and graduate students. For more information, please contact the Office of Student Financial Aid.

Off-Campus Jobs

Students who are looking for off-campus jobs to help pay for college can get assistance through Career Services. Please, see the “Career Services” section located under “Student Affairs” in this handbook for more information.

Financial Obligations

The Office of the Bursar handles all student financial obligations such as tuition, fees, and various bills. Any money owed to the University may be paid in the Bursar’s office during regular open hours or through Self-Service. Financial obligations and fines can also be paid

by mail. The official address is University of Holy Cross, Bursar's Office, 4123 Woodland Drive, New Orleans, LA 70131-7399.

In addition, if you receive any financial aid, you will be required to visit the Bursar's office upon official notification in order to endorse your financial aid check. All questions with specific regard to tuition, fees, and payments should be addressed to the Bursar's office.

VI. Assisting Your Development: Student Services and Programs

The Office of Student Life has as its goal the development of the entire person. It is responsible for identifying and responding to the spiritual, emotional, physical, social, and personal needs of all students.

The division serves in many ways as a liaison between the student and the University, and seeks to communicate effectively the needs of the students to other areas of the University community.

The Office of Student Life oversees all types of student services, and works closely with other campus departments to comprehensively meet student needs.

Bookstore

UHC works with E-Campus, an online bookstore, to provide textbook services. Students may visit the UHC virtual bookstore to purchase, sell, and rent textbooks. Payment can be made by credit card or book voucher. The E-Campus website can be accessed by visiting <http://olhcc.ecampus.com/>.

Bulletin Boards

Information concerning student services, student activities, and academic notices are posted on bulletin boards in various areas throughout the University. Students should be familiar with their locations and with the information contained on the bulletin boards.

Individuals wishing to post non-academic handouts or other publicity must seek approval from the Office of Student Life.

Career Services

The division provides a broad range of career planning services. These services include individual, academic, career and occupational counseling and aptitude testing. The division also has resources available to students to assist them in their career exploration.

Additional services provided by the division include workshops on career planning, résumé writing, and successful interview techniques. Career development events, including Career Fairs, are held throughout the academic year. The career planning service also provides postings of available jobs in the area. These job postings include both full-time and part-time

jobs, as well as internship opportunities. The postings are updated regularly, and may be found on the Career Services job bulletin board, in the Student Lounge

Counseling Services

The Thomas E. Chambers Counseling and Training Center provides personal, academic, career, and crisis counseling to students in need.

Counseling is free to all UHC students. Counselors are available 11 a.m. to 8 p.m. Monday through Thursday.

Health Services

University of Holy Cross provides an Office of Health Services. Routine health care checkups are provided free of charge to students. Such checkups include blood pressure and/or weight monitoring. Limited first aid supplies are maintained in the office as well. Students must provide the University with information regarding special health needs they may have. The hours of the office are posted each semester. Over the counter medications are available for a variety of common ailments – free of charge.

The Office of Health Services also sponsors the Wellness Club, which is available for students, faculty, and staff. The Wellness Club is designed to enhance the healthy development of the mind, body, and spirit of its participants, through physical exercise, as well as health and mental wellness activities.

Hurricane Café

The Hurricane Café offers a wide selection of hot and cold lunches, as well as coffees, smoothies, snacks, and baked goods.

Student ID Card

During registration and throughout the semester, the Office of Admissions issues identification cards for students. This card is also utilized as the student's debit card for Bayou Bucks.

Any University official with just cause has the right to request a student shows his or her ID card for identification purposes. Upon such a request by a University official, the student is required to comply.

Lost and Found

The Copy Center/Mailroom houses a lost and found service for the University community. All items found on campus should be brought to this division.

New Student Orientation

The Office of Student Life plans and coordinates new student orientation for the fall and spring semesters. The New Student Orientation programs are designed to help ease the transition of freshmen and transfer students to the UHC education experience, and ultimately help toward graduation. The department also offers Parent Orientation, designed to assist those in supporting roles to effectively help their students get acclimated to college life.

Parking and Security

Parking and security services are provided for the protection of all students, employees, and visitors while on campus through the Security Office. The security personnel are authorized to police the University property and have the authority to request identification from all individuals on campus if needed. Refer to additional policies sections of this handbook for additional rules regarding parking and regulations.

**Safety*

For additional health and safety requirements, check the University Catalog under the department for which you are enrolled.

Recreational Sport Activities

Student Life is responsible for coordinating all intramural programs. Soccer, volleyball, flag football, softball and kickball sports are available for all students interested in participating. The division encourages any student interested in getting involved with intramural programs to contact the Office of Student Life.

Student Newspaper

The Holy Cross Chronicle, a campus newspaper produced by and for students, is published once per semester. Students interested in editing, composing, or writing should contact the Office of Student Life.

Student Organizations

Campus life at OHLCC can be characterized by a diverse schedule of cultural, social, intellectual, spiritual, and recreational events. The Office of Student Life is responsible for monitoring student organizations and special programs and encourages all students to get involved in student life.

VII. Student Organizations: Policies and Procedures

The Office of Student Life is directly responsible for governing, supervising, and coordinating student activities on campus. It is the intention of the division that the out-of-class activities and programs lend themselves to the total educational environment of the University and

the “holistic” development of the participant. Additionally, it is the intention of the Division to provide a wide range of activities and programs to meet the needs and interests of all students.

Organizations on campus become recognized upon application of the interested group and the approval of the Office of Student Life.

Organizations Seeking and Retaining Official University Recognition

The following must be presented to the Office of Student Life in order to obtain University recognition:

- A typed alphabetical list of at least ten members including their names, addresses, and telephone numbers;
- A typed constitution and by-laws;
- A proposed slate of officers;
- A completed faculty moderator form;
- If affiliation with an outside group is contemplated, a copy of the purpose and constitution of the group;
- A proposed budget for the semester;
- A list of activities planned for the semester;
- A completed application for recognition of new student organizations;
- Compliance with any additional guidelines set forth by the Office of Student Life.

The items below must be submitted each year by existing organization, in order to maintain University recognition and secure funding:

- A proposed slate of officers;
- A completed faculty moderator form;
- A proposed budget for the semester;
- A list of activities planned for the semester;
- Compliance with any additional guidelines set forth by the Office of Student Life.

The Office of Student Life will review the materials submitted and notify the group of the action taken. When a new organization is approved for recognition, a letter will be written to the moderator and the club president. The organization is then considered an official student organization and is entitled to function as a regular part of the University community.

In addition, the constitutions of all organizations must contain a statement that the organization and its members agree to uphold and abide by the rules and regulations of UHC. The constitutions of organizations must also include a statement requiring students selected as officers to maintain at least a 2.0 GPA. Additionally, constitutions must include a statement of nondiscrimination.

Funding Official Organizations

University of Holy Cross will attempt to partially fund clubs and organizations that have official University recognition. In order to receive funding, each organization must be properly represented at a special programming meeting, held each semester; and, follow the procedures outlined above under “Organizations Seeking and Retaining Official University Recognition.”

Funding for each organization on campus may vary based on funds available, and the role of the organization on campus. The Office of Student Life and the Office of Finance and Operations will give final approval to budget requests. In special cases requiring additional input, the SGA President will be notified.

New clubs and organizations forming on campus must follow the procedure listed under “Organizations Seeking and Retaining Official University Recognition” for one academic year before University funds can be available.

All activities must be approved by the Office of Student Life to receive funding. Organizations must host one fund-raising event, one service event, and one educational/professional development event each semester to receive funding. Required paperwork in the Office of Student Life must be completed within the first three weeks of the academic year to receive funding for that semester.

The Office of Student Life reserves the right to conduct periodic audits of organizations to determine compliance with all regulations set forth in this handbook.

Lines of Authority for Clubs and Organizations

The president and the moderator of each organization serve as the official representatives of that organization. These two individuals are responsible for ensuring that all University guidelines and regulations are followed. They also serve as representatives of the organization before the University administration. Members of an organization should channel their concerns through the president and moderator of their respective organization.

Moderator

Each organization must have a moderator who is a member of the University faculty or professional staff. Each organization selects its own moderator and should make certain that prospective moderators are sincerely interested in the goals and objectives of the organization. The moderator must be present at the majority of its events, and acts as a liaison between the University and the organization as needed. The moderator should also be aware of planned activities and all financial matters involving the organization. Additionally, the moderator of each organization shall be responsible for motivating the respective organization to function effectively in keeping with its own constitution and with the philosophy of the University.

Conduct at Activities

The sponsoring organization is responsible for the conduct of those attending its activities. Organizations may be suspended for misconduct; planned activities should be supervised by the moderator and/or other University officials. Whenever a student organization violates any provision of its constitution or by-laws or the regulations of the University, the Office of Student Life will recommend disciplinary action.

Student Publications

Student publications include The Holy Cross Chronicle and Calliope. The Holy Cross Chronicle is the student newspaper which is published once per semester, during fall and spring only. Calliope is a literary magazine of student work and is published each spring. All student publications must indicate that the views expressed in the publication are those of the publication or the writer and do not necessarily represent those of the faculty, staff, or administration of University of Holy Cross. The Student Handbook sets forth University policies and procedures relative to student conduct, rights, and responsibilities. It is available at registration and throughout the year in the Office of Student Life. It is also available on the University website at www.uhcno.edu. It is the responsibility of each student to obtain and read this publication.

Officially Recognized Organizations

Professional Organizations

- Association of Graduate Students in Counseling - (AGSC)
- Student Nurses Association (SNA)
- Beta Xi - Natural Sciences
- Beta Beta Beta – Natural Sciences
- Literary Club - Humanities
- A+PEL – Education
- Pre-Dental Society
- Psychology Club
- Theology Club
- American Medical Student Association (AMSA)

Honor Organizations

- Kappa Delta Pi -Education Honor Society
- Kappa Gamma Pi - Catholic Student Honor Society
- Sigma Theta Tau- Nursing Honor Society
- Chi Sigma Iota - Counseling Honor Society
- Phi Alpha Theta – History Honor Society
- Sigma Tau Delta – English Honor Society

Service Organizations

- Student Government Association (SGA)
- Holy Cross Chronicle - School Newspaper
- S.E.A.L.s

Intramural Sports

- Flag Football
- Volleyball
- Kickball
- Soccer
- Softball
- Other Planned Intramural Programs

How to get more Information about an Organization on Campus

Individuals seeking information from an organization should contact the Office of Student Life at studentlife@uhcno.edu.

Waiver and Release

All individuals participating in planned off-campus activities (i.e., intramural programs, field trips, retreats, etc.) are required to complete a Waiver and Release Form. It is the responsibility of the person planning the activity (i.e., president or moderator of the club or the teacher of the class) to get all participating students to complete the Waiver and Release Form. All completed forms must be forwarded to the Office of Student Life with an attached note describing the activity. Waiver and Release Forms are available in the Office of Student Life.

Student Representation on University Committees

Students at UHC play an integral part in institutional decision and policy making. A special seat is set aside for student membership in committees throughout the University. Students are invited to sit on various standing committees. Students interested in sitting on University committees should notify the Office of Student Life. Chairpersons will work with Student Life to appoint student representatives and alternates to serve on committees.

It is the responsibility of the appointed student to notify the alternate representative when he or she is unable to attend meetings. It is the responsibility of the chairperson to monitor student attendance and participation in the committee.

VIII. Standards of Student Conduct

University of Holy Cross is a community of individuals engaged in the task of learning and the advancement of knowledge. Acceptance of admission to the University carries with it an

obligation to the welfare of the community. Freedom to learn can be preserved only through respect for the rights of others, for the free expression of ideas, and for the law.

All individuals and/or groups of the University community are expected to speak and act with scrupulous respect for the human dignity of others, both within the classroom and outside it, as well as at social and recreation activities.

University of Holy Cross will not tolerate any form of harassment or intimidations, including, but not limited to sexual, racial, religious, age, or other forms of discrimination. Nor will it tolerate acts of hazing against individuals or groups for any reason.

The University encourages the free exchange of ideas and opinions, but insists that the free expression of views must be made with respect for human dignity and the freedom of others.

By accepting admission to University of Holy Cross, the student accepts the responsibility to conform to all regulations established by the University. Any student who found to be in violation of this responsibility shall be subject to disciplinary action, including, but not limited to, expulsion, suspension, probation, warning, or fines.

The Office of Student Life will make reasonable efforts to make regulations available, but students are responsible for becoming familiar with the regulations and are held accountable for misconduct even in the absence of such familiarity.

Source and Lines of Authority Regarding Student Conduct

The authority over student behavior, academic and non-academic, whether involving individuals or group, rests with the Board of Regents of University of Holy Cross and is delegated by them to the President of the University. The President delegates his authority as follows:

For all academic activities, the authority for control rests with the Provost. The Provost delegates authority to the appropriate academic Chairpersons and other academic personnel.

In all other areas, the President of the University delegates authority in matters of conduct to other Vice Presidents of the University. The Vice President for Student Engagement and Advising is responsible for formulating appropriate procedures and regulations concerning student conduct and discipline.

A Board of Review receives its authority from the academic community through the Office of Student Life. The board is impaneled to review administrative decisions and/or sanctions related to discipline, grievance, and/or judicial process. The Board of Review shall be called to hear any appeal of decisions and/or sanctions arrived at through proper administrative channels.

All individuals involved with disciplinary matters have a primary responsibility at each level for ensuring that all members of the University community are treated fairly and justly. Within an atmosphere of Christian living, it is imperative that there be a spirit of conciliation and an avoidance of hostility.

Student Rights and Responsibilities

Upon enrolling at University of Holy Cross, the student neither loses the rights, nor escapes the duties and responsibilities of a citizen of the United States of America and resident of the state of Louisiana. As beneficiary of great opportunities, partially at the expense of other fellow citizens/taxpayers, the student-citizen has a responsibility to himself or herself, to fellow students, to the laws of the land, and to the institution in which, by individual choice, he or she has enrolled. The University holds the rights and responsibilities of students to include:

Rights

1. The right to expect a quality education.
2. The right to engage in the academic and social offerings of the University in a safe, secure, non-threatening environment.
3. The right to develop their potential to the best of their ability.
4. The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students. This right is best exercised through the use of appropriate channels provided by the S.G.A. and campus officials.
5. The right to a fair hearing and appeal when a disciplinary action is applied to them as an individual or as a group member.

Responsibilities

1. The responsibility to be fully acquainted with regulations published in the University Catalog, Student Handbook, and other publications, and to comply with them in the interests of an orderly and productive academic community.
2. The responsibility to know that student conduct reflects not only upon the student involved, but also upon the institution as well as the faculty, staff, alumni, and other students.
3. The responsibility to follow tenets of common decency and behavior expected of any citizen in a democratic society, particularly in view of the aspirations implied by a college education.
4. The responsibility to accept fully the consequences of any action which might be detrimental to the student involved, to the institution, faculty, staff, and other students, and to society at large.

Standards of Behavior

Listed below are some examples of behavior that are unacceptable and not in keeping with the educational aims, mission, and philosophy of University of Holy Cross; such actions will subject student(s) to disciplinary action:

1. Plagiarism, cheating, academic dishonesty, or other forms of dishonesty in University-related affairs.
2. Forgery, alteration, destruction, or misuse of University documents, records, or other University property.
3. Provision or submission of false, forged, or fraudulent information to any University official or office on an official University form or on false, forged, or fraudulent documents, forms, reports, transcripts, records, certificates, tests, identification, legal, and/or written statements; by making false statements to a University official; and/or as a means of misrepresenting eligibility, qualification, status, achievement, and/or standing to or within the University.
4. Obstruction, disruption, or unauthorized interruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service functions, or of other authorized activities on University premises.
5. Physical abuse of any member of the University community, or conduct which threatens or endangers the health or safety of any such person.
6. Any verbal abuse of any member of the University community, or conduct which threatens or endangers the health or safety of any such person.
7. Theft of University services; theft of or damage to property of the University, of a member of the University community, or of a campus visitor including possession, sale, or attempted sales of stolen property of the University, of a member of the University community, of a campus visitor or of the civic community/citizens.
8. Unauthorized use of computer account(s), computer data files, and/or institutional technology facilities.
9. Unauthorized use of or entry into University facilities.
10. Use, possession, distribution, or being under the influence of narcotics or drugs, except as required for verifiable medical reasons permitted by law, while on University property or at University-sponsored, approved, or supervised activities.
11. Disorderly, lewd, indecent, or obscene conduct or expression on University-owned or controlled property or at University-approved or supervised functions.
12. Any act which interferes with or adversely affects the normal functioning of the University or which injures or endangers the welfare of any member of the University community or visitor on University-owned or controlled property.
13. Possession or use of alcoholic beverages on University-owned or controlled property.
14. Violation of properly constituted rules and regulations governing the use of motor vehicles on University owned or controlled property, including theft, sale, possession, and/or display of a lost, stolen or unauthorized parking decal.
15. Failure to respond to a request to report to a University administrative office.
16. Failure to comply with directions of University officials acting in the performance of their duties.

17. Violation of University policies and regulations as stipulated in this and other official University publications or as promulgated and announced by authorized personnel.
18. Incurring obligations or debts in the name of the University, including long distance telephone calls.
19. Distribution of unauthorized literature, handbills, posters, or other printed matter.
20. Participation in hazing, acts which are degrading or injurious, or acts in which another is held against his or her will.
21. Unwelcome sexual advances or encouragement, requests for sexual favors, and other verbal and/or physical conduct of a sexual temperament comprises sexual harassment when submission to such conduct is made, whether explicitly or implicitly, a term or condition of employment or academic evaluation; submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic evaluations affecting an individual; and, such conduct has the purpose or effect of substantially interfering with one's work or academic performance or of creating an intimidating, hostile, or offensive working/learning environment.

Group Offenses

Student clubs, groups, and organizations are responsible for conducting their affairs in a manner that reflects favorably upon themselves and the University. Such responsibilities include:

1. Compliance with campus regulations.
2. Taking reasonable steps, as a group, to prevent violations of law or campus regulations by its members.
3. A willingness to deal individually with those members of the group whose behavior reflects unfavorably upon the group or upon the university.

Failure to accept the responsibilities of group membership may subject the organization to permanent or temporary withdrawal of University recognition and/or support, social probation, denial of use of university facilities, or other appropriate action.

The Office of Student Life has the responsibility of initiating and expediting disciplinary action in group offense cases.

In order to ensure the safety of persons and property and to prevent any disruption of the educational and service functions of the campus, all assemblies, demonstrations, marches, rallies, or other events on the campus must be registered with and approved by the Office of Student Life.

Sponsoring groups or organizations and their officers or moderator(s) will be responsible for the conduct of such events, including arrangements for adequate safeguards. In the case of individual students not acting in the name of an organization, the student(s) registering and/or organizing the event will be held primarily responsible for the activities of the event and for the behavior of participants. Additionally, individual students will bear responsibility for their own behavior.

Internet Usage Policy

Terms and Conditions for Use of the Internet

Internet access is now available to students, faculty, staff and administrators at University of Holy Cross. The University is pleased to bring this access to the University Community and believes that the Internet offers vast, diverse and unique resources. The goal in providing this service is to promote educational excellence at University of Holy Cross by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of subscribers. Members of the University community have access to:

1. Electronic mail communication with people all over the world.
2. Information and news.
3. Public domain and shareware of all types.
4. Discussion groups on a plethora of topics.
5. Many university catalogs.

Internet – Terms and Conditions

- 1) **Acceptable Use** – School use must be in support of education and research and consistent with educational objectives of the University. Use of other organization’s network or computing resources must comply with the rules appropriate for that network. Access and/or transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use of product advertisement or political lobbying is prohibited. Use for commercial activities is not acceptable.
- 2) **Privileges** – The use of the Internet is a privilege, not a right and inappropriate use will, at a minimum, result in cancellation of those privileges. The system administrator and Executive Council will deem what is inappropriate use and their decision is final. The appeals process is described in the current Student Handbook. The handbook can be obtained online at www.uhcno.edu.
- 3) **“Netiquette”** – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - a. Any form of cyber-bullying is strictly prohibited.
 - b. Be polite. Your messages should not be abusive to others.
 - c. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - d. Do not reveal your personal address or phone numbers or the address and/or phone number of students or colleagues.
 - e. Illegal activities are strictly forbidden.
 - f. Note that electronic mail (e-mail) is not guaranteed to be private.

- g. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - h. Do not use the network in such a way that you would disrupt the use of the network to other users.
 - i. All communications and information accessible via the network should be assumed to be private property.
- 4) University of Holy Cross makes no warranties of any kind, whether expressed or implied, for the service it is providing. The University will not be responsible for any damages suffered by those who choose to partake in the service. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, viruses, misdeliveries, or service interruptions caused by negligence, error, or omissions. Use of any information obtained via the Internet is at the user's own risk. University of Holy Cross is not responsible for the accuracy or quality of information obtained on the Internet.
- 5) Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, or any agencies or other networks that are connected to the Internet, you must notify an Executive Council member who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account without written consent. Attempts to access Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet. (*See University of Holy Cross Technology Security Policy Manual*).
- 6) Unacceptable Use:
 - Anything deemed illegal by Federal, State or local laws.
 - Anything deemed academically dishonest.
 - Unauthorized use of equipment or resources.
 - Theft of equipment, software, and/or data.
 - Harassment/Stalking/Cyber-bullying.
 - Willful impeding of networking traffic or hoarding of resources (equipment, software, and/or data).
 - Misrepresentation of UHC or its entities.
 - Use of UHC trademarks, logo, insignia or copyrights without prior approval.
 - Access or proliferation of pirated software, offensive material or pornography.
 - Executing unauthorized software applications.
 - Installation of software without obtaining prior approval.
 - Willful proliferation of computer viruses.
 - Any action that would inhibit access to resources (such as implementing passwords of systems or applications) or restrict their use by other users.
 - Damage to UHC password or improper use of given password.

Engaging in any of the above will result in disciplinary action, including but not limited to, suspension, expulsion or termination.

- 7) Vandalism – Vandalism will result in disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the knowing or intentional uploading, creation, or dissemination of computer viruses.
- 8) Terms and Conditions – All terms and conditions as stated in this document are applicable to all students, employees, and guests at University of Holy Cross. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties.

IX. Student Complaint Policy

The University of Holy Cross complaint policy is intended to address the needs of persons who make complaints. Written complaints are preferred. Confidentiality will be maintained, as per the expressed wishes of the complainant. Students should direct academic concerns, in sequential order, to the following persons—1) instructor; 2) department chair; 3) dean; 4) provost. Judicial matters should be directed to the Vice President for Student Engagement and Advising. All other matters should be directed to the Provost and Vice President for Academic Affairs.

Procedure for Student Complaints

Students must make notification within ten days of the incident precipitating the complaint and follow the procedure outlined below.

Academic Concerns

The order of priority of persons to consult in order to resolve a problem is according to the hierarchy documented in the University of Holy Cross Academic Structure: instructor, coordinator (in cases where a coordinator has been assigned to oversee instruction), chair, dean, then provost.

1. If the complaint involves the actions of an instructor, the student should first consult that instructor to discuss the situation and attempt to arrive at a solution.
2. In all other cases, or if the student cannot arrive at a solution with the instructor or cannot reach the instructor, the student should contact the appropriate coordinator or department chair an attempt to arrive at a solution.
3. If the student has not resolved the matter after involving the department chair, then the student may submit a written statement of the problem to the appropriate dean.

The dean will take up the matter, coordinating meetings and collecting information as necessary, and attempt to resolve the matter.

4. If the student is unsatisfied with the dean's attempt at resolution then the student may submit a written statement of the problem, including reports of previous attempts at resolution, to the University provost. After meeting with the student and other involved individuals, the provost considers the matter and determines the final course of action.
5. The decision of the provost concerning the matter is final. In every case above the instructor level, the person resolving the student complaint makes a written report to be filed with the office of Academic Affairs and informs the student in writing of the final resolution.

Non-Academic Concerns

The order of priority of persons to consult in order to resolve a problem is according to the hierarchy documented on the non-academic side of the University's structure chart.

1. The student should first consult the University employee initially connected to the source of the complaint in order to discuss the situation and attempt a solution.
2. If the student cannot arrive at a solution with that person or cannot reach that person, the student should contact the appropriate supervisor and attempt to arrive at a solution.
3. In each case of failure to secure a satisfactory solution, the student should then refer the matter to the person on the next administrative level up to the level of vice president.
4. Should the matter reach the level of vice president, the decision of that vice president concerning the matter is final.

In every case above the person initially involved in the complaint, the person resolving the student complaint makes a written report to be filed with the Office of Academic Affairs and informs the student in writing of the final resolution.

Appeal Process

The student has the right to appeal the final decision to the Board of Review through the Director of Student Life.

X. Judicial System

The primary purpose of the University of Holy Cross Judicial System is to help govern the University community by regulating student conduct and by enforcing the Standards of Behavior, consistent with the Mission of the University and with the principles of due process of law applicable to colleges and universities. However, University of Holy Cross, through its commitment to the gospel message of Jesus Christ, strongly affirms its preference for the resolution of conflict through an informal process of conciliation rather than through the assertion of legal rights and judicial process.

In all matters of discipline and grievance, every possible avenue must be explored to bring about justice and forgiveness and to demonstrate compassion to all those in the University community. Nevertheless, this may not always be possible.

The Office of Student Life has administrative responsibility for the Judicial System on campus. The system consists of a Board of Review and a University Appeals Board. The Appeals Board hears appeals from the University Judiciary Committee.

Composition of Board of Review and Administrative Hearings

Every student accused of violating the Standards of Conduct has the right to a hearing before the Board of Review on Discipline. The Board of Review consists of two administrators, two faculty members, and two students. One of the faculty members acts as chair of the committee. All proceedings of the hearings are tape recorded, except for executive sessions.

Once the committee reaches a decision, it is forwarded to the Office of Student Life with a recommendation for sanctions. In reviewing student grievances relating to academic matters and all other issues, the Office of Student Life will attempt to resolve disputes through a process of conciliation of the parties involved rather than through a process of assertion of legal rights. If the grievance can not be solved through conciliation, the Board of Review will be called to hear conduct proceeding on hearing the case.

A student charged with a violation of the Standards of Behavior may waive his or her right to a hearing before the Board of Review and request an administrative hearing before the Office of Student Life.

Administrative hearings are only conducted when the following conditions are met:

- A. The student requests, in writing, an administrative hearing.
- B. The student pleads guilty to the charges.
- C. The person bringing the charges agrees to an administrative hearing.
- D. The Office of Student Life agrees to hear the case.
- E. The student, the person bringing the charge(s), and Office of Student Life agrees to the sanction imposed. The administrative hearing will usually consist of the Office of Student Life, the student (who may be accompanied by an adviser), the person bringing the charge(s), and the Chairperson of the Academic Department.

Whenever the Board of Review cannot be convened, the Office of Student Life may choose to hear a disciplinary problem in an administrative hearing. The Office of Student Life may conduct administrative hearings during vacation periods or in emergency situations which may arise during the school year and whenever a student's behavior or activity endangers the safety of the University community, student group, or others.

When administrative hearings are called, the Office of Student Life shall meet with the person bringing the charges and the student defendant separately and/or jointly to discuss the charges or allegations and receive evidence to be considered in the hearing. After meeting

with the parties involved and reviewing the evidence, the Office of Student Life will decide that the charges are either invalid or valid. If the charges are valid, the Office of Student Life may impose appropriate disciplinary sanctions.

Any decision reached as a result of an administrative hearing can be appealed to the Board of Review after vacation ends. However, sanctions against the student will remain intact until an appeal is requested, heard, and settled.

Prior to, during, and following any hearing board or administrative hearing all communications and evidence is to be kept strictly confidential by all parties involved.

Judicial Procedures

- A. Violations may be reported to the Office of Student Life by faculty and students for consideration and referral of such matters to appropriate disciplinary channels.
- B. The University distinguishes its responsibility for student conduct which is in violation of law as cases of separate jurisdiction. When a student or group of students stands in violation of law, they may be subject to University disciplinary action.
- C. The Office of Student Life shall ensure that the best interests of any offending students are secured by making use of appropriate counseling, professional services, and administrative offices.
- D. In those cases of student conduct involving psychological or mental disturbance or other unusual circumstances, the Office of Student Life may take action other than the initiation of judicial proceedings.
- E. If information indicates that an offense has occurred, the following procedures shall be initiated:
 - 1) The Office of Student Life will conduct an investigation of the alleged offense and ascertain all pertinent facts. In the course of the investigation, the student shall be advised of the purpose of the investigation and invited to assist in its resolution. The student will be afforded an opportunity to state his or her case informally, or present information in support of his or her position, including mitigating circumstances.
 - 2) If it is determined that original jurisdiction should rest with other administrative units, the case may then be referred directly for investigation.
 - 3) If it is determined that disciplinary action should be taken, the student shall be advised in writing of the charges against him or her and afforded an opportunity to offer information that might be relevant to the necessity and extent of disciplinary action.

Procedural Due Process Principles

University of Holy Cross, in exercising its disciplinary power, is committed to the principle of procedural due process. Procedural due process requires that a disciplinary procedure be established for determining the guilt or innocence of all students charged with specific conduct violations and that the procedure meets the test of fairness and reasonableness.

In all disciplinary matters referred to the Board of Review, the accused shall have the following rights:

1. To be given notice in writing of the specific charge or charge(s).
2. To be allowed adequate time in which to prepare a defense against such charge(s). This is normally interpreted to be at least 72 hours from the time of notification of the charge(s). Circumstances can justify a shorter period.
3. To have the charge(s) considered by the Board of Review. The student may waive this right and accept the judgment issued.
4. To be given information on the nature of the evidence on which the charge(s) is based. If written documents are to be introduced as evidence, the student has a right to receive copies of the documents at least 72 hours before the hearing. The student is also entitled to receive a list of all the witnesses who will testify against him or her. If, however, the student wishes to cross-examine any University witnesses, he or she must submit a written request containing the names of the witnesses to the Office of Student Life.
5. To have a separate hearing before the Board of Review. When two or more students are charged with the same circumstances, one or more of the students may make a written request for a joint hearing. The decision on a joint hearing will be made by the committee chair on the merits of each situation. Thus, the written request should show why a joint hearing will help ensure a fair and reasonable due process hearing.
6. To be presumed innocent until proven guilty and to have the Board of Review decide guilt solely on the basis of clear and convincing evidence presented during the hearing, with the university bearing the burden of proof of guilt.
7. To retain all rights as a University student while the charges are being considered and, if found guilty, all rights of appeal have been exhausted as established in this code.
8. To appeal decisions and recommendations of the Board of Review or of the administrative officer who hears the case.

Rights of the Student Prior to Convening of the Board of Review

1. To request assistance from the Office of Student Life in bringing a student or University employee before the Board of Review to serve as witnesses on his or her behalf. The student will be actively encouraged to bring witnesses to appear; however, it should be understood that University officials do not have subpoena power.
2. To give written authorization to the Office of Student Life to release information relating to the charge to the person(s) chosen by the student to serve as an adviser. Such information is to be used only in assisting the student in preparing a defense.

Rights of the Student During a Hearing

1. To appear, alone or with person(s) of the student's choice to advise and assist the student during the hearing. Acceptable persons chosen to advise or assist the student include a friend, a teacher, an ombudsman, or an attorney. The chair of the Board of Review will recognize the person chosen to advise or assist the student as an adviser but will not permit the adviser to participate as an agent of the student. The student may request additional advisers by writing to the chair of the Board of Review, through the Office of Student Life. The request should include an outline of the reasons additional advisers are needed. Such requests should reach the committee chair at least 48 hours prior to the hearing. A prompt decision shall be made on all such requests.
2. To request, with just cause, that a member to the Board of Review be excluded from the panel. Such a request must be made immediately after the introduction of the committee members and should take the form of a request to the chair. The chair will excuse the member of the Board of Review while the student presents reason justifying the request.
3. To present evidence in his or her own defense.
4. To refuse to testify or answer any questions if such testimony or answers tend to establish against the student a violation of the Standards of Behavior or a violation of state or federal law.
5. To be confronted by the person(s) bringing the charge(s).
6. To have an opportunity to conduct reasonable cross-examination of the person(s) bringing charge(s).
7. To have an opportunity to conduct a reasonable cross-examination of the witnesses who appear at the hearing and give testimony against the student. Depositions, statements, previously submitted memoranda, letters and any other written materials may be introduced by the accused at a hearing even though the writer is

not present. The committee members may attach whatever significance to these written documents they deem appropriate.

8. To have evidence of prior Standards of Behavior violations and/or convictions excluded during the hearing. If, however, a student is found guilty, such evidence shall be admitted when the Board of Review deliberates the imposition of sanctions.

Rights of the Student who is Found Guilty

1. To have sanctions imposed which are commensurate with the violation charge.
2. To retain all rights as a University student until appeal procedures, as established in the Standards of Behavior, have been exhausted.
3. To have a summary of the hearing decision as prepared for the Office of Student Life, a taped copy of the hearing, except when the committee meets in executive session to deliberate procedural matters of the student's innocence or guilt and sanctions to be imposed.

The hearing decision summary will be provided free of cost to the student; the tape may be provided at the student's expense.

Due Process and Appeal Procedures

- A. The student shall be notified in writing of the fault or grievance for which he or she is subject to judicial processes in ample time to prepare a defense.
- B. When sanctions or other administrative actions are instituted, the student shall be informed in writing.
- C. The student shall be informed of the right to have the alleged violation and imposed sanctions/actions come before the Board of Review.
- D. The student has 5 calendar days from notification to request a hearing. Such a hearing must commence no less than 10 calendar days nor more than 15 calendar days from the date of request.
- E. The Board of Review may:
 - 1) Affirm the action.
 - 2) Reduce or modify the action.
 - 3) Dismiss the charges if determination is made that action was taken on grounds not supported by substantial evidence.
 - 4) Return case to original office for further consideration.
- F. One is assumed innocent until proven guilty. The burden of proof must rest upon the member of the academic community bringing the charge.

Sufficient evidence must be presented to sustain the burden of proof so that a reasonable mind might draw an adequate conclusion.

- G. One must be given an opportunity to testify and to present evidence and witnesses. All parties involved have the right to cross examine.
- H. The decision must be based solely on the evidence introduced during the proceedings.
- I. In the absence of a transcript, there should be a tape recording of the hearing. This record is to be preserved by the Office of Student Life until final disposition of the case.
- J. The principals in a hearing must be present and may be represented by advisor(s) of their choice.
- K. One who is found culpable of the allegations, either through his or her own admission or by a decision of the Board of Review, has the right to establish mitigating circumstances through his or her own testimony or that of a competent witness.
- L. In the interests of confidentiality, all administrative or appellate hearings are closed to the general public.
- M. The Board of Review shall establish its own internal operating procedures consistent with due process.
- N. The appellate decision of the Board of Review shall be final. The student may, however, appeal the decision of the Board of Review to the President within five calendar days of notification of Board of Review action when there is:
 - 1) A question concerning procedural due process and/or
 - 2) A desire on the part of the student to introduce new information.

Substantive Due Process Principles

- A. The University, in exercising its disciplinary power, is committed to the principle of substantive due process protection for its students. Substantive due process requires that all University regulations, rules and policies governing student conduct and discipline must be set forth in properly promulgated documents. Substantive due process also requires that regulations affecting the conduct of students and sanctions for misconduct by students shall be based on the general principle of equal treatment, including like sanctions for like violations, without regard to sex, race, color, religion, age, national origin, handicap, marital status or veteran status.

- B. The Standards of Behavior are the basic policy statements of the University governing student conduct and student discipline. Operating units of the University, e.g., academic divisions, academic departments, cafeteria, library, and intramural sports may also establish and promulgate behavioral standards for students as long as they are not inconsistent with the provisions of the Standards of Behavior. Under circumstances in which there is an allegation of misconduct which is a violation of conduct standards of operating units and also a violation of the Standards of Behavior, the determination of innocence or guilt must be made using the process established by the Standards of Behavior. A determination of guilt on the basis of the standards does not preclude the application of sanctions under departmental regulations. Under no circumstances, however, may departmental sanctions be imposed in lieu of sanctions applied in proceedings under the standards.
- C. Consistent with the principle of substantive due process, no University disciplinary sanction shall be imposed upon a student except in accordance with the provisions of these standards.
- D. A student accused of violating a University regulation, including regulations of operating departments, shall always have the right to require that the accusation be considered in accordance with the provisions of these standards and that any sanction imposed is consistent with the provisions of these standards. This does not mean that a student may not voluntarily accept departmental discipline.
- E. Students who have reason to believe that they are being unjustly accused and/or disciplined, or threatened with discipline, by a University employee without the full protection offered by the Standards of Behavior should immediately seek advice and counsel on their rights under the standards published in the Student Handbook.

Role of the Office of Student Life in Due Process Procedures

In order to maintain an academic community where the rights of all are assured, it is necessary that violations and grievances be cleared up or resolved on the level at which they occur.

The functions of the Office of Student Life in cases involving violations and grievances are as follows:

- A. To counsel the person to talk to the one against whom the grievance is made if he or she has not already done so.
- B. To serve as arbitrator which is defined as one who facilitates hearings of the parties involved, enabling said parties to come to a resolution of the dispute voluntarily.
- C. To initiate the proper procedures in cases where no agreement is forthcoming in process of arbitration.

- D. To advise the person in writing of the alleged violation or grievance of which he or she is accused and to advise the parties involved of their rights under due process. When necessary, to initiate the procedures in cases of appeal and to serve in a moderating capacity for those proceedings.
- E. To assist the student in any appropriate way both during and following the investigation and the hearing.
- F. To assist the student in the preparation of an appeal.
- G. To assist the student in carrying out the terms of the penalty and in applying for a return to good standing.
- H. To maintain all records and transcripts of hearings until such time as they are no longer pertinent.

XI. Academic Honesty

At Our Lady of Holy Cross intellectual integrity and academic honesty are fundamental to the processes of learning and of evaluating academic performance. Maintaining this integrity is the responsibility of all members of the University. Violations of academic honesty by any student are not tolerated and are dealt with severely.

Academic Dishonesty includes but is not limited to cheating, plagiarism, collusion, academic misconduct, falsification, and the attempt to commit such a violation. All work that is submitted by a student for credit must be the work of that student **ONLY**. Students should not allow anyone else to write their papers in part or whole. Failure to report the academic dishonesty of other students also constitutes a violation of this policy.

Plagiarism is a particularly serious violation of academic integrity. When students use words, ideas, or data from any source, including the Internet, that source must be cited (usually parenthetically but possibly with footnotes or endnotes, depending on the discipline), even if it is paraphrased. In addition to the citation, if the exact words of the source are used, they must be placed in quotation marks.

TURNITIN.COM

In order to identify and discourage plagiarism, it is strongly advised that instructors require all papers written outside of class to be submitted electronically to Turnitin.com so that an originality report may be generated. Other written assignments (such as homework exercises, informal essays, and take-home tests) are submitted if the instructor determines it is necessary.

This procedure is highly recommended in all University of Holy Cross courses—classroom, hybrid, and online—at both the graduate and undergraduate levels. The academic departments or instructors have the right to require the use of Turnitin.com for all papers written outside of class. When Turnitin.com is required, a student will not receive a grade on a paper, get the paper back, or be allowed to revise the paper unless the paper is first submitted to Turnitin.com. Instructions on how to use Turnitin.com are included with the writing assignments.

NOTE: Instructors may also elect to use the Blackboard SafeAssign course tool in lieu of Turnitin.com for submission of student papers in order to generate an originality report.

Results of the originality report: If the originality report is in the red (75-100% unoriginal) or orange (50-74% unoriginal) category, the instructor will ask to meet with the student to discuss the issue. The instructor may, at his or her discretion, call the student in for discussion of the originality report with less than 50 percent of unoriginality, as deemed necessary. The instructor may also ask to meet with the student even if the originality report does not reveal a source has been used without citation, if the instructor has other evidence of or strongly suspects plagiarism.

Instructors may determine that a student has plagiarized by other means than using Turnitin.com. All evidence of plagiarism should be documented in hard copy.

Consequences and Sanctions—3 Strike Policy

In all cases of plagiarism and any other form of Academic Dishonesty, including cheating on tests and submitting work that someone other than the student has written, a “3 Strike Policy” applies:

1ST Offense:

For a first violation of any part of the Academic Honesty Policy,

1. The student receives a grade of F for the assignment.

If the instructor and/or department Chair determines that, in the case of plagiarism, the student did not understand or was not aware of procedures for citing sources and therefore did not intend to plagiarize, an F for the assignment is the only consequence for a first offense. But the offense is recorded according the procedure given below and counted as a first offense.

OR

2. The student receives of grade of F in the course and is placed on Academic Probation during the semester following the first offense.

If the instructor and/or department Chair determines that, in the case of plagiarism, the student did understand and was aware of procedures for citing sources and

therefore did intend to plagiarize, the student receives a grade of F in the course. This is also the sanction for any other act of Academic Dishonesty, including cheating OR having someone else write a paper for the student, in whole or in part.

2ND Offense:

For a second violation of any part of the Academic Honesty Policy,

1. The student receives a grade of F in the course.

A student may not plead ignorance of procedures for citing sources in a 2nd offense.

AND

2. The student is placed on Academic Suspension during the semester following the second offense.

AND

3. The department Chair of the student's program may decide to dismiss the student from his or her major program.

3RD Offense:

For a third violation of any part of the Academic Honesty Policy, the student is permanently dismissed from University of Holy Cross.

Procedure for Reporting and Recording All Offenses and For Applying Sanctions

1. The instructor submits a report, in writing, of the student's violation to the Chair of the instructor's department and the Dean of the instructor's college, accompanied by the plagiarized assignment, the Turnitin.com originality report, or other evidence gathered of plagiarism, or evidence of any other violation of Academic Honesty, including cheating on tests (such as eyewitness testimony by the instructor or reports by other students).
2. The Dean submits the above report to the Provost of the University, and the report is kept on file in the Office of Academic Affairs.
3. After reviewing the student's file, the Provost informs the Dean and the Chair if previous offenses by the student have been reported.
4. The Provost consults with the Dean and the Chair, who comprise an advisory committee, and receives their recommendations for the appropriate sanction. The Provost then makes the determination and informs the student of the sanction to be applied, whereupon the student has the right to appeal. (See below.)
5. If the student does not appeal or if the appeal is not successful, the Provost informs the student and authorizes the Registrar to apply the appropriate sanction to the student's academic record.

Appeal

The student has the right to appeal the Provost's sanction to the Board of Review through the Director of Student Life.

XII. Intellectual Property

Intellectual property created, made, or originated by a student shall be the sole and exclusive property of the student except as he or she may voluntarily choose to transfer such property, in full, or in part.

The University shall own copyright only in the following three (3) circumstances:

1. The student has voluntarily transferred the copyright, in whole or in part, to the institution. Such transfer shall be in the form of a written document signed by the student.
2. The University has contributed to a "joint work" under the Copyright Act. The institution can exercise joint ownership under this clause when it has contributed specialized services and facilities to the production of the work that exceed what is traditionally provided to students generally. Such arrangement is to be agreed to in writing, in advance, and in full conformance with other provisions of this policy.
3. Intellectual Property created by the student may be retained by the University for record keeping purposes only.

The intellectual property created by the student shall only be distributed by the University pursuant to a written release executed by the student and/or included *en banc* in the student handbook.

Intellectual property created, made, or originated by a student while employed by the university or working as an intern for the college shall be considered property of the university. This shall not prejudice the intellectual property rights of internships outside of the university.

XIII. Disciplinary Sanctions

The academic community feels that for the growth and development of every individual there are times when certain corrective measures contribute to the process of maturity. These corrective measures or sanctions, though not necessarily an end in themselves, are the means which enable one to reflect on his or her actions and behaviors. The following sanctions are imposed according to the gravity of the offense. Violation of the terms of any sanctions subjects a student to more severe action.

- A. *Admonition*: An oral statement to the student offender that he or she has violated University regulations.
- B. *Formal Warning*: Written notice to the student indicating that certain behavior is unacceptable and that improvement is expected or certain disciplinary action will be taken.
- C. *Restitution*: Compensation or reimbursement for damage to property and/or appropriate action for a grievance caused to a member(s) of the academic community.
- D. *Campusing*: Any appropriate action whereby the individual sanction imposed is related to the offense but does not warrant probation, suspension, or dismissal. The action may include loss of privileges, inability to hold student office in student organizations, loss of scholarship money, or any other sanction that the Office of Student Life approves.
- E. *Probation*: A temporary suspension whereby the student remains enrolled in the University, but under the stated conditions of temporary status as outlined in the notification of probation.
- F. *Suspension*: Suspension establishes a fixed period of time during which the student is physically separated from the University and must leave the campus. The Office of Student Life must clear all students for admission who have been suspended from the University for disciplinary reasons. Disciplinary Suspension is entered on the student's non-academic file until he withdraws from University.
- G. *Dismissal*: Permanent termination of student status defines dismissal. The fact that a student has been dismissed becomes a permanent part of the student's non-academic file.

XIV. Sexual Misconduct, Discrimination and Harassment Policy & Guidelines

I. Sexual Misconduct

Sexual misconduct in any form is prohibited. Sexual assault and sexual battery are both considered crimes of violence. Louisiana law defines rape as any anal, oral, or vaginal intercourse committed without lawful consent due to force, alcohol, narcotics, or unsoundness of mind. A person's conduct may violate University of Holy Cross's definition of sexual misconduct while not violating Louisiana law.

- A. Effective, lawful consent does not exist when a party has an abnormal condition of mind produced by any cause including but not limited to the ingestion of alcohol or drugs. There can be no effective, legal consent when a party knows or should know of an impairment of the other party's capacity to give knowing and completely voluntary consent.
- B. Both parties must be equally free to act. The option must exist to change "yes" to "no" at any point in intimacy. Sexual activity may be deemed to be non-consensual if determined that coercion existed, meaning that each involved

person was not afforded the option to choose whether or not to become, and continue to be, intimate with another.

- C. Both parties must clearly communicate their willingness and permission. **Consent is not the absence of the word “no”.** Sexual activity may be deemed to be non-consensual if determined an individual did not display obvious and unmistakable communication of wishing to become intimate with another.

II. **Sexual Misconduct Definitions: Sexual Assault, Sexual Battery, Relationship Violence, Sexual Harassment, and Sexual Verbal Abuse**

A. **Sexual Assault and Sexual Battery**

Any sexual behavior including sexual intercourse or attempted intercourse that is against the will of another or the intentional placing of another in reasonable apprehension of receiving unwanted sexual contact. The definition applies regardless of whether the assailant is a stranger or an acquaintance. Examples include, but are not limited to, forced insertion, oral copulation, rape by foreign object, and sodomy. The unwanted touching of an intimate part of another person, such as a sexual organ, buttocks, or breast.

B. **Dating Violence**

Violence by a person who has been in a romantic or intimate relationship with the survivor. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

C. **Domestic Violence**

Asserted violent misdemeanor and felony offenses committed by the survivor's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

D. **Relationship Violence**

Abusive behavior, including threats, verbal and/or emotional abuse, and physical assault between persons in an intimate and/or sexual relationship.

E. **Sexual Harassment**

Sexual Harassment may occur within a variety of relationships. These relationships may or may not involve unequal authority. Allegations of sexual harassment will be scrutinized, regardless of the relationship of a complainant to an alleged offender. Sexual harassment is sexual advances, requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature when:

1. Sexual submission is made a term or condition explicitly or implicitly of obtaining employment, services, or education.
2. Sexual submission is used as a factor in decisions affecting an individual's employment, services, or education.
3. Sexual conduct or communication is of such a nature that it creates an intimidating, hostile, or offensive employment, service, or educational environment.

F. Sexual Verbal Abuse

Language that is sexual in nature and unwanted on the part of another person. Examples include, but are not limited to, obscene telephone calls and use of written and/or oral communication which would be considered obscene.

G. Stalking

A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

III. Sexual Harassment Policy

- A. Sexual harassment in any form is prohibited under this policy. Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964 and Title IX of the educational Amendments of 1972. According to these statutes, sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment or educational decisions or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment."

Sexual harassment includes unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when such conduct:

1. Is made explicitly or implicitly a term or condition of employment or education, or
 2. Is used as a basis for an employment or educational decision, or
 3. Unreasonably interferes with an employee's or student's work performance, or creates an intimidating, hostile, or otherwise offensive environment.
- B. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome and that is

personally offensive, and therefore interferes with work or learning effectiveness.

- C. Sexual harassment may take different forms. Examples of conduct that may constitute sexual harassment are:
1. *Verbal*: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats, requests for any type of sexual favor (this includes repeated, unwelcome requests for dates), and verbal abuse or “kidding” which is oriented towards a prohibitive form of harassment, including that which is sex oriented and considered unwelcome.
 2. *Non-verbal*: The distribution, display, or discussion of any written or graphic material, including images, posters, and cartoons that are sexually suggestive, or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, email, that is sexual in nature.
 3. *Physical*: Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, and/or fondling; forced sexual intercourse or assault.
- D. Courteous, mutually respectful, non-coercive interactions between employees and/or students that are acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

IV. Three forms of Sexual Harassment

A. *Quid pro quo* harassment

Where submission to harassment is used as the basis for employment or educational decisions. *Quid pro quo* harassment occurs when employee benefits such as raises, promotions, working hours, etc., or student benefits such as grades, assignments, recommendations, etc., are directly linked to compliance with sexual advances. Therefore, only someone with the authority to grant such benefits can engage in *quid pro quo* harassment. *Example*: A supervisor promising or implying a raise to an employee if she goes on a date with him; a professor telling or suggesting to a student he will not get a recommendation for graduate school if he does not go out with her.

B. Hostile environment

Where the harassment creates an offensive and unpleasant working or learning environment. A hostile environment can be created by anyone in the work or learning environment, whether it is supervisors, fellow employees, professors, students, or outside contractors.

Hostile environment harassment consists of language of a sexual nature, unwelcome sexual materials, or unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

C. Gender-based hostility

Where an individual or individuals are harassed because of their gender.

V. Discrimination and Harassment Policy and Guidelines

University of Holy Cross strives to create and maintain a working and learning environment in which people are treated with dignity, decency, and respect. The environment of the University should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. Employees and students should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of the University. For that reason, UHC will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and through education of employees and students, UHC will seek to prevent, correct, and, when necessary, sanction behavior that violates this policy.

All employees and students, regardless of their position, are covered by and are expected to comply with this policy, and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee or student who violates this policy.

Any UHC faculty member who is found to have engaged in conduct prohibited under this policy is subject to disciplinary action according to the procedures in the *Faculty Handbook*. Any UHC staff member who is found to have engaged in conduct prohibited under this policy is subject to disciplinary action according to the procedures in the *Employee Handbook*. Any UHC student who is found to have engaged in conduct prohibited under this policy is subject to disciplinary action according to the procedures in the *Student Code of Conduct*.

A. Discrimination

1. It is a violation of this policy to discriminate in the provision of employment or educational opportunities, to create discriminatory work or learning conditions, or to use discriminatory evaluative standards if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, sex, national origin, age, religion, disability status, military/veteran status, or sexual orientation.
2. Discrimination of this kind is also prohibited by a variety of federal, state, and local laws, including Title VII of the Civil Rights Act 1964; Title IX of the Educational Amendments of 1972; the Age Discrimination in Employment Act of 1975; the Americans With Disabilities Act of 1990; the Family and Medical Leave Act; the Equal Pay Act, and Louisiana discrimination statutes.
3. Discrimination in violation of this policy will be subject to severe sanctions up to and including termination of employment.

B. Harassment

1. Harassment, including sexual harassment, is prohibited by federal and state laws. This policy prohibits harassment, and UHC will take appropriate action to swiftly address any unlawful harassment. Harassment is defined as verbal conduct, physical conduct or cyberbullying that has as its effect to defame, threaten, intimidate, or coerce. Also included are verbal taunting (including racial and ethnic slurs) which, in the employee's or the student's opinion, impairs his or her ability to perform his or her job or studies.
2. Examples of inappropriate conduct are:
 - A. *Verbal*: Insulting comments, epithets, slurs or negative stereotyping regarding a person's nationality, origin, race, color, religion, age, gender, sexual orientation, disability, or other protected status.
 - B. *Non-verbal*: Distribution or display of any written or graphic material that ridicules, denigrates insults, belittles, or shows hostility toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, disability, or other protected status.

C. Bias-Related Behavior

Actions or expressions which may cause violent situations, create a clear and present danger of violent situations, or which represent an attempt to demean,

degrade, or harass members of the University community. Such actions would include, but are not limited to, acts of violence, physical, and/or non-verbal threats, harassment, slurs, degrading humor, and written materials such as epithets, graffiti, or other similar expression.

D. What those who are harassed should do:

1. UHC wants to stop inappropriate behavior, especially before it becomes a violation of law. The University cannot solve a problem of which it is not aware. Report inappropriate behavior.
2. Review the complaint procedure set forth in this document.
3. Contact the Vice President for Student Engagement and Advising to initiate a complaint against a student. If the Vice President for Student Engagement and Advising is unavailable, or if a student feels uncomfortable reporting to the Vice President for Student Engagement and Advising, the student may report to the alternate - the Coordinator for Student Health and Wellness. The Vice President for Student Engagement and Advising or his/her alternate may request that the student meet with the Director of Campus Security to file a written report.
4. The complainant (the employee or student making the complaint) may use the Harassment/Discrimination Reporting Form or other written form of communication, or may file a complaint in person with the appropriate party referenced above.
 - *Note: It is not a prerequisite for filing a complaint with the university that a student first confronts the alleged violator.*

IV. Procedures for Reporting Harassment, Sexual Harassment, Discrimination, or Sexual Misconduct

A. Observation of Discrimination or Harassment

If a student becomes aware of discrimination or harassment, either from personal observation or as a result of an employee or student coming forward, the student should immediately report it to the Director of Human Resources (faculty or staff alleged violator) or alternate or the Vice President for Student Engagement and Advising (student alleged violator) or alternate.

B. Options Available for Students after a Sexual Misconduct Incident

1. Report to UHC Security

- a. Report to UHC Security and press charges - NOPD will then be called.
 - i. After NOPD is called a uniformed officer will arrive to speak with the survivor.
 - ii. The uniformed officer will call a sex crimes detective who will then take the lead on the case.
- b. Report to UHC Security and do not press charges.
 - i. UHC Security will ask if the survivor, if female, would like to speak with a female administrator or staff member present.
 - ii. UHC Security will ask the survivor if they would like to have a counselor called from the Thomas E. Chambers Counseling and Training Center.
- c. Report to UHC Security anonymously without providing personal information.

2. Receive an Exam

- a. Students who allegedly have been sexually assaulted should not shower, bathe, brush their teeth, or change clothes until they have been medically examined. This is necessary to preserve evidence.
- b. Survivor can receive a free medical exam at the University Medical Center (UMC) New Orleans, located on 2000 Canal Street off Tulane Avenue (504-702-3000).
 - i. Sexual Assault Nurse Examiners (SANE) Available.
 - ii. Only facility in the metro area that offers forensic exams.
 - iii. Can obtain exam regardless of whether or not assault is reported.
 - iv. Options for exam:
 - Evidence collection (sent to NOPD, preserved for 30 days)
 - Medical exam without evidence collection
 - v. Option to have medical advocate called from Metropolitan Center for Women and Children.

3. Pursue UHC Judicial Action*

- a. Survivor may pursue university judicial action if the accused individual is also an UHC student.
 - After filing a judicial report with Campus Security, contact the Office of Student Affairs at 504-398-2110.
- b. The UHC Board of Review will review all incident reports and any supplemental materials or statements in a formal judicial hearing.
 - As judicial “complainant”, the survivor may be present at his or her discretion to provide testimony.
- c. The Board of Review will deliberate on all evidence and make decisions about the responsibility of the accused student in a hearing.

**This process is not related to and is independent of any criminal proceedings in a court of law.*

4. Receive Support

a. Campus Support:

- i. Thomas E. Chambers Counseling and Training Center: (504) 398-2168
 - Receive confidential individual counseling, consultation, and/or advocacy.
- ii. Campus Ministry: (504) 398-2117
- iii. Student Health Services: (504) 398-2127

b. Community Support:

- i. RAINN (Rape, Abuse & Incest National Network)
 - 1-800-656-4673
 - <http://www.rainn.org>
- ii. Metropolitan Center for Women and Children
 - (504) 837-5400
 - <http://www.mcwcgno.org>
- iii. New Orleans Family Justice Center
 - (504) 866-9554
 - <http://www.nofjc.org>

5. Note to faculty

There are many choices facing a survivor after a sexual assault. The options above provide basic information regarding these choices. These options do not have to be conducted in any particular order and can happen at any point after a sexual assault. It may be helpful to emphasize to survivors that all decisions are the choice of the survivor, and they can discuss options with a counselor at the Thomas E. Chambers Counseling and Training Center as requested. For further information please do not hesitate to call the Counseling Center at (504) 398-2168.

6. Academic Situation Assistance

Students wishing assistance in their academic situations after an alleged sexual assault incident should contact the Vice President for Student Engagement and Advising for referral to the appropriate person. Assistance will be given if requested by the student and if such changes are reasonably available.

C. Special Reporting Situations

1. Allegations of discrimination or harassment by the Director of Human Resources should be reported to the President. Allegations of discrimination or harassment by a Vice President should be reported to the President.
2. Allegations of discrimination or harassment by the President should be reported to the chair of the Board of Trustees.
3. Any person using the complaint resolution procedure will be treated courteously, the problem handled swiftly and as confidentially as feasible in light of the need to take appropriate corrective action, and the registering of a complaint will in no way be used against the employee or student, nor will it have an adverse impact on the individual's employment or educational status.
4. While reporting such incidents can be a difficult personal experience, allowing discrimination or harassment activities to continue will most certainly lead to less desirable outcomes. For that reason, employees and students are required to follow these procedures. However, filing groundless and malicious complaints is an abuse of this policy and is prohibited.

D. Responsibilities

All UHC employees and students must share the responsibility of understanding and preventing discrimination and harassment. Ultimately, no satisfactory investigation or resolution of complaints can occur without the initiative and continued cooperation of the complainant.

E. Support Services for Students

1. Campus Security will use all reasonable means to protect the survivor and prevent further violence. In addition, security officers will assist in obtaining medical treatment as well as giving the survivor immediate and adequate written notice of the rights of the survivor and of the remedies and services available.
2. Counseling is also available for survivors of domestic violence through the Counseling Center, Campus Ministry, and by referral to off-campus agencies.

TELL SOMEONE: All calls are CONFIDENTIAL

UHC Security:	(504) 329-4430 (day) (504) 247-3825 (night)
Counseling Center:	(504) 398-2168
Campus Ministry:	(504) 398-2117
Student Nurse:	(504) 398-2127
SARAC (Sexual Assault Recovery Assistance Center)	(504) 837-5400

XV. Other University Policies

Hazing

The University will neither tolerate nor condone hazing in any form. Governance of hazing is as follows:

- A. The University defines hazing as any willful act by one student, alone or acting with others, directed against any other students, that:
 - 1. Subjects the student to indignity or humiliation.
 - 2. Intimidates the student by threatening or ostracizing in public.
 - 3. Submits the student to ignominy, shame, or disgrace among fellow students.
 - 4. Humbles or is calculated to humble the pride, stifles the ambition, or blights the courage of the student attacked.
 - 5. Discourages the student from remaining at the University or causes him or her to leave rather than submit to such acts.
 - 6. Constitutes a legal assault, by striking, beating, bruising, maiming or any other physical violence, or merely seriously threatens to do these acts.

- B. Complaints concerning possible violations are to be directed to the Office of Student Life. Cases will be dealt with on an individual basis.

- C. Specifically forbidden hazing activities include, but are not limited to, paddling in any form; creation of excessive fatigue, physical and psychological shocks; publicly wearing apparel that is bizarre and not in good taste; engaging in public stunts and buffoonery; engaging in morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities or deprive persons of the opportunity for sufficient sleep; forcing or coercing persons to consume alcohol or unusual substances, such as unprepared food; blindfold trips; and any requirement that would cause a student to violate the Standards of Behavior of the University or any state or federal laws.

Immunization Requirements

According to state law all college students are required to furnish proof of immunity to measles, mumps, rubella and tetanus/diphtheria if they were born after January 1, 1957. If they were born before January 1, 1957 they are only required to have a tetanus/diphtheria shot within the last ten years.

Students must have a physician, public health clinic, or other health care provider fill out the immunization form and return it to the Office of Health Services or the Office of Admissions. If immunization requirements are not completed, students will be administratively withdrawn from the university until all requirements are met.

All immunization, self indicated physical limitations, and health records are kept confidential in the Office of Health Services during student's tenure at UHC. Written permission from a student is required before any information may be released to a third party.

Smoking and Tobacco Policy

University of Holy Cross is committed to providing a safe and healthy campus and to promoting the health and wellbeing of its employees, students, and visitors. In the spirit of aiding to maintain the wellbeing of our employees, students and, visitors, it is the policy of UHC to prohibit smoking and tobacco use on the College premises except within the designated area. The Smoking and Tobacco Campus Policy applies to all faculty, staff, students and visitors.

The Smoking and Tobacco Campus Policy restricts the use of cigarettes, pipes, cigars, hookahs, bidis, cigarillos, chewing tobacco, and e-cigarettes from being used anywhere on the University campus except in the designated area. Smokeless tobacco products are also prohibited in all circumstances where smoking is prohibited. University of Holy Cross is a smoke-free campus which includes parking lots, court yards, common areas, vehicles, meeting rooms, classrooms, lounges, offices, laboratories, work areas, reception areas, cafeterias, hallways, stairwells, elevators, conference rooms, and University-owned vehicles. Smoking is prohibited in all partially enclosed areas such as walkways, breezeways, carports and areas immediately adjacent to building entrances.

The Gazebo is the designated area where smoking and other forms of tobacco use is permitted. The Gazebo, which is located on the western side of the building, is marked with the appropriate signage. Waste receptacles are provided for disposal purposes. Smoking is prohibited up to 25 feet from the entrance and windows near the Gazebo to prevent smoke from entering through these areas or any other means.

Effective implementation of this policy is dependent upon the courtesy, respect, and cooperation of all members of the University community. Complaints or disputes should be brought to the attention of the University employee who has immediate responsibility for

the workplace or event or to his/her supervisor. If satisfactory resolution is not reached, the Director of Security should be consulted. Infractions of this policy may result in a warning and/or be asked to leave the campus. Student infractions should be reported to Student Life and employee infractions should be reported to their Dean or Vice President so that the number of infractions may be tracked. Visitors should be politely reminded of this policy and asked to leave the campus if they fail to comply.

Attendees at public events, such as conferences, meetings, public lectures, social events and cultural events using OLHCC facilities will be required to adhere to this policy. Organizers of such events are responsible for communicating this policy to attendees and for enforcing this policy

Substance Abuse Policy

University of Holy Cross is in full compliance with the Drug-Free Workplace Act of 1988. Conscious of its educational mission and of its obligation to the handicapped members of its community, the University recognizes the unique problems of students afflicted by alcoholism/drug addiction. The Thomas E. Chambers Counseling Center located at the University can provide counseling to students and all cases are handled with strict confidence.

Notice Concerning Student Records

University of Holy Cross complies with the Family Education Rights and Privacy Act, a federal law that protects the privacy of education records and gives students certain rights with regard to those records.

Policy on Use of UHC's Name and/or Seal

University of Holy Cross has the responsibility to protect its mission and vision through regulating the use of the school's name, logo, and seal. Individuals are encouraged to request permission to use the name and/or logo from the Office of Student Life to avoid disciplinary action. Any unauthorized use is strictly prohibited.

Children on Campus

There should be no children on campus attending classes with their parents or left unsupervised by their parent or guardian. If children are found in any area of the University unsupervised, the parent or guardian will be located to bring the child to an appropriate location off campus.

Fire Drills and Evacuation of the Building

In the event of a drill or real need to evacuate the building, the following guidelines are to be followed. These guidelines apply to all personnel—administrative, faculty, staff, students, and visitors—occupying all parts of the buildings when a notification to evacuate is given.

The normal signal to evacuate will be given via the fire alarm system; however, in case of power failure, the signal will be given by authorized marshals.

Posted evacuation plans for every area of the building are strategically posted. Additionally, fire extinguishers, emergency lighting, and exit lights are provided. It is incumbent upon all students and personnel of the University to become familiar with the procedures and routes for evacuation.

Active Shooter on Campus

The University of Holy Cross has armed Security Officials on campus in marked uniforms. If an active shooter is inside, consider the options: **RUN. HIDE. FIGHT.**

RUN: If the shooter IS NOT in your area, RUN.

- If there is an accessible escape path, attempt to evacuate the premises to the safe location. UHC primary safe location is the main building at Our Lady of Wisdom on the west side of the campus. The secondary safe location is the New Orleans Firehouse on Woodland Drive.
- Try to warn other faculty, staff, students and visitors to evacuate when possible.

HIDE: If you are not in a safe position to run, HIDE.

- Take immediate shelter. Proceed to a room that can be locked or barricaded.
- Lock and barricade the door and windows, using whatever is available: desks, tables, file cabinets, etc.
- Keep yourself out of sight, stay away from windows and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets.
- Turn off lights.
- Turn off radios, computer monitors or other devices that emit sound.
- Silence cell phones. Notification and communications will be sent by UHC text alerts.
- Have one person call 911 and provide: "This is University of Holy Cross. We have an active shooter on campus, gunshots fired." Give your location on campus and the entrance and room number if you know it.
- If you were able to see the offender(s), give a description of the person(s) sex, race, clothing, type of weapon(s), location last observed, direction of travel, and identify if known.
- If you observed any victims, give a description of the location and number of victims.
- Wait patiently until a uniformed police officer, or university official known to you, provides an "all clear." Unfamiliar voices may be an active shooter

attempting to lure you from safety. Do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or university official. Campus Security will have a vest/uniformed clearly marked as Security.

- Depending on circumstances, consideration may also be given to exiting ground floor windows as safely and quietly as possible. Proceed quickly to one of the UHC safe locations.

FIGHT: If an active shooter enters your location, you should FIGHT:

- Try to remain calm.
- If there is no possibility of escape or hiding, only as a last resort when it is imminent that your life is in danger should you make a personal choice to attempt to negotiate with or overpower the assailant(s).
- Call 911, if possible, and provide the information listed in the first guideline.
- If the active shooter(s) leave the area, barricade the room or proceed to a safer location.

If you are in an outside area and encounter an active shooter, you should:

- Try to remain calm.
- Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s).
- Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
- Try to warn other faculty, staff, students and visitors to take immediate shelter or evacuate to one of the safe locations.
- Call New Orleans Police Department at 9-1-1 or 504-821-2222.
- 911 Operators will notify law enforcement and other emergency service (EMS) agencies — fire and rescue. EMS will respond to the site, but will not be able to enter the area until it is secured by law enforcement. You may have to treat the injured as best as you can until the area is secure.
- Remember basic first aid: For bleeding, apply pressure and elevate. Many items can be used for this purpose e.g., clothing, paper towels, feminine hygiene products, newspapers, etc. Try to stay quiet and calm.

What to expect from responding police officers:

NOPD and Louisiana State Police:

- a. You may be instructed to keep your hands on top of your head.

- b. You may be searched.
- c. You will be escorted out of the building by law enforcement personnel — follow their directions.
- d. After evacuation you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.
- e. Once you have been evacuated you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

If you evacuate to a safe location or assembly **point**, you will likely be held in that area by law **enforcement until the situation is under control**, and all witnesses have **been identified** and questioned. Do not leave until law **enforcement authorities** have instructed you to do so.

XVI. Parking and Traffic Regulations

The operation and parking of all motor vehicles on the UHC campus is contingent upon displaying a proper parking permit and adherence to the regulations as set forth. Failure to comply makes violators subject to the fines and penalties herein. These regulations are prepared by the Security Office for the safety and control of traffic and convenience of the University.

Vehicle Registration

Any member of the faculty, staff, or student body using University owned property for parking must register the vehicle(s) he or she operates on campus. A vehicle parked on campus must display a valid parking permit at all times during the regular and summer semesters. Any vehicle receiving three or more citations for parking on campus without a permit will be subject to immobilization.

The student must present the following documents at time of vehicle registration:

1. Valid UHC I.D. or UHC fee bill stamped "PAID."
2. Vehicle registration and insurance.

Applications

The following traffic rules and regulations have been enacted by the University for the security and safety of the UHC community and apply to all persons who operate a motor vehicle on campus property.

1. Permittee is responsible for all traffic citations in which his or her parking permit is displayed. The campus speed limit is 5 m.p.h. at all times.
2. The parking plan is designed to provide parking as permissible within the limits of available space. Operating a motor vehicle on campus is a privilege and is contingent on compliance with these rules and regulations.

3. Students, faculty, staff, vendors, contractors, visitors, and alumni are expected to abide by these regulations. The fact that a traffic citation is not issued at the time a vehicle is illegally parked does not imply that the regulation or law is no longer in effect. The responsibility for knowledge of the laws and regulations in force rests with the motor vehicle operator.
4. Because parking and traffic violations impede the proper functioning of the University, penalties are provided for the violation of these regulations. Penalties consist of fines/fees and, for excessive violations, the loss of the privilege of operating a motor vehicle on campus. It is the responsibility of the vehicle operator to locate a legal parking space within the assigned parking zone. The lack of a convenient parking space is not justification for a violation of parking rules.
5. All appropriate Louisiana criminal laws, motor vehicle laws, New Orleans City Traffic Ordinances, in addition to the University regulations, are in effect on the UHC property. Careful adherence to all regulations is required to protect pedestrians and vehicles and to provide access for emergency vehicles. University security officers have jurisdiction to enforce these regulations.
6. All faculty, staff, and administrators whose primary purpose on campus is employment will be given a staff decal. Students who are employed by the University will be required to park in Student Parking areas.

Definitions

For the purpose of interpretation, certain definitions are in effect:

“Campus” or “Campus area” of “UHC” includes all properties owned or controlled by University of Holy Cross. “Motor Vehicles” includes automobiles, trucks, motorcycles, moped-type vehicles, and all gas/electric driven 2 or 3 wheel vehicles.

Permits

1. A parking permit will be issued for each individual vehicle according to the owner’s job classification or status as a student.
2. Permits may not be transferred to another person.
3. In the event of loss or theft of a parking permit, the owner must file a Loss/Theft Report within five (5) days of the incident.
4. Temporary Parking Permits are valid for seven calendar days from the day of issuance.

Removal of Abandoned Motor Vehicles

Any motor vehicle that has remained on University property five (5) days or more without a valid parking permit is considered abandoned. The owner will be notified by registered letter to remove the vehicle at once. Failure to comply will result in the permanent disposal of the vehicle.

Towing of Vehicles on University Property

Vehicles parked on University property, found hindering the performance/function of the University may be towed/relocated at the owner's expense.

Visitor Parking

This area is specifically reserved only for visitors to the University. No permit holder, member of the faculty, staff, administration, or student body at UHC is allowed to park in visitor parking at anytime.

Violations and Penalties

Category One Fines

Failure to register a vehicle parking on campus is \$15.00 for the first offense, \$25.00 for the second offense, and \$50.00 for the third and subsequent offenses unless:

1. The operator of the vehicle has been affiliated with UHC fewer than five (5) working days prior to the violation.
2. The vehicle has been acquired by the individual fewer than five (5) working days prior to the violation.
3. Only the first violation for "No UHC Vehicle Registration" can be waived if the vehicle is registered within five (5) working days of the citation. This does include temporary registration.
4. Cases wherein a person has registered a vehicle but fails to display a parking permit, the fine may be reduced to \$5.00.

Category Two Fines

1. Improperly displaying a parking permit is a \$5.00 fine.
2. Failure to display a valid parking permit is a \$5.00 fine.
3. Diagonal parking in a parallel space is a \$10.00 fine.
4. Parking across lines on designated parking spaces is a \$10.00 fine.
5. Parking in an unauthorized area is a \$10.00 fine.
6. Parking in visitor parking is a \$15.00 fine.
7. Unauthorized possession of a parking permit is a \$50.00 fine.
8. Unauthorized parking in a handicap zone is a \$50.00 fine.
9. Damaging or vandalizing a traffic sign is a \$50.00 fine.

Category Three Fines

1. Blocking vehicle traffic, entry ways, or dumpsters is a \$10.00 fine.
2. Reckless driving is a \$25.00 fine.
3. Exceeding the campus speed limit of 5 m.p.h. is a \$25.00 fine.
4. Driving/parking against traffic on a one-way drive is a \$10.00 fine.

Category Four Administrative Fees

1. Any vehicle receiving three or more citations for the infraction “No UHC Vehicle Registration” (Category A) will be immobilized by security personnel. An administrative fee of \$50.00 will be collected BEFORE the vehicle will be released.
2. At the discretion of the Director of Security, vehicles may be immobilized for three or more violations of the parking and traffic regulations. The owner/operator of a vehicle immobilized under these conditions will be required to pay the administrative fee of \$50.00 BEFORE the vehicle will be released, and is subject to the banning of the vehicle from the campus for a period of up to one semester.

Payment of Fines

1. Each individual receiving a traffic citation will have 10 calendar days from the date of the violation in which payment may be made. To insure proper credit a copy of the citation should accompany payment.
2. After ten 10 calendar days, unpaid traffic fines will be referred to the business office for collection, and a \$10.00 administrative fee will be assessed for each ticket.
3. Challenges: The assessment of any fine may be challenged before the Appeals Committee within 10 calendar days of the violation and filing a written appeal on forms provided for this purpose.
Incomplete appeals or those which are not accompanied by the issued ticket or copy thereof will not be heard. There is no charge to file an appeal.

Temporary Parking

1. Each temporary tag will be valid for 7 calendar days from the date issued.
2. All students obtaining a temporary tag must park in student parking areas only.
3. Altering a temporary tag in any way is a \$50.00 fine and will result in disciplinary action and/or the vehicle being banned from campus.
4. Temporary tags must be hung from the rear view mirror facing the outside of the vehicle.
5. A ticket received for “No UHC Vehicle Registration” will not be waived if the vehicle is registered with a temporary tag within five days.

Parking Appeals Process

Any student who feels he or she received an unjust citation has the right to appeal the citation. However, the appeal form must be filed within 10 calendar days from the date the citation was issued. Each citation must be individually appealed and the citation must be attached to the appeal form.